

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, 23 July 2025, commencing at 19:30



Bruce Winton
Chief Executive and Clerk to the Parish Council
18th July 2025

**Members: Cllrs Boyer, Clarke, Fernandes, Hoyle, Jahromi, James, Johnson, Jones, Lias,
Masseron, Matic, Montgomery, Peer and Tatla (Chair)**

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. **Co-option of a Parish Councillor**
 - 3.1 To **RECEIVE** and **CONSIDER** the co-option of Corrine Bowler as a Shinfield Parish Councillor*
4. **Minutes of the Annual Council meeting held on 28th May 2025 and 25th June 2025**
 - 4.1 To **RECEIVE** and **APPROVE** the amended minutes of the Annual Council meeting held on 28th May 2025*
 - 4.2 To **RECEIVE** and **APPROVE** the minutes of Full Council meeting held on 25th June 2025*
 - 4.3 To **RECEIVE** information on matters arising from the minutes of the meeting held on 25th June 2025

5. Reports from Borough Councillors

- 5.1 To **RECEIVE** and **NOTE** reports from Borough Councillors*
- 5.2 To raise any questions to Wokingham Borough Council via the Borough Councillors.

6. Reports from Committees and associated Working Parties

- 6.1 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 2nd July 2025* and an update from the Chair
- 6.2 To **RECEIVE** and **NOTE** the draft minutes of the Arts Culture and Events Committee held on 3rd July 2025* and an update from the Chair
- 6.3 To **RECEIVE** and **APPROVE** the revised terms of reference for the Arts, Culture and Events Committee*
- 6.4 To **RECEIVE** and **NOTE** the draft minutes of the Planning and Highways Committee held on 9th July 2025* and an update from the Chair
- 6.5 To **RECEIVE** and **NOTE** the draft minutes of the Staffing Committee dated 16th July 2025* and an update from the Chair
- 6.6 To **RECEIVE** and **NOTE** a verbal report from the Corporate Governance Working Party
- 6.7 To **RECEIVE** a verbal report from the Chair of the Council
- 6.8 To **RECEIVE** reports from outside bodies
- 6.9 To **RECEIVE** and **CONSIDER** a request for nominations for Shinfield Parish Council Trustees to Spencers Wood Village Hall

7. Community Infrastructure Levy (CIL)

- 7.1 To **RECEIVE** and **CONSIDER** a request from Wokingham Borough Council for funding towards a pedestrian crossing on Shinfield Road*

8. Community Governance Review

- 8.1 To **RECEIVE** and **CONSIDER** the proposed ward boundaries for Shinfield Parish Council proposed by Wokingham Borough Council*

9. Vision

- 9.1 To **RECEIVE** and **CONSIDER** initial thoughts from the Chair for a vision of the Parish*

10. Invoices for payment

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

11. Correspondence

- 11.1 To **RECEIVE** and **NOTE** any correspondence received

12. Date of Next Meeting

- 12.1 The date of the next Full Council Meeting will be held on 24th September 2025

Co-option of Councillor – Corrine Bowler

I am a highly experienced professional with a distinguished career spanning over 30 years in law enforcement, primarily with Thames Valley Police, where I served as a Police Officer and Detective. My expertise includes investigations, interviewing, risk assessment, and offender management, with significant experience in handling serious crimes such as murder, abduction, and firearms offenses. I have held leadership roles, including Acting Detective Sergeant, and worked collaboratively with various agencies such as the Prison Service, Probation, and Local Authorities. I have also contributed to training initiatives, including the facilitation of Family Liaison Officer training.

Since retiring from the police force, I have continued to apply my skills as an Investigator for the Ministry of Defence and, more recently, as a Civilian Investigator with Hampshire and Isle of Wight Police, mentoring and coaching trainee detectives. My qualifications include proficiency in IT systems, surveillance, interviewing techniques, and disaster victim identification. I have received multiple commendations for my work, including recognition from Crown Court Judges and Chief Constables.

I am seeking to become a Councillor of Shinfield Parish Council as I want to use my skills and experience for the benefit of my local community. My interests include golf, gardening, dog walking, and engaging in local activities, demonstrating my commitment to community involvement.

Minutes of a meeting of Full Council
Held on Wednesday, 28th May 2025
At School Green Centre commencing at 19:30

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

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

2 members of the public

25/44 Election of Chair of the Council

- 44.1 Cllr Grimes opened the meeting by confirming his resignation from Shinfield Parish Council after the meeting. He would therefore not be standing for the position as Chair.

Two nominations had been received for Chair of the Council for 2025 to 2026

- 1) Cllr Boyer
- 2) Cllr Tatla

The Chair proposed that the election be carried out by secret ballot, thereby overriding Standing Order 2e "The election of the Chairman shall be by show of hands." and enacting Standing Order 5xvi "to suspend any standing order except those that are mandatory by law". Standing Order 2e is not deemed to be mandatory.

Proposed: Cllr Grimes
Seconded: Cllr Masseron
Agreed: Unanimously

It was unanimously **AGREED** to elect the Chair by secret ballot.

- 44.2 The result of the ballot was Cllr Tatla 7 votes and Cllr Boyer 6 votes. Cllr Grimes declined to vote.

Cllr Tatla was elected as Chair of the Council for 2025 to 2026

- 44.3 Cllr Tatla signed a declaration of acceptance of office as Chair of the Council

25/45 Election of Vice-Chair(s) of the Council

- 45.1 Standing Order 2f states “the newly elected Chair shall indicate their rationale for 1 or 2 Vice-Chairs”.

The Chair proposed that there should be two Vice-Chairs with defined roles. This should be reviewed annually, giving consideration to the amount of work to be done in relation to corporate governance.

- 1) Finance and Staffing
- 2) Corporate Governance

Two nominations had been received for Vice-Chair of the Council for 2025 to 2026

- 1) Cllr James – Finance and Staffing
- 2) Cllr Masseron – Corporate Governance

- 45.2 The election was by show of hands

Cllr James was unanimously elected as Vice-Chair (Finance & Staffing) of the Council for 2025 to 2026

Cllr Masseron was elected as Vice-Chair (Corporate Governance) of the Council for 2025 to 2026. The voting was 12 for, 1 abstention

- 45.3 Cllr James signed a declaration of acceptance of office as Vice-Chair (Finance & Staffing) of the Council
Cllr Masseron signed a declaration of acceptance of office as Vice-Chair (Corporate Governance) of the Council

25/46 Apologies and declaration of members’ interests

- 46.1 Apologies for absence had been received from Cllr Montgomery, BCllrs Gray and Rance
- 46.2 There were no declarations of members’ interest
- 46.3 There were no changes to members declaration of pecuniary interest

25/47 Minutes of the Annual Council meeting held on 22nd May 2024

- 47.1 Members **NOTED** the Annual Council minutes of 22nd May 2024 that had been approved and signed at the Full Council meeting held on 26th June 2024.

25/48 Public Questions

- 48.1 There were no public questions

25/49 Committee appointments 2025/26

- 49.1
49.1.1 Facilities Committee

Membership of the Facilities Committee for 2025/2026 would be:-
Cllrs Boyer, Clarke, Jahromi, James, Johnson, Masseron and Peer

49.1.2 Arts, Culture and Events Committee

Membership of the Arts, Culture and Events Committee for 2025/2026 would be:-
Cllrs Jahromi, James, Jones, Matic, Montgomery, Peer and Tatla

49.1.3 Planning and Highways Committee

Membership of the Planning and Highways Committee for 2025/2026 would be:-
Cllrs Boyer, Fernandes, Hoyle, Jahromi, James, Lias, Masseron and Peer

49.1.4 Staffing Committee

Membership of the Staffing Committee for 2025/2026 would be:-
Cllrs James, Masseron, Montgomery and Peer

49.1.5 Children and Young Adults Committee

Membership of the Children and Young Adults Committee for 2025/2026 would be:-
Cllrs Fernandes, Johnson, Matic, Montgomery and Tatla

49.1.6 Finance Committee

Membership of the Finance Committee for 2025/2026 would be:-
Cllrs James, Masseron and Tatla plus the chairs of all other council standing committees and up to two other members.

Chairs of committees would be elected at the first meeting of the standing committee following the Annual Council meeting.

25/50

Meeting Schedule 2026/2027

50.1 The proposed meeting schedule for 2026/2027 was circulated with the agenda. This followed the pattern agreed for 2025/26 in January 2025.

Members **APPROVED** the meeting schedule for 2026/2027.

Proposed: Cllr Matic
Seconded: Cllr Jahromi
Agreed: Unanimously

ACTION – Deputy Clerk to send out diary invites for the approved meeting schedule

25/51 Appointments to outside bodies

51.1 The following representatives were **APPOINTED** to serve on the outside bodies:

Outside Body	2025/26
Fields NAG	Cllr Peer
AWE Liaison Committee	Cllr Montgomery
Berkshire Association of Local Councils (BALC)	Cllr Peer
Borough/Parish Liaison Forum	Cllrs Peer and Tatla
Godson Charity	Andrew Oughton
Grazeley Village Hall Management Committee	Cllr Lias
Natural History Museum	Cllr Fernandes
Shinfield St Mary's CE(VA) Junior School	Cllr Fernandes
Shinfield United Charities	Cllr Montgomery and Cllr Jahromi
Shinfield Volunteer Group	Ian Young to act as liaison between group and SPC
Youth Club	Cllr Montgomery and Cllr Johnson
Spencers Wood Village Hall Committee	Cllrs James and Matic
Wokingham Veteran Tree Association	SPC vacancy and Elaine Butler

Members unanimously **APPROVED** the representatives.

25/52 Subscriptions

52.1 The following subscriptions were due to be paid for 2025/26

Description	£ (Exc VAT)
Association of Local Councils Of which Berkshire (invoice £1,400) National (invoice £1,200)	2,600
Berkshire Youth (Associate Membership)	50
National Allotment Society	60
Clerks & Councils Direct	80

Members **APPROVED** the payment of the subscriptions listed above.

Proposed: Cllr Johson
 Seconded: Cllr Boyer
 Approved: Unanimously

ACTION – Clerk to arrange for the payment of the subscriptions listed above when due

52.2 Licences for 2025/2026

The following Licences were due for renewal for 2025/2026

Description	£ (Exc VAT)
Television Licence – The Manor	175
Television Licence – School Green Centre	175
Television Licence – Spencers Wood Pavilion	175
Television Licence – High Copse Pavilion	175
PPL – PRS Music Licence	600
Information Commissioners Office	73

Members **APPROVED** the payment of the Licences listed above.

Proposed: Cllr Boyer
 Seconded: Cllr Peer
 Approved: Unanimously

ACTION – Clerk to arrange for the Licences listed above to be paid as and when due

25/53 Risk Register

53.1 The Risk Register was regularly review by the Finance and General Purposes Committee and had been circulated with the agenda.

Members **NOTED** the Risk Register

25/54 Minutes of the Meetings held on 23rd April 2025

54.1 The minutes of the Council Meeting held on 23rd April 2025 were approved and signed by the Chair as a correct record.

Proposed: Cllr Grimes
 Seconded: Cllr Clarke
 Approved: Unanimously

54.2 The following matters arising were discussed:

25/32.2

25/25.2 Clerk to add an agenda item to the Planning and Highways Committee agenda in May
25/16.3 to discuss what they felt should be provided with in respect of S106 and WBC CIL from any development relating to PA 233038

This had been done and would now be discussed by the Finance and General Purposes Committee to draw up a five-year plan for future planning applications.

- 25/16.3 Clerk to write to the government departments to establish the collective government position regarding the significance of DEPZs in the planning with respect to the safety of current and future residents

This had been done. No responses or acknowledgements had yet been received.

ACTION – Clerk to chase up a response to his letters to the government departments to establish the collective government position regarding the significance of DEPZs in the planning with respect to the safety of current and future residents

- 25/16.3 Clerk to write to BCllr Bray to reinforce the concerns of Shinfield Parish Council (SPC) regarding the lack of primary school places in the parish and request an update on the proposed Spencers Wood Primary School and extension of Alder Grove Primary School.

This had been done and the Clerk was arranging the next Education Working Party meeting to allow further discussion.

ACTION – Clerk to arrange the next Education Working Party and invite representatives from Oakbank School, Swallowfield Parish Council and one parent

- 25/16.3 BCllr Gray to raise the question at the Wokingham Borough Council (WBC) School Place Planning meeting

BCllr Gray was unable to attend the meeting but his report stated:-

“I have been in touch with BCllr Bray and other officers regarding Spencer’s Wood Primary school. This has been discussed at the WBEP which met earlier this month but the minutes are not public so the feedback I have has been vague on what was discussed, although it is being discussed. It looks like the final decision will be taken at executive level in September, I am looking at what can be brought to Children’s Overview and Scrutiny to find out more information. I am very much behind ensuring that more primary places are available in Shinfield.”

- 25/27.7 Clerk to arrange a meeting of the Education Working Party

The Clerk advised that he had potential dates for this meeting and would confirm availability with the newly elected Chair of the council before confirming a date and inviting others to join the meeting.

- 25/27.8 Clerk to add an item to the agenda of the Annual Council meeting to request a representative to work with Spencers Wood Village Hall

This was on the agenda. See minute 25/51.1

- 25/37.1** BCllrs to ask Planning Enforcement why planning obligations with developers were not being followed up

ACTION - BCllr Glover agreed to follow up with Planning Enforcement why planning obligations with developers were not being followed up

- 25/37.5** Clerk to add the revised Standing Orders to the agenda of the meeting in May

This was on the agenda item 13.5 – see minute 56.5

- 25/39.1** Clerk to add the development of Millworth Recreation Ground to the agenda of the Facilities Committee in May

This would be a regular item on the agenda of the Facilities Committee.

- 25/39.2** Clerk to add 'Fitness Centre' at Millworth Recreation Ground to the agenda of the Facilities Committee in May

The committee had discussed the implementation of the Fitness element of the recreation ground. The building surveyor was progressing this element.

- 25/41.1** Clerk to complete the TVPCC survey on behalf of SPC and submit the responses

This had been done.

- 25/41.2** Members to inform the Clerk of any training courses they would like included in the BALC training list

No requests had been received to date. Members to email any requests to the Deputy Clerk as soon as possible.

- 25/41.3** Cllr Peer to attend the meeting on 1st May regarding the proposed development of Loddon Garden Village

Cllr Peer and the Clerk had attended the meeting with other parishes. It was unanimously agreed that all parishes were concerned about potential uncontrolled outcomes with reserved matters and proposed that a monitoring officer be appointed to liaise between the parishes, Wokingham Borough Council (WBC) and the developers. This should be someone with experience that could pre-empt situations.

ACTION – Cllr Fernandes agreed to share documents he had worked on regarding the challenges.

- 25/42.2** Clerk to arrange the signing of the Lease between Fresh Berkshire Ltd (trading as Crumbs Ltd) and SPC

This was still with the lawyers to finalise the necessary paperwork.

ACTION - Clerk to arrange the signing of the Lease between Fresh Berkshire Ltd (trading as Crumbs Ltd) and SPC

25/42.3 Clerk to arrange for the installation of the Hatch in the Café area

This was planned to be installed during the summer school holidays

25/55 **Reports from Borough Councillors**

55.1 Members **NOTED** the written reports from BCllrs Gray and Rance

55.2 Questions raised relating to the Wokingham Borough Councillors reports:-

- BCllr Gray had reported that Wokingham Borough Council had included, in the new borough constitution, that parish councillors now had the ability to ask a question at WBC full council and committee meetings. This would take effect from 1st June 2025.
- It was recognised that Cllr Rance had carried out a huge amount of work investigating whether the selling of cars at the School Green Car Park could be stopped. There did not appear to be any route available for this to be enforced.

ACTION - Clerk contact Matt Gould, WBC to investigate further.

- BCllr Glover gave a verbal report:-
 - Adrian Betteridge, WBC would like to meet with all parishes regarding Active Travel
 - Martin Alder was now the Executive Member for Planning
 - BCllr Glover was now on the WBC Planning Committee

Members revisited previous discussions regarding the non-attendance/communication with the other BCllrs. Shinfield Parish Council (SPC) invited the BCllrs to each of their Full Council meeting. BCllr Glover explained that there was no official requirement for BCllrs to attend parish council meetings, however, members felt that as they were elected by the parishioners that there should be communication with the parish council throughout their period of appointment to inform the parish of the work they were undertaking.

For the public to understand the commitment of individual councillors it was agreed to publish the attendance record of both parish and borough councillors at the Annual Council Meeting.

Proposed: Cllr Hoyle
Seconded: Cllr Masseron
Agreed: Unanimously

ACTION – Clerk to publish a table showing attendance of both parish and borough councillors in the papers for the Annual Council Meeting in 2026.

Item 25/56.6 was taken at this point after which Cllr Grimes left the meeting

25/56

Reports from Committees and associated Working Parties

56.1 Facilities Committee

Cllr Johnson reported that

- Shinfield Rangers had been given a tour of High Copse Pavilion.
- A plan had been worked on relating to the use of the cricket pitch.
- Suggested that signs to High Copse Pavilion be erected as people were finding it difficult to locate.
- The plans for Millworth Sports Park were being worked on.
- Progress was being made with discussions about the installation of youth shelters.
- The committee were exploring ideas for a Pump track.

Members **NOTED** the minutes of Facilities Committee held on 7th May 2025

20:47 *Cllr Lias left the meeting*

56.2 Arts, Culture and Events Committee

Cllr Matic thanked everyone who had worked on making the VE80 Celebrations a great success.

Members **NOTED** the minutes of Arts, Culture and Events Committee held on 8th May 2025

Cllr Jahromi and B Winton, Chief Executive and Clerk to the Parish Council left the meeting

56.3 Minutes of the Planning and Highways Committee

Cllr Peer reported that

- The inspectorate report on Planning Application 233038, Land East of Hayes Drive, Three Mile Cross was still outstanding.
- The proposed Richborough development in Spencers Wood was moving forward.
- AOC had submitted some plans for a potential village centre in Spencers Wood.

Members **NOTED** the minutes of the Planning and Highways Committee held on 14th May 2025

56.4 Minutes of the Staffing Committee

Cllr Peer had chaired the meeting in Cllr James' absence and drew attention to item 15 on the agenda (see minute 25/58.1)

Members **NOTED** the minutes of the Staffing Committee held on 21st May 2025

56.5 Corporate Governance Working Party

It had been the intention to bring a revised set of Standing Orders to this meeting but despite considerable effort they were not yet in a position to put before Full Council. The revised draft was still undergoing final proof reading and checks for consistency.

The intention was now to submit a draft to the Finance and General Purposes Committee in June and then to Full Council for approval.

ACTION – Corporate Governance Working Party to present the revised Standing Orders to the Finance and General Purposes Committee in June 2025

56.6 Chairman's Report (this item was taken before Minute 25/56.1)

Cllr Grimes, the former Chair, reported that:-

- He attended the VE80 commemorations and thanked the Clerk and Staff for the excellent organisation of the event.
- He had held the Parish meeting and was disappointed by the lack of attendance. This should be referred to the Arts, Culture and Events Committee to plan, in advance of the meeting next year, for better publicity and activities to draw in the public.

ACTION – Clerk to add to the agenda of the Arts, Culture and Events Committee the Annual Parish meeting for 2026.

- He had worked with the Clerk to produce a letter to various government departments to establish the collective government position regarding the significance of the DEPZs in the planning, with respect to the safety of current and future residents. Yuan Yang, MP was ready to take this to the House of Commons to question the future plan.

Proposed: Cllr Jahromi
Seconded: Cllr Grimes
Agreed: Unanimously

ACTION – To request Yuan Yang, MP to ask the House of Commons what the collective government position was regarding the significance of the DEPZs in the planning, with respect to the safety of current and future residents.

Cllr Grimes thanked Members for supporting him in his role of Chairman of Shinfield Parish Council.

Cllr Tatla, Chair thanked Cllr Grimes for all the work he had undertaken.

Cllr Grimes left the meeting

56.7 Reports from Outside Bodies

There were no reports from outside bodies.

Members requested that the joint meetings held between SPC and the University of Reading (UoR) be reported under this heading.

ACTION –

- Deputy Clerk to send a reminder of the date of the next meeting with the UoR
- Clerk to include this as a regular item for Full Council

25/57 Equality, Diversity and Inclusion Policy

- 57.1 The draft Equality, Diversity and Inclusion Policy had been considered by the Staffing Committee and was now submitted for Full Council approval.

Members felt that the policy should be amended so that it is reviewed and implemented every two years. It was also felt that it should be circulated to all staff for comment before being resubmitted to the next meeting.

ACTION –

- Clerk to amend the policy to state that it is reviewed and implemented every two years.
- Clerk to circulate the policy to all staff for comment.
- Clerk to add to the agenda of the Full Council meeting in June for approval.

25/58 Staffing Resilience

- 58.1 The Staffing Committee had considered a request from the Clerk for an additional 16 hours administrative support to improve staffing resilience across the Council. The additional hours would incur expenditure of £13,500 per annum that was not in the current budget plan.

Members **APPROVED** the additional expenditure to recruit 16 hours of administrative support

Proposed: Cllr Peer
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Clerk to arrange for the 16 hours to be advertised internally in the first instance

25/59 Invoices for Payment

- 59.1 Payments made within the Clerk's financial delegation

Queries on payments made by individual councillors had been responded to prior to the meeting.

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

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

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

- 59.3 **Payments outside the Clerk's financial delegation**

There were no payments outside the Clerk's delegation.

25/60

Correspondence

60.1

Footpath from Lailey Path to Shinfield Infant School

Rob Curtis, Transport Planning Team Manager, WBC reported that this would be dealt with by a Transport Planner in his team. They had met with two directors from the Circle Trust on Tuesday, 6th May who were now discussing the best way to progress this with their legal team.

“A pre-App letter from our planning consultant to Wokingham’s Planners has been issued and we await their response. We will continue to do both in parallel in the hope that both go through smoothly as we don’t want to lose more time.”

Members **NOTED** the update

25/61

Date of Next Meetings

61.1

The date of the next Full Council meeting is Wednesday, 25th June at 19:30

Meeting ended at 21:21

List of Actions

25/50.1	Deputy Clerk to send out diary invites for the approved meeting schedule	Deputy Clerk
25/52.1	Clerk to arrange for the payment of the subscriptions when due	Clerk
25/52.2	Clerk to arrange for the Licences to be paid as and when due	Clerk
25/54.2		
25/25.2(16.3)	Clerk to chase up a response to his letters to the government departments to establish the collective government position regarding the significance of DEPZs in the planning with respect to the safety of current and future residents	Clerk
25/25.2(16.3)	Clerk to arrange the next Education Working Party and invite representatives from Oakbank School, Swallowfield Parish Council and one parent	Clerk
25/37.1	BCllr Glover agreed to follow up with Planning Enforcement, why planning obligations with developers were not being followed up	BCllr Glover
25/41.3	Cllr Fernandes agreed to share documents he had worked on regarding the challenges	Cllr Fernandes
25/42.2	Clerk to arrange the signing of the Lease between Fresh Berkshire Ltd (trading as Crumbs Ltd) and SPC	Clerk
25/55.2	Clerk contact Matt Gould, WBC to further investigate the selling of cars at the School Green Centre	Clerk
25/55.2	Clerk to publish a table showing attendance of both parish and borough councillors in the papers for the Annual Council Meeting in 2026	Clerk
25/56.5	Corporate Governance Working Party to present the revised Standing Orders to the Finance and General Purposes Committee in June 2025	Clerk
25/56.6	Clerk to add to the agenda of the Arts, Culture and Events Committee the Annual Parish meeting for 2026	Clerk
25/56.6	To request Yuan Yang, MP to ask the House of Commons what the collective government position was regarding the significance of the DEPZs in the planning, with respect to the safety of current and future residents.	Clerk
25/56.7	Deputy Clerk to send a reminder of the date of the next meeting with the University of Reading (UoR)	Deputy Clerk

25/56.7	Clerk to include joint meeting between Shinfield Parish Council and the UoR as a regular item for Full Council	Clerk
25/57.1	Clerk to amend the Equality, Diversity and Inclusion Policy to state that it is reviewed and implemented every two years	Clerk
25/57.1	Clerk to circulate the Equality, Diversity and Inclusion Policy to all staff for comment.	Clerk
25/57.1	Clerk to add the Equality, Diversity and Inclusion Policy to the agenda of the Full Council meeting in June for approval.	Clerk
25/58.1	Clerk to arrange for the 16 hours vacancy for administrative support internally	Clerk

DRAFT

Minutes of a meeting of Full Council
Held on Wednesday, 25th June 2025
At School Green Centre commencing at 19:30

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

Attending: BCllr Glover
B Winton (Chief Executive and Clerk)
S Herring (Deputy Clerk)

2 members of the public (1 member of the public left at 20:10)

25/62 Public Questions

62.1 There were no public questions

25/63 Apologies and declaration of members' interests

63.1 Apologies for absence had been received from Cllr Jahromi, BCllrs Gray and Rance

63.2 There were no declarations of members' interest

63.3 There were no changes to members declaration of pecuniary interest

25/64 Minutes of the Annual Council Meetings held on 28th May 2025

64.1 The minutes of the Annual Council Meeting held on 28th May 2025 were approved subject to a change in wording to the last sentence of minute 25/55.2:-

"For the public to understand the commitment of individual councillors it was agreed to publish the attendance record of both parish and borough councillors at the Annual Council Meeting."

Proposed: Cllr Hoyle
Seconded: Cllr Masseron
Approved: Unanimously

The minutes would be signed by the Chair at the meeting on 23rd July 2025.

ACTION –

- Deputy Clerk to amend the wording accordingly and represent the minutes for signing at the Full Council meeting on 23rd July 2025
- Clerk to publish a table showing attendance of both parish and borough councillors in the papers for the Annual Council Meeting.

64.2 The following matters arising were discussed:

25/50.1 Deputy Clerk to send out diary invites for the approved meeting schedule

This had not yet been done for 2026/27

25/52.1 Clerk to arrange for the payment of the subscriptions when due

This would be done.

25/52.2 Clerk to arrange for the Licences to be paid as and when due

This would be done.

25/54.2

25/25.2(16.3) Clerk to chase up a response to his letters to the government departments to establish the collective government position regarding the significance of DEPZs in the planning with respect to the safety of current and future residents

The Clerk had received two responses to his letter to government departments

- Ministry of Housing, Communities and Local Government (MHCLG)
- Ministry of Defence (MoD)

Further information had been requested from

- The Office of Nuclear Regulation (ONR)

No response had been received from

- Foreign, Commonwealth & Development Office (FCDO)
- Department for Work and Pensions (DWP)
- Members of Parliament (MP) or Councils

The Clerk would consolidate the responses once he had heard back from all departments.

ACTION – Clerk to present responses from government departments to the Full Council meeting in July, subject to a response being received.

25/25.2(16.3) Clerk to arrange the next Education Working Party and invite representatives from Oakbank School, Swallowfield Parish Council and one parent

This had been arranged for 3rd July at 10.00 on Teams and representatives from Swallowfield Parish Council had been invited to the meeting.

- 25/37.1 BCllr Glover agreed to follow up with Planning Enforcement, why planning obligations with developers were not being followed up

BCllr Glover reported that Wokingham Borough Council (WBC) Planning Department had been prioritising other planning over enforcement and suggested that specific cases be presented.

ACTION – Clerk to request that all borough clerks present a joint case to present to WBC

- 25/41.3 Cllr Fernandes agreed to share documents he had worked on regarding the challenges regarding development at Loddon Garden Village

Cllr Fernandes had sent an outline approach suggesting how to ensure that S106 agreements are complied with including approaching the Local Government Ombudsman.

- 25/42.2 Clerk to arrange the signing of the Lease between Fresh Berkshire Ltd (trading as Crumbs Ltd) and SPC

This was currently with the solicitors.

ACTION – Clerk to report back once the lease had been signed

- 25/55.2 Clerk to contact Matt Gould, WBC to further investigate the selling of cars at the School Green Centre

The Clerk had contacted WBC car park team and advised that WBC ASB enforcement were looking at installing temporary CCTV to tackle fly-tipping and suggested that it could also be used to investigate trading from the car park. "however this 'contravention' may fall more in the area of trading standards/licencing. If they do not have a licence to trade from the car park then that maybe the route for any future enforcement."

- 25/55.2 Clerk to publish attendance of BCllrs at SPC Full Council meetings on the SPC notice boards

This information would now be published at the Annual Council meeting in May 2026. See Minute 25/64.1 for amendment.

- 25/56.5 Corporate Governance Working Party to present the revised Standing Orders to the Finance and General Purposes Committee in June 2025

This had been done - see minute 25/68.1

- 25/56.6 Clerk to add to the agenda of the Arts, Culture and Events Committee the Annual Parish meeting for 2026

This would be done.

- 25/56.6 To request Yuan Yang, MP to ask the House of Commons what the collective government position was regarding the significance of the DEPZs in the planning, with respect to the safety of current and future residents.
- This would be done once all responses had been received. See minute 25/54.2 (25/25.2)
- 25/56.7 Deputy Clerk to send a reminder of the date of the next meeting with the University of Reading (UoR)
- This had been done – see minute 25/67.7
- 25/56.7 Clerk to include joint meeting between Shinfield Parish Council and the UoR as a regular item for Full Council
- This would be done when a meeting had been held - see minute 67.6
- 25/57.1 Clerk to amend the Equality, Diversity and Inclusion Policy to state that it is reviewed and implemented every two years
- This had been done – see minute 25/68.1
- 25/57.1 Clerk to circulate the Equality, Diversity and Inclusion Policy to all staff for comment.
- This had been done – see minute 25/68.1
- 25/57.1 Clerk to add the Equality, Diversity and Inclusion Policy to the agenda of the Full Council meeting in June for approval.
- This had been done – see minute 25/68.1
- 25/58.1 Clerk to arrange for the 16 hours vacancy for administrative support internally
- This had been advertised internally with interviews taking place on Thursday 26th June.

25/65 Annual Accounts and Annual Governance and Accountability Return – Year ending 31st March 2025

65.1 Internal Audit Report

Members **NOTED** the internal audit report

65.2 Financial Statement for year ended 31st March 2025

Members **APPROVED** the Financial Statement for year ended 31st March 2025

Proposed: Cllr Montgomery
Seconded: Cllr Lias
Approved: Unanimously

65.3 Annual Governance Statement 2024/25 – Section 1

Members **APPROVED** the Annual Governance Statement 2024/25 – Section 1 signed by the Chair and the Clerk

Proposed: Cllr James
Seconded: Cllr Montgomery
Approved: Unanimously

65.4 Account Statements 2024/2025 – Section 2

Members **APPROVED** the Accounting Statements 2024/2025 – Section 2 signed by the Chair

Proposed: Cllr James
Seconded: Cllr Montgomery
Approved: Unanimously

65.5 Notice of public access to AGAR

Members **NOTED** the public access to AGAR

ACTION - Clerk to display the notice of public access to AGAR on the parish notice boards and council website from 27th June to 7th August 2025

65.6 Assertion 10

Members **NOTED** the new Assertion 10 relating to 2025/26

65.7 Reappointment of Internal Auditor

Members **AGREED** to appoint Claire O’Connell as the Internal Auditor for 2025/2026

Proposed: Cllr Montgomery
Seconded: Cllr Johnson
Approved: Unanimously

ACTION - Clerk to inform Claire O’Connell of her reappointment as Internal Auditor for Shinfield Parish Council

25/66

Reports from Borough Councillors

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

66.2 Questions arising from the reports of the BCllrs

BCllr Glover reported

- that the planning application had changed for Bodies Farm and was now a hybrid application; the SANG application was a full application and the rest was outline.
- Disappointing that the residents objected to picnic tables on the green space at the end of Hayes Drive.
- She was awaiting a report following a site visit with Andy Glencross, WBC and Cllr Clarke relating to the Taylor Wimpy sites.
- Spencers Wood Primary School – WBC are still maintaining that the number of children will keep falling.
- Loddon Garden Village – no school until 1000 houses had been built. This should be discussed with Oliver Gill, WBC at the Education Working Party meeting.

Any questions regarding the Boundary changes should be sent to the Clerk to pass onto BCllr Gray for his meeting the next day. The Clerk reported that WBC had raised concerns over a request from SPC to dispose of Ward Boundaries as this would make contested elections less efficient.

25/67

Reports from Committees and associated Working Parties

67.1 Facilities Committee

As the newly elected Chair of the Facilities Committee, Cllr Johnson thanked Cllr Clarke for all his assistance as outgoing Chair of the committee. He reported that the four main areas of Committee focus would be:-

- 3G Pitch at High Copse
- Redevelopment of Millworth Recreation Ground
- Future of Ryeish Green Paviion
- SPC public bins

Members **NOTED** the minutes of Facilities Committee held on 4th June 2025

67.2 **Children and Young Adults Committee**

Members **NOTED** the minutes of Children and Young Adults Committee held on 5th June 2025

67.3 Minutes of the Planning and Highways Committee

Cllr Peer reported on the following:-

- A meeting to review the Neighbourhood Development Plan was scheduled for 26th June 2025
- Still issues outstanding in relation to the use of the property at Bismillah House for unlicensed taxi business
- Lieutenant's Cottage – work has made a great improvement
- Nathan Hunt, Shinfield Community Church gave a presentation to the committee to ask for support for a 'religious building' on Loddon Garden Village
- It was noted that the land identified for the Alder Grove School extension has time constraints attached, and WBC were fully aware of the situation

Members **NOTED** the minutes of the Planning and Highways Committee held on 11th June 2025

67.4 Minutes of the Finance and General Purposes Committee

Cllr James reported that

- Bank balances were running high as money identified for the redevelopment of Millworth Lane Recreation Ground had not yet been spent; money has been invested to attract extra interest.
- A long-term regular hirer was still required for the Manor Ground Pavilion.

Members **NOTED** the minutes of the Finance and General Purposes Committee held on 18th June 2025

67.5 Chairman's Report

Cllr Tatla, reported that:-

- She had attended weekly meetings with the Clerk.
- Attended committee meetings to get up to speed with the work of the Council.
- She was looking to get an update on Oakbank School and check progress. Greenshaw Trust had not officially taken over the school and had been invited to attend the next meeting of the Education Working Party.

67.6 Reports from Outside Bodies

67.6.1 Joint meeting between Shinfield Parish Council and the University of Reading

Notes from the meeting held on 29th May 2025 had been circulated to members prior to the meeting.

Members **NOTED** the report from the meeting

67.6.2 AWE Nuclear Securities Technologies, Local Liaison Committee Meeting held on 24th April 2025

Cllr Montgomery had attended the meeting. Notes of the meeting had been circulated to members prior to the meeting.

Members **NOTED** the report from the meeting

67.6.3 The Edmund Godson Charity

Andrew Oughton, Shinfield Trustee had submitted a written report. The report was circulated to members prior to the meeting.

Members **NOTED** the report from the meeting

25/68

Standing Orders

- 68.1 Members **APPROVED** the Standing Orders recommended by the Finance and General Purposes Committee

Proposed: Cllr Johnson
Seconded: Cllr Montgomery
Approved: Unanimously

Members thanked the Corporate Governance Working Party for the work carried out to update the Standing Orders.

ACTION – Clerk to update the Standing Orders on the Council website

25/69

Equality, Diversity and Inclusion Policy

- 69.1 The draft Equality, Diversity and Inclusion Policy had been considered by the Staffing Committee and had been submitted to the Annual Council meeting held on 28th May 2025 for approval. This was now resubmitted following actions from the previous meeting.

There had been no comments received from staff.

Proposed: Cllr Matic
Seconded: Cllr Masseron
Approved: Unanimously

ACTION – Clerk to arrange for the implementation of the policy

25/70

Vision

- 70.1 The Chair set out some ideas on a Vision for Shinfield Parish Council in response to a question from a member of the Council. The current vision was very generic and operational of the council. A revised vision should state where we are now and the direction of travel; this will underpin the breath of work the council is trying to achieve and should be relevant and current.

Cllr Tatla explained that the vision had to be a collaboration; a few ideas were

- to foster a connected and cohesive community with interaction from the public;
- benefit from local growth, for example, working with the new local institutions;
- develop partnership working;
- empower young people (up to 24 years) to get involved with the community;
- work with the University of Reading (UoR) to run workshops, public lectures, outreach to schools, STEM fairs, bursaries for summer schools;

- empowering young people – Youth Council;
- pop up consultations, panels at events;
- creators fund with small bursaries for podcasts, projects, ticktock and other social media;
- foster an engaged community – Cllr ambassador schemes;
- interactive hub – in conjunction with the UoR;
- live streaming of council meetings;
- stories of residents achievements;
- inclusion of SHINE (Safer, Healthier, Interesting, Neighbourhoods and Engaging)

A four-year parish plan should deliver the vision, create an open dialogue with residents, build trust and increase transparency.

Members recognised that this would need resources to be successful. Cllr Matic offered his assistance in drawing up a parish plan.

ACTION – Clerk and Chair to develop an outline of a parish vision

25/71

Invoices for Payment

71.1 Payments made within the Clerk's financial delegation

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

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

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

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

There were no payments outside the Clerk's delegation.

25/72

Correspondence

72.1 Wokingham Borough Council Constitution

Members **NOTED** that the provision for questions by Town and Parish Councils at meetings of Council, Executive and other committees (excluding Planning and Highways) would come into effect from 1st June 2025.

Cllr Glover explained that there was no provision for any questions at the WBC Planning and Highways Committee.

72.2 Consultation results and government response on remote attendance and proxy voting in local authorities

Members **NOTED** the response.

25/73

Date of Next Meeting

73.1 The date of the next Full Council meeting is Wednesday, 23rd July at 19:30

Meeting ended at 21:25

List of Actions

25/64		
25/64.1	Deputy Clerk to amend the wording accordingly and represent the minutes for signing at the Full Council meeting on 23rd July 2025	Deputy Clerk
	Clerk to publish a table showing attendance of both parish and borough councillors in the papers for the Annual Council Meeting.	Clerk
25/25.2	Clerk to present responses from government departments to the Full Council meeting in July, subject to a response being received in relation to the significance of DEPZs	Clerk
25/37.1	Clerk to request that all borough clerks present a joint case to present to WBC regarding enforcing planning obligations with developers	Clerk
25/42.2	Clerk to report back once the lease had been signed by Fresh Berkshire Ltd (trading as Crumbs Ltd) and SPC	Clerk
25/65.5	Clerk to display the notice of public access to AGAR on the parish notice boards and council website from 27 th June to 7 th August 2025	Clerk
25/65.7	Clerk to inform Claire O'Connell of her reappointment as Internal Auditor for Shinfield Parish Council	Clerk
25/68.1	Clerk to update the Standing Orders on the Council website	Clerk
25/69.1	Clerk to arrange the implementation of the Equality, Diversity and Inclusion Policy	Clerk
25/70.1	Clerk and Chair to develop an outline of a parish vision	Clerk and Chair

Borough Councillor Reports

Councillor Glover

*(I've highlighted in **green** anything that wasn't in my report to Planning and Highways Committee)*

1. Cycleway marking and signing
2. Lidl crossing
3. Maintenance of Hyde End Lane footpath
4. Lailey Path to Shinfield Infants School footway
5. Hollow Lane / Arborfield Road speed limit reduction
6. Three Mile Cross improvements
7. Surface Dressing
8. New Highways policies
9. Woodcock Lane
10. Body's Farm planning application
11. Green spaces: Ecological Mitigation Zone beyond Hayes Drive
12. Green spaces: Rough ground at the end of Coronation Drive
13. Green spaces: 5-Acre field and fruit trees
14. School Buses

Cycleway marking and signing

I did have a brief phone call with Phil, but since then we have been playing telephone tag, and I have written to Alan Lewis about it. We just want to know who is going to be doing this and when. Ian Young has reported the cycleway being widened along Church Lane, near Deardon Way. **I still have not had a proper conversation with Phil Milburn and so I have written to Alan Lewis about it. Cllr Betteridge is going to talk to him about it on Monday.**

Lidl crossing

I have talked to Alan Lewis about this crossing, which appears to me to be working well (I've been there several times when it is really busy around 15:30 in the afternoon). Alan referred me to a new crossing policy, see below.

Maintenance of Hyde End Lane footpath

I have talked to Alan Lewis about this, and sent another email *[Alan's replies are in italics]*:

'You and I did have a chat about this but I would like to clarify, for the part of the path that WBC built (with a contribution by SPC):

- a) What exactly is root of the problem? Is it that, although WBC agreed to maintain the path, the land still has not been ***legally*** handed over by TW to WBC? *Primarily, Yes.*
- b) When will the handover occur? When WBC start building the school? Or could it happen before? *Planning/education/property?*
- c) Can we ask them to do the maintenance if they are not yet willing to do the legal handover? NB this section of the path is not threatened by brambles but it looks rather scruffy. *We can ask but we cannot make them*

For the part of the path that TW built it is more complicated:

- a) Allegedly someone has purchased the unwanted part of the school site, so have they also purchased the path? So where does that leave us? *You know more than me*

- b) If they haven't, and TW still owns the path, have they got WBC to agree to maintain it? If so I guess it is in the same situation as the other bit. *For the reasons we discussed WBC will have become responsible for maintaining (part of) the path – not the vegetation around it.*
- c) If they still own it and do not have agreement by WBC to maintain it, they should be doing the maintenance. I note that there are brambles in this section, which will threaten the footway before too long. *Yes, again we can ask but we cannot make them*

I'm not sure where this leaves us about maintenance of the vegetation. Southern part of the path – will vegetation be maintained as part of the school maintenance? Northern part of the path – who knows? *I have written to Connor Corrigan / Chris Howard / Andy Glencross.*

Lailey Path to Shinfield Infants School footway

Me to Rob Curtis:

'As far as I know there are three issues

- 1) The legal aspect with the School – have they agreed to the footway being rerouted across their land? *[positive]*
- 2) The planning aspect – has Planning got permission for the wall to be demolished? *[not yet]*
- 3) The actual implementation of the path. Is this still on schedule for August (next month)?' *[no answer]*

Reply from Rob Curtis:

'I was away some of last week, but the pre-app advice has come back and though it tells us we still need to do a full planning application with removal of a listed structure, they do seem to indicate that it will be acceptable (as far as they can in a formal letter). There are some concerns around removing the hedge but I am sure we can work around that.

'I have also met with Andy from the Circle Trust and that has been positive so far. They have also asked to work with us around trying to improve the conditions in front of the school as well so we could make some additional road safety improvements at the same time (though this is perceived safety rather than any collision history at that location). Andy has appointed a legal representative to assist from their side (we have agreed to pay their costs) and discussion regarding the agreement are just getting underway.

'The next step is to produce some slightly more detailed plans for the planning application; I am hoping to meet with the design team this week to see if they can allocate resource now – if not we will need to appoint WSP to do this, but we don't want anymore hold ups. I have cc'd Jess as I am on leave from Friday for 2 weeks and so if you need anything (or if she needs anything from you) you can contact each other.'

Hollow Lane / Arborfield Road speed limit reduction

Matt Gould sent this email to SPC [my italics]:

"As I am sure you will understand, there are a number of speed limit changes in the TRO and we just do not have the resources to make the changes all at the same time. This work is planned and will be delivered shortly. The implementation requires a bit of extra time because *we are waiting for the gateway feature for Arborfield Road to be delivered and installed.* This feature was agreed as part of the scheme to help reinforce the new speed

limit. There are also some additional complications on the B3349, where we need to remove the existing 40mph **roundels** [road markings near the post office on the School Green stretch of the B3349] which may require a short road closure. We're currently liaising with our contractor to try and coordinate this with other works in the area, to minimise disruption."

Matt further wrote to me, 'The gateway feature is, I understand, a request by the parish council. It will incorporate the 30 [mph] speed limit sign. We would coordinate the speed limit change with the install of the gateway signs as it would be pointless installing a separate post to put the speed limit sign on it [if] the gateway is due to be installed soon after.

'The roundels are road markings that will need to be changed before the speed limit can be introduced. As I am sure you will understand this will take a little longer to plan when compared to just removing a sign or two.



'At this time I am unable to advise on the date for this work to be completed as it will depend on obtaining permission from the Streetworks team once they process the permit request. This will be dependent on other works in the area etc. We will update you/and the Parish Council as soon as we have a proposed date from our contractors. The existing limit will remain in force until the signs changes.'

Am I to understand that SPC has specified the kind of gateway, and WBC is waiting for it to be delivered?

Three Mile Cross Improvements

Cllr Betteridge told me they would start on preparatory work 'soon'. I've asked Alan Lewis for a more precise date. *[No reply yet.]*

Surface Dressing

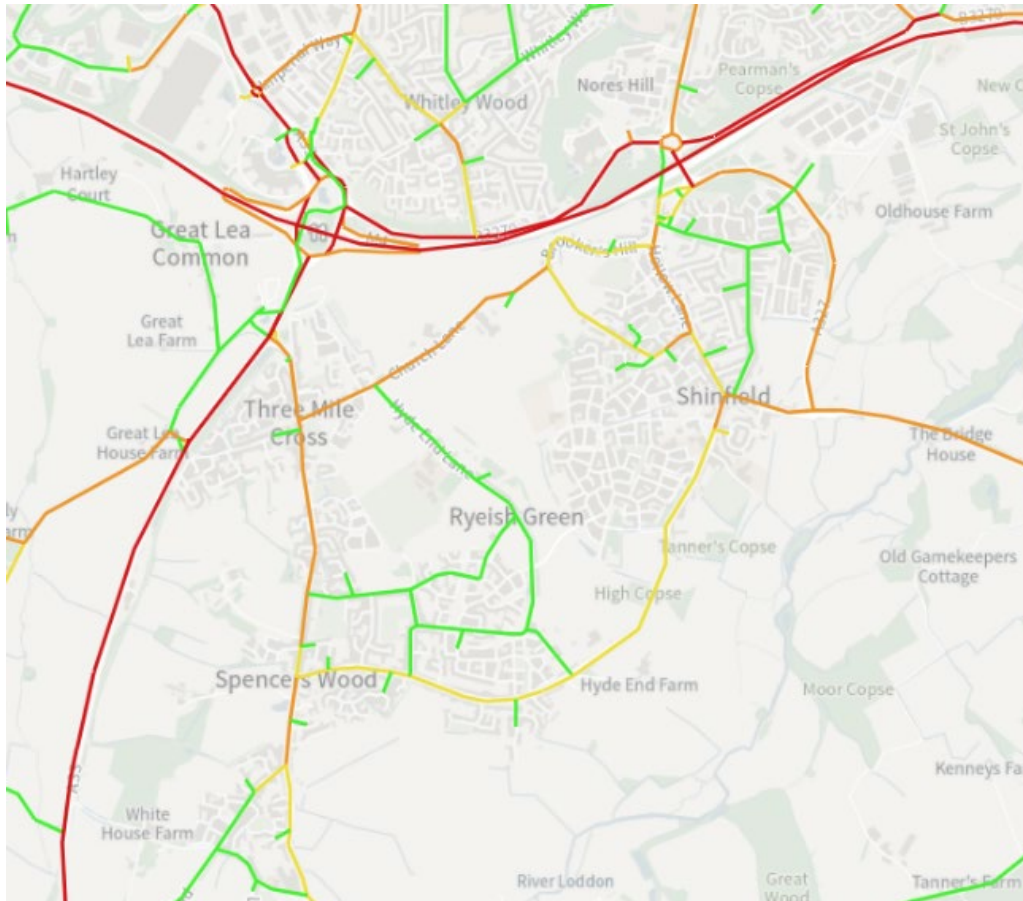
Surface dressing will take place on Sunday 3 August:

- Hartley Court Rd nos 2-54
- Hyde End Lane (Laurels to Ryeish Lane)
- Clares Green Road (Ryeish Lane to Basingstoke Rd)

New Highways policies

WBC Highways are working on a **crossing policy**, [and I quote from Alan Lewis]

'building on [LA112](#) and Section 15 of Ch6 Traffic Signs Manual ([TSM](#)); At the same time working with others to help finalise **Active Travel Guidance** – both of which should be published soon(?) Alongside these we have developed a severance map [CG: don't ask me why it's called this, but it seems to be a hierarchy of roads (see map). This will give some foresight of traffic flows to inform an initial review of need and provide a better understanding of mixed traffic flows, [and] where on-road cycling [is less feasible].



'The intent of these is to inject more science when trying to compare different areas, so we can focus investment on infrastructure in the right/cost effective way. Generally speaking, these will suggest that streets with traffic flows <8,000 vehicles/day are less likely to justify a signal-controlled crossing, with some exceptions for locations near schools, but may include refuge islands, localised pinch-points/build outs or place making. The area adjacent Lidl is likely to be ~4-6,000vpd once everything is complete. There is a shop and school nearby so there is an increased demand for vulnerable road users, but this is also why we have influenced the streetscape to influence speeds and use of space in this area (by all modes).

'Like CaliX (where the traffic flows are around double at Lidl) there is a lot of fear of the unknown. As I have indicated we need to consider all users through this street and if we can allow things to settle people should learn that spending money on a crossing will bring an unnecessary maintenance burden.

I know that is easier to say but trust this helps inform the debate in coming weeks.'

[NB The California Crossroads scheme has been shortlisted for a placemaking award by the British Construction Industry (BCI).]

Also in the pipeline is a **Speed Limit Policy**, which for the first time will give criteria for whether a road should merit a particular limit. I am going to ask a question about this at the next WBC Council meeting.

Cycleway past 'North of Arborfield Road' development

Alan Lewis asked me for help in working out where to put a cycleway along Arborfield Road and I have suggested possibly negotiating with Happy Trails Nursery which currently doesn't have satisfactory drop off/pick up space, and what space they have is one candidate for the cycleway, over which Highway rights *could* be claimed.

Woodcock Lane

I attended the meeting about this last week. Woodcock Lane within Shinfield Parish divides into 3 sections, even though it is all a single BOAT (By-way Open to All Traffic):

- Between Basingstoke Rd and Grazeley Road (although there is also a bit on the other side of Basingstoke that crosses the spare ground between the 'old' and 'new' arms of Basingstoke Road).
- The paved bit between Grazeley Road and Kingfisher Grove.
- From Kingfisher Grove to south of Whitehouse Lane, where it suddenly turns into a Bridleway.

It sounds as if we would need to prove that no vehicles have been using it recently to get its status changed from BOAT to Bridleway, even though we think that historical evidence shows that it should not have been designated as a BOAT in the first place. Maintenance of the BOAT to eliminate the mud might be a way of deterring off-road vehicles but would not prevent vehicles from using it for fly-tipping or theft from the builder's yard. It would make it safer for Active Travel by foot, bicycle or horseback though.

Body's Farm planning application

The planning officer tells me that they still do not know when this will come to the Planning Committee. The consultation period ended today (17 July).

Green spaces

Andy Glencross is waiting to hear in writing what SPC want doing with the various green spaces in Spencers Wood.

Green spaces: Ecological Mitigation Zone beyond Hayes Drive

I feel that it's not up to SPC what happens to the Ecological Mitigation Zone up at the top of Hayes Drive. I think the ball is in WBC's court to get TW to do whatever mitigation is possible at this point. I assume that the idea was that once the ecology was restored the area would not need maintenance, or am I wrong? Would it need grazing?

Green spaces: Rough ground at the end of Coronation Drive

For Coronation Drive, I think we agreed that leveling, topsoil and seeding is what is wanted. A couple of football goals concreted in would be nice too, but it is clear to me that there is no funding available for maintenance.

I separately requested that the brambles overgrowing the path on the western side need to be dealt with fairly urgently, the Heras fencing that has been left behind needs removing and I also put in a request for the grass to be mowed round the benches in the play-park. I can't check this week but next week I shall go and have a look next week.

Green spaces: 5-Acre field and fruit trees

Although it was suggested in the SPC Facilities meeting that some of 5-acre field could become a car park for the football pitches, there would seem to be ample parking at Ryeish Green Leisure Centre so I would argue against this. I agree with you that making it a continuation of the SANG would be best especially if funding was thereby forthcoming. We shouldn't give up more green spaces to the motor car.

The fruit trees next door really need to be replanted by TW, unless SPC can come up with a better use for the plot. Karl Eastmond-Bye, chair of Shinfield Rangers Football Club was at the meeting and he told me afterwards that the fruit trees were part of the drainage solution for the football field. So it seems to me that whoever is responsible for maintaining the football field is also responsible for the fruit trees (?)

Schools

I attended the meeting of the Schools Working Group. A post has appeared on the Shinfield School Buses FB group, as parents of children at the Holt have received an email about the changes to the school bus. As a result I contacted Rebecca Brooks who has now sent those parents an email herself. (She was just trying to advise schools before they closed for the holidays.) So now the parents have had this:

Thank you for applying for a spare seat on our School Transport services. We have received a higher number of applications this year compared to previous years.

We have now reviewed all applications and are working hard to accommodate as many children as possible. To help more students travel to school by bus or coach, we are planning a few small changes to some of our routes.

These may include slight adjustments to the stops served and the routes themselves. For example, the H1 service will be renumbered and made available to students from both The Holt and The Forest Schools.

We aim to confirm your child's allocated service and stop by the end of July. As schools will be closed for the summer, we have already informed them of the potential changes we are considering.

Please also note that the contracts for the 244 and 202 services (previously operated by Horseman Coaches) will end at the end of the summer term and are being re-tendered for September. We will confirm the operator once the process is complete.

Thank you for your patience and understanding as we work to finalise arrangements. If you have any questions, please do not hesitate to get in touch with the Community Transport Team at CTU.Group@wokingham.gov.uk.

Councillor Gray

I continue my work on the following committees:

- Children's Services Overview and Scrutiny Committee (Chair)
- Corporate Parenting Board
- Overview and Scrutiny Management Committee (OSMC)
- Community Governance Review Working Group
- Wokingham School Place Planning Stakeholder Group

This month has been a bit quieter on committees. On OSMC I supported measures to restrict advertising on unhealthy foods and environmentally damaging products.

Casework

- Ongoing work with residents and management company Trinity on Shinfield Meadows with maintenance of green spaces.
- Queries about phone signal in new Shinfield Meadows estates- looking into this with phone networks.
- Some concerns about access to roads over resurfacing works, but this was all resolved.
- Ongoing work with residents on SANG charges in Shinfield Gardens and Longacre/Shinfield Meadows. Slow progress with Reading University but there are some signs of movement. Hopefully there will be a more concrete resolution by September.

Councillor Rance

17.06.25 Reported overgrown grass with photo, on the roundabout at Church Lane/Hayes Drive/Deer Leap. Had a reply on 23rd. Ref No: GM3811 and will be dealt with in 20 days, by which time the grass will be grown another 2 feet!!!

17.06.25 Supported a resident in an ongoing case at Uxbridge County Court – neighbour dispute.

23.06.25 A North Shinfield resident reached out and I visited. House being built next door. Workers been there for 3 months with no toilet. Seems they have been using the garden!! Reported to Environmental Health. The property now has a Portaloo!

23.06.25 Resident in Ducketts Mead, grateful for the mending of the manhole cover which I mentioned in last month's report. She is very concerned about the parking on pavements particularly around the entrance/exit. Meeting her on 17th July.

24.06.25 Attended a SEND Governors Forum with WBC and several other school governors. The situation in Berkshire is critical. It's the worst county in the country for waiting lists for ADHD/Autism assessments. The system is overloaded. More funding is needed for more specialists.

26.06.25 Sat on Licensing for 2 hours regarding brewery opening in Wokingham.

27.6.25 Assisting a resident who has 2 severely autistic children. One attends Thames Valley School, the other is due to start there in September, or was. The mother has now been told her boy will be going to Hillbrow which is a very small unit with no sensory room, and her son (as in his EHCP) cannot cope with small places, nor change!

28.6.25 Supporting resident who applied to CAMHS 52 weeks ago. She has JUST heard back. If she does not reply within 3 weeks (see the time parity?) the application will be discharged. See my entry at 24th June.

30.6.25 Licensing Hearing. Appeal against revocation of Taxi licence. Denied

30.6.25 Agreed Street Trading Licence Renewal ST24 School Green

1.07.25 New Licence Hearing re Dinton Country Park. Granted

1.07.25 Resident from Westall Street contacted about her child, who attends Grazeley School. There had been an incident where her daughter was injured.

2.07.25 Heard back from WBC's Public Rights of Way Officer on my query about Bridleway 14 (at the back of Clements Close which has huge ruts of dried earth stretching for a good threequarters of a mile. A walker could wrench an ankle. He has been to see it and is going to look into 'whether there is any money' to sort it.

2.07.25 Met a married couple (the husband of whom is severely disabled) who literally moved from Westall Street into a bungalow in Harts Close, RG2 on 1st July. Overnight the bathroom ceiling fell down because of a leak overhead, and two floors that had been re-screeding had not dried out, even though the couple were told the floors could 'take new carpet and furniture'! A week on from the disaster, WBC have still not activated any restorations, and the couple have all their belongings piled in the kitchen and lounge. Addendum: at time of writing 14.7.25 walls are beginning to dry out, WBC to move shower to another wall, one floor needs re-screeding. Hole in ceiling still there.

8.07.25 As did most others, heard that demolition of Shire Hall site will begin Monday 14th July.

9.07.25 Resident of Oatlands contacted me, querying the complete change of a house elsewhere in Oatlands – did it have PP?

10.07.25 I am sure you all know - received info that the University due to start work mid-July as part of £1 million investment to improve access and green space. It should improve/create new tracks, drainage, gates, verges + new publicly accessible trace connecting to Eastern Relief Road.

14.7.25 2nd week of SHARE Foodbank held at School Green Centre. Great success, colourful room, café working well, new system in place to collect food (**after** having cup of coffee/tea/cake). Workers happy. Punters happy! I was on Meet and Greet today – really enjoyable.

Councillor Edmonds

Councillor Srinivasan

Councillor Munro

Minutes of a meeting of
The Facilities Committee
held on Wednesday 2nd July 2025
at the School Green Centre commencing at 19:30

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

Attending: Cllr Tatla, Chair of the Council
Cllr Glover
S Herring (Deputy Clerk)
S Ali (Facilities Manager)
2 Members of public

25/FC/72 Public Questions

72.1 There were no public questions.

25/FC/73 Apologies and declarations of Members' Interest

73.1 There were no apologies for absence.

73.2 Declarations of Members' interests

There were no declarations of Members interests.

25/FC/74 Minutes of the Previous Meeting

74.1 The minutes of the Facilities Committee meeting held on 4th June 2025 were approved as a correct record and signed by Cllr Johnson

Proposed: Cllr Clarke
Seconded: Cllr Jahromi
Approved: Unanimously

74.2 The following matters arising from the meeting held on 7th May were discussed:

25/FC/49.2

25/FC/15.2 Clerk to send quotes received from Cloudy IT to members of the committee

Quotes had been sent to Cllr Johnson. The Clerk and Deputy Clerk had been to view the system at Bracknell Town Council and could see the benefits it would bring to the council. The software for Parish/Town Councils could potentially save much time in agenda and minute preparation.

A demonstration would be arranged onsite and members were welcome to join the session.

Cllr Peer requested that microphones to enhance the sound during meetings would be welcome.

ACTION – Deputy Clerk to arrange a demonstration with Cloudy IT to involve Cllr Johnson

25/FC/33.1 Facilities Manager to arrange for the sign to be ordered and displayed at Spencers Wood Pavilion and Recreation Ground

This had been done.

25/FC/50.2.1 Clerk to discuss wording of the sign for Mill worth Lane Recreation ground with the council's solicitor

This would be done.

ACTION - Clerk to discuss wording of the sign for Millworth Lane Recreation ground with the council's solicitor

25/FC/50.2.2 Clerk to arrange for signage relating to Liability at other sites on the same lines as that proposed for Mill worth Lane Recreation Ground

This would be done.

ACTION - Clerk to arrange for signage relating to Liability at other sites on the same lines as that proposed for Millworth Lane Recreation Ground

25/FC/52.2 Discussion on Youth Shelters to be on the agenda of the next meeting of the committee

This was on the agenda – see minute 25/FC/81.2

25/FC/63.1.1 Deputy Clerk to add Budget requirements for 2026/27 to the agenda of the next meeting of the committee

This had been done – see minute 25/FC/76.1

25/FC/63.1.2 All members of the Committee to input to items for consideration for budget requirements for 2026/27

This was on the agenda – see minute 25/FC/76.1

25/FC/64.1.1 Facilities Manager to order the ramp for the toilets at Mill worth Lane

The Facilities Manager was in discussions with companies to obtain quotes.

25/FC/64.1.2 Meeting to be arranged between the Clerk, Facilities Manager, Cllrs Johnson and Tatla to discuss the toilets

Toilets were now operational and it was agreed that this item could now be removed from the agenda.

25/FC/64.2.1 Clerk to locate the original objection to the 2010 Planning Application 0/2010/1432, Shinfield Meadows

The Clerk had searched extensively for the original objection but had been unable to locate it, however, the Clerk advises that regardless of the position 15 years ago the council's needs have changed.

ACTION – Clerk to request the response given by SPC from WBC Planning Department

25/FC/64.2.2 SPC to include a sentence in the Planning Application for the 3G pitch to clarify their change of position from the original objection when it was submitted

This will be done.

25/FC/64.3 Clerk to inform the surveyor of the decision of the Committee in relation to the positioning of the Fitness Centre at Mill worth Lane

This had been done. The Facilities Manager was dealing directly with the Fitness trainer regarding the installation work. Quotes received for the concrete base were far greater than the budgeted amount.

ACTION – Facilities Manager to circulate the quotes for the concrete base to members of the committee with details of the specification

25/FC/66.1 Cllr Johnson to take some more pictures for the internal wall at Spencers Wood Pavilion

This was on the agenda – see minute 25/FC/81.1

- 25/FC/66.2.1** Deputy Clerk to circulate quotes for shelters to members of the Committee
- This had been done.
- 25/FC/66.2.2** Clerk to discuss potential shelters with the Police and Youth Leaders
- This was on the agenda – see minutes 25/FC/81.2
- 25/FC/67.1** Clerk to set up a working party to progress the use of the pitches at High Copes
- This had not yet been done.
- ACTION - Clerk to set up a working party to progress the use of the pitches at High Copes**
- 25/FC/67.2** Facilities Manager to explore options for improving irrigation of the pitches at High Copes
- This was on the agenda – 25/FC/77.4
- 25/FC/67.2.1** Facilities Manager to secure the Reish Green Pavilion with metal doors
- This had been done.
- 25/FC/67.2.2** Facilities Manager to take photographs of the inside of the Reish Green Pavilion
- This had been done. The Facilities Manager had circulated the photographs to members of the committee.
- 25/FC/69.1** Cllr Johnson agreed to put the information into an image generator for the Deardon Orchard sign and circulate ideas to the committee
- This was on the agenda – see minute 25/FC/83.1
- 25/FC/69.3-5** The Environmental Field, Hayes Drive; Deer Leap Park, Grassed area; Open space adjacent to the two new football pitches at Hyde End Lane, to be discussed at a meeting with Andy Glencross and Chris Howard, WBC
- This was on the agenda – see minutes 25/FC/83.3-5

25/FC/70.1 Clerk to respond to an enquiry for the potential use of Reish Green Pavilion for cheerleading and gymnastics

This had been done. The Clerk had not received any follow up from the cheerleading team, however, the gymnastics team were still interested. The Facilities Manager would arrange a visit to the pavilion with the gymnastics team.

ACTION – Facilities Manager to arrange a visit for the gymnastics team to the Ryeish Green Pavilion

25/FC/75

Terms of Reference

75.1 Members **AGREED** the Terms of Reference for the Facilities Committee

Proposer: Cllr Masseron
Seconder: Cllr Clarke
Approved: Unanimously

The Chair requested that item 25/FC/82 be discussed at this point

25/FC/76

Budget requirements for 2026/27

76.1 Cllr James clarified that these were items that would come from revenue rather than capital. Items that members would like to be considered in the budget process for 2026/27 were considered.

Revenue items

Pride in the parish
Planting more bulbs
Tidying roundabouts
Bins
Litter pickers
Table tennis tables
Youth shelters
Roundabouts

Capital items

Pump track
Borehole – High Copes
Irrigation system
Container for High Copes

ACTION – Clerk to feedback the Committee's requests for items to be considered in the budget process for 2026/27 to the Finance and General Purposes Committee

25/FC/77

Mill worth Lane / High Copes redevelopment

77.1 Mill worth Sports Park and High Copes

Cllr Johnson, the Clerk and Facilities Manager were involved in meetings with Berkshire and Buckinghamshire Football Association (BBFA), Paul Wescott, University of Reading (UoR) and East Berkshire Football Association (EBFA). He reported that a 3g pitch at High Copse would only be acceptable for replacing one of the pitches lost at Millworth Lane, therefore the retention of

one pitch (either a full size or 9 aside pitch) would be required. 60-75% funding could be covered by the football association if they agreed with the proposals and dependent on the size of the pitch removed from Millworth Lane.

ACTION –

- Cllr Johnson to feedback progression of the project
- Clerk to review the process for initiating the Millworth Lane project to be used as a learning experience for any future projects

77.2 Fitness Centre at Millworth Lane

The Facilities Manager had obtained quotes for the element of work that SPC were committed. Members expressed concerns that the quotes had come in substantially higher than budgeted.

The Facilities Manager explained that the quote included the concrete base, water and electricity supply.

ACTION – Facilities Manager to send members of the Committee the specification and quotes obtained

77.3 High Copse Sports Usage

The Working Party had not yet met. Members of the working party would comprise Cllrs Clarke, James, Johnson, Clerk and Facilities Manager.

ACTION – Clerk to arrange a meeting of the High Copse Sports usage working party

77.4 High Copse/Sport pitch

Due to the dry weather concern had been expressed as to whether the pitches would be in a satisfactory state for commencement of the football season. Karl Eastmondbye confirmed that the grass was only surface scorching and had a good root system; he was confident that the grass would quickly recover once there had been some rain.

Cllr Boyer had provided some AI research on bore holes and had circulated the report to members prior to the meeting. There would be an estimated initial, one off, cost of £15-25K that could be funded through CIL as a capital project. Ongoing costs would be yearly maintenance costs with a new pump approximately every 5-10 years. Water extraction was not governed by Thames Water, however there was a limit on how much water could be extracted before having to obtain further authority. The water extraction via a bore hole would not be affected if there was a hose pipe ban, therefore, the pitches could still be irrigated.

ACTION – Facilities Manager to appoint a specialist to survey the site with the view to installing a bore hole

25/FC/78**Ryeish Green Pavilion****78.3 Future of Ryeish Green Pavilion**

The Chair proposed that a working party be created with a set deadline to provide viable options for the future use of Ryeish Green pavilion with the understanding that if no viable options were identified the building should then be put forward for sale.

Members of the working party would be Cllrs Clarke, Johnson, Masseron and the Facilities Manager.

ACTION –

- Ryeish Green Pavilion working party to present viable options for the use of the pavilion by the end of November 2025
- Clerk to send quotes and details previously obtained to members of the working party

25/FC/79**Microgeneration****79.1 The Chair proposed that this item be adjourned to the next meeting.**

ACTION: Deputy Clerk to add Microgeneration to the agenda of the next meeting

25/FC/80**School Green Centre and School Green****80.1 School Green Centre**

There was nothing to report.

80.2 School Green Working Party

The Facilities Manager was still awaiting quotes for a potential path across the School Green.

25/FC/81**Spencers Wood Pavilion****81.1 Upgrade to the Community Room**

The Deputy Clerk reported that the 'feature wall' idea was still outstanding. A suggestion was that a map of the parish highlighting significant points of interest be designed.

ACTION – Deputy Clerk to present an example of a 'feature wall' at the next meeting.

81.2 ASB at Spencers Wood Pavilion

The Clerk had not yet had a response from the PCSOs, however, Cllr Johnson had discussed this with the PCSO who requested that they be involved in the decision-making process for the location.

The Youth Leader was in favour of a shelter and recommended the 'Hangout' design previously circulated; the perspex backing would protect those using it from the rain, however, members of the committee were concerned that this could easily become damaged. She had offered to discuss a potential youth shelter with young people in the parish to ascertain their views.

The current preferred positioning of the shelter would be in the area on the corner where the path to the pavilion meets with the car park.

ACTION –

- Clerk to check that the quotes for the potential shelters include the concrete base
- Clerk to inform PCSOs and Youth Leader of the potential location of the shelter

81.3 Gym Equipment at Spencers Wood Recreation Ground

The Facilities Manager reported that he was waiting for the contractor to visit to assess the condition of the gym equipment. There was also some graffiti that needed removing that would be dealt with.

25/FC/82

Allotments (*this item was taken earlier in the meeting after minute 25/FC/75*)

82.1 Allotment fees applicable from October 2026

82.1.1 Removal of concessions for 2026/27

The Deputy Clerk set out the proposals for removal of historical concessions on allotment plots and the implications for allotment holders. There had been no concessions issued since 2020. This would ensure that charges for allotment plots were consistent for all holders. This would also streamline the administrative process.

Members **AGREED** to discontinue any charges where concessions had historically been applied.

Proposed: Cllr Masseron
Seconded: Cllr Peer
Approved: Unanimously

ACTION –

- Deputy Clerk to inform the Allotments Officer of the decision of the committee
- Allotments Officer to set out clearly the change in charges for allotment holders and offer assistance for anyone in extreme hardship

82.1.2 Allotment fees for 2026/27

The Deputy Clerk set out options for increasing the charges for allotment plots. Due to the decision to remove historical concessions, two proposals were put forward:

5% increase proposed by Cllr Masseron

10% increase proposed by Cllr Jahromi

Approved: 3 votes for a 5% increase
 4 votes for a 10% increase

It was **AGREED** to increase the allotment charges by 10% for the year 2026/27

ACTION – Deputy Clerk to inform the Allotments Officer of the decision of the committee

82.2 Allotments inspection process

Allotment inspections had taken place every month. This had resulted in significant improvements across all sites. Warning letters would be sent out if the condition of those plots identified as requiring improvement had not shown a significant improvement since the previous inspections.

25/FC/83

Parish Wide Items

83.1 Information Board at the Deardon Orchard

There had been no further movement on this project. The Deputy Clerk submitted an alternative image for consideration.

ACTION – Clerk to contact Freely Fruity to agree on an appropriate sign for the Deardon Orchard

83.2 Grazeley Road Pond

The Facilities Manager reported that the pond was being monitored on a weekly basis. Andy Glencross, WBC had been contacted for advice on how to maintain the pond in the long term.

ACTION – Clerk to contact the resident who first raised the issue of the condition of the pond for feedback

83.3 Environmental Field at the End of Hayes Drive

Cllr Clarke continued to express concerns that Taylor Wimpey had left this area in a bad state. It was recognised that WBC needed to follow up this with Taylor Wimpey.

83.4 Deer Leap Park – grassed area

Cllr Clarke and BCllr Glover had met with Andy Glencross regarding this area. BCllr Glover had approached residents who were against any seating areas and it was suggested that the area be levelled, spread with topsoil and grassed.

Members **AGREED** that this would be the best solution for this area

83.5 Open space adjacent to the two new football pitches at Hyde End Lane

Cllr Clarke raised the area of land near the two new football pitches that was another area for Taylor Wimpey to complete. Previously planted fruit trees had been destroyed by deer as they had not been protected. A potential plan could be to extend the existing SANG area.

ACTION – Items 83.3, 83.4, 83.5

Members of the committee to put forward ideas for the three areas for review at the next meeting

83.6 Parish Waste bins

Cllr Johnson expressed his frustration with the overflowing bins in the parish where residents were disposing of household waste. He had met with Select, Cllrs Hoyle and Masseron to ascertain the issues around bin positioning and emptying. Bins were owned by WBC, UoR, SPC and developers. Select would send in a report identifying the main areas of concern. A suggestion was to stick notices on the bins as a reminder of their purpose and inform residents that household waste was deemed as flytipping. The cost of a sign was approximately £3.50. It was also suggested that a leaflet drop of affected areas would be appropriate.

ACTION – Cllr Johnson to report back to the next meeting

83.7 Parish roundabouts

Cllr Clarke expressed concern over two roundabouts in the parish

- junction of Arborfield Road and Hollow Lane
- junction of Church Lane, Hayes Drive and Coronation Drive

These were overgrown and did not give a good impression of the Parish.

Suggestions were to contact local businesses to adopt the roundabouts, for example Lidl's for the Arborfield Road roundabout. A list was currently being compiled of local business and would be helpful for this project.

ACTION –

- Clerk to contact Lidl's to ask if they were interested in sponsoring a roundabout
- Facilities Manager to contact WBC to requested that the roundabouts be tidied up

Parish Vision

25/FC/84

84.1 The Clerk and Chair of the Council were producing a short paper on how the council might achieve a parish vision. At this stage they were looking for things that may be appropriate to include in a vision. Potential concepts were:-

- Pride in the Parish (flower planting, etc)
- Parish gates / lights in the trees on the village green
- Being encouraging and inviting

25/FC/85

Correspondence

8.1 There was no correspondence

25/FC/86

Date of Next Meeting

86.1 The next meeting would be held on Wednesday, 3rd September 2025

The meeting ended at 21:44

List of Actions

25/FC/49.2		
25/FC/15.2	Deputy Clerk to arrange a demonstration with Cloudy IT to involve Cllr Johnson	Deputy Clerk
25/FC/50.2.1	Clerk to discuss wording of the sign for Millworth Lane Recreation ground with the Council's solicitor	Clerk
25/FC/50.2.2	Clerk to arrange for signage relating to Liability at other sites on the same lines as that proposed for Millworth Lane Recreation Ground	Clerk
25/FC/64.2.1	Clerk to request the response given by SPC from WBC Planning Department.	Clerk
25/FC/64.3	Facilities Manager to circulate the quotes for the concrete base to members of the committee with details of the specification	Facilities Manager
25/FC/67.1	Clerk to set up a working party to progress the use of the pitches at High Copse	Clerk
25/FC/70.1	Facilities Manager to arrange a visit for the gymnastics team to the Ryeish Green Pavilion	Facilities Manager
25/FC/76.1	Clerk to feedback the Committee's requests for items to be considered in the budget process for 2026/27 to the Finance and General Purposes committee	Clerk
25/FC/77.1	- Cllr Johnson to feedback progression of the project - Clerk to review the process for initiating the Millworth Lane project to be used as a learning experience for any future projects	Cllr Johnson Clerk
25/FC/77.2	Facilities Manager to send members of the Committee the specification and quotes obtained for the element of work that SPC were committed	Facilities Manager
25/FC/77.3	Clerk to arrange a meeting of the High Copse Sports usage working party	Clerk
25/FC/77.4	Facilities Manager to appoint a specialist to survey the site with the view to installing a bore hole	Facilities Manager
25/FC/78.3	- Ryeish Green Pavilion working party (RGPWP) to present viable options for the use of the pavilion by the end of November 2025 - Clerk to send quotes and details previously obtained to members of the working party	RGPWP Clerk
25/FC/79.1	Deputy Clerk to add Microgeneration to the agenda of the next meeting	Deputy Clerk

25/FC/81.1	Deputy Clerk to present an example of a 'feature wall' at the next meeting	Deputy Clerk
25/FC/81.2	Clerk to check that the quotes for the potential shelters include the concrete base Clerk to inform the PCSOs and Youth Leader of the potential location of the shelter	Clerk Clerk
25/FC/82.1	- Deputy Clerk to inform the Allotments Officer of the decision of the committee to discontinue concessions for 2026/27 onwards - Allotments Officer to set out clearly the change in charges for allotment holders and offer assistance for anyone in extreme hardship - Deputy Clerk to inform the Allotments Officer of the decision of the committee to increase allotment charges by 10% for the year 2026/2027	Deputy Clerk Allotments Officer Deputy Clerk
25/FC/83.1	Clerk to contact Freely Fruity to agree on an appropriate sign for the Deardon Orchard	Clerk
25/FC/83.2	Clerk to contact the resident who first raised the issue of the condition of the pond for feedback	Clerk
25/FC/83.3, 4 & 5	Members of the committee to put forward ideas for the three areas 1) Environmental Field at the end of Hayes Drive 2) Deep Leap Park – grassed area 3) Open space adjacent to the two new football pitches at Hyde End Lane	All members of the Committee
25/FC/83.6	Cllr Johnson to report back to the next meeting regarding parish waste bins	Cllr Johnson
25/FC/83.7	- Clerk to contact Lidl to ask if they were interested in sponsoring a roundabout in the parish - Facilities Manager to contact WBC to requested that the roundabouts be tidied up	Clerk

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 3rd July 2025
at School Green Centre commencing at 19.30

Present: Cllrs Jones, Matic (Chair), Montgomery, Peer and Tatla.

Attending: B Winton (Clerk)

25/ACE/44 Election of Chair of the Art, Culture and Events Committee

44.1 Cllr Matic was nominated as Chair of the committee.

44.2 Cllr Matic was elected as Chair of the committee.

Proposed: Cllr Peer
Seconded: Cllr Montgomery
Approved: Unanimously

44.3 Cllr Matic signed the Acceptance of Office as Chair of the Arts, Culture and Events Committee

25/ACE/45 Election of Vice-Chair of the Art, Culture and Events Committee

45.1 The election of a Vice-Chair was deferred to the next meeting.

25/ACE/46 Public Questions

46.1 There were no public questions.

25/ACE/47 Apologies and declarations of Members' Interest

47.1 Apologies had been received from Cllrs James and Jahromi

47.2 There were no declarations of members' interests.

Minutes of the previous meeting

- 48.1 The minutes of the committee meeting of 8th May 2025 were approved as a correct record and signed as such by Cllr Matic.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously

48.2 **Actions and Matters Arising**

- 25/ACE/32.3 Clerk to follow up with Shinfield Players Theatre regarding potential interest in working together on Christmas events

The Clerk confirmed Shinfield Players Theatre were very positive about being involved in Christmas events. Previews and auditions are at the end of September.

ACTION - Clerk to follow up involvement in Christmas Events at Frensham Green and School Green with Shinfield Players Theatre

- 25/ACE/32.4 Clerk to develop proposals for community engagement exercise in the north of the parish

This has been to Finance & General Purposes Committee and then referred to Children & Young Adults Committee

- 25/ACE/33.1 Clerk to add 'Film Club' arrangement to the agenda of the July meeting

This was on the agenda at Item 10.3

- 25/ACE/33.2 Clerk to follow up registration with National Theatre Live scheme

This was on the agenda at Item 10.2

- 25/ACE/40.1 Clerk to arrange series of summer holiday activities

This was on the agenda at Item 8.1

- 25/ACE/40.3 Clerk to continue to build links with WBC for events in Shinfield North and elsewhere in the parish

These were ongoing.

25/ACE/40.4 Clerk to put out “a hold the date” communication to artists and start building a workshop programme

This had been done.

25/ACE/40.5 Clerk to add to Spencers Wood Carnival to the agenda for next ACE meeting

This was on the agenda at Item 8.5

25/ACE/41.1 Clerk to arrange the next meeting of the Public Art Working Party

This had taken place on Friday 27th June 2025 and was on the agenda at Item 9.1

25/ACE/42.1 Clerk to provide an update on the work with the film students at the next meeting.

This was on the agenda at Item 9.1

25/ACE/49

Terms of Reference

49.1 Terms of Reference of Arts, Culture and events for the Year 2026/27

The frequency of meetings should be revised to bi-monthly. It was agreed to recommend the revised Terms of Reference to Full Council

ACTION – Clerk to revise Terms of Reference to reflect the new frequency of meetings

25/ACE/50

Budget requirement for 2026/27

50.1 The Clerk advised that this was an opportunity to flag up any significant items the committee would like to see included in the budgets for 2026/27

Members thought that the events budget (currently £16.5k) was sufficient for the planned programme. There were no other items the committee wished to put forward for consideration.

Cllr Matic reminded the Clerk that he would like to see regular budget reports for the committee’s area of responsibility.

ACTION – Clerk to provide budget reports for future committee meetings

51.1 **Childrens' Exhibitions**

At the previous meeting having three consecutive exhibitions over the summer holidays had been proposed. However when looking at which staff were on holiday in the summer it has been felt prudent to move the childrens' art exhibition to the October half-term which will allow it to help promote the main Art Exhibition in February 2026.

SPC would now be running

- Photography 9th – 10th August
- Miniatures gardens 30th – 31st August

The Clerk advised that SPC would also be running £1 cinema on Tuesdays in the summer holidays subject to annual all-inclusive licence.

The Clerk also advised that he was in discussion to host some stop-motion animation workshops in October Half-Term and using the cinema to screen the finished work.

Nurseries should be included in promotion of these events.

ACTION – Clerk to ensure delivery of summer events

51.2 **VE80 Celebration**

It was agreed that the event had gone well with a pleasing turnout.

51.3 **A Verbal update on Shinfield North**

Members were concerned that the HAF event planned by Wokingham Borough Council would be held on School Green rather than on Frensham Green.

The Clerk would arrange a shuttle bus service to see if this will encourage those from the north of the parish to attend the School Green.

The Clerk was asked to establish the rationale for the change of location.

ACTION – Clerk to make arrangements for a shuttle bus for the HAF event

ACTION – Clerk to establish the rationale for the change of location of the HAF event

51.4 **Art Exhibition 2026**

A hold the date message had been put out to artists but there was no further update since the last meeting. It was agreed that the Clerk would arrange a meeting for August.

The Clerk was asked to circulate dates to ensure adequate numbers of people were available to assist with the event.

The Clerk was asked to investigate how the courtyard could be covered to enable movement between Pound Green and Grazeley rooms if the latter is to be used as part of the exhibition.

The Clerk was also asked to develop an enhanced series of workshops and talks to support the event

ACTION – Clerk to investigate the options for a covered crossing of the courtyard and the visitor flows for an enlarged Art Exhibition 2026

ACTION – Clerk to develop an enhanced series of workshops and talks in support of the Art Exhibition in 2026

The Clerk was also asked to investigate if it would be possible to create a Book Festival within the parish

ACTION – Clerk to investigate the potential for launching a book festival within the parish

51.5 **Spencers Wood Carnival**

The Clerk advised that the current organiser intended to finish with the carnival after the 2025 event. She would be happy to have potential new organisers shadow her for 2025 to help with any handover.

Members were keen to help attract new people to enable the carnival to continue. However they were clear that there was no potential for SPC to become the carnival organiser. SPC staff could continue to support any new organiser to the levels that they have been doing in previous years.

The Clerk was asked to contact the organiser to coordinate awareness of the need for additional volunteers for the carnival.

ACTION – Clerk to assist the current carnival organiser to attract potential new volunteers to shadow the 2025 Carnival

The Clerk was also asked to investigate the possibility of some form of Food Festival event at High Copse Pavilion in 2026.

ACTION – Clerk to investigate the potential for launching a food festival at High Copse in 2026

25/ACE/52**Public Art**

- 52.1 The Public Art Working Party met with Arts4Wokingham on 27th June. The target was to launch the campaign at the end of July.

The SPC element of the Working Party would meet every Friday to try and achieve this target.

ACTION – Clerk to arrange the necessary meetings and actions to enable the launch of the Public Art competition by end of July 2025

25/ACE/53**Shinfield Cinema**

- 53.1 Proposal from University of Reading Students

Members had enjoyed considering the proposals from the University of Reading students and agreed to follow the proposals as closely as possible. The proposed programme would introduce some new approaches for us including some foreign language films.

ACTION – Clerk to arrange implementation of the film programme for July to September

The Clerk was asked to arrange some generic banners promoting Shinfield Cinema.

ACTION – Clerk to arrange for the display of Shinfield Cinema banners

- 53.2 An update regarding National Theatre Live

School Green Centre had now been registered with National Theatre Live, and the Clerk was awaiting confirmation of when SPC would be able to commence screening performances.

ACTION – Clerk to initiate the National Theatre Live screenings

53.3 Proposal to move to a film club model

The Clerk presented a paper on the measures taken to encourage increased attendance had not had the desired effect. The Clerk was now proposing that a Film Club approach was adopted which would at a minimum reduce operating costs significantly. Cllr Tatla confirmed that the measures had been tried and now was the time to make a change.

It was agreed to adopt a Film Club approach with pricing as follows:

- Individual £17.50 p.a.
- Concession £12.50 p.a.
- Family of up to 4 £45.00

Phased payments to be arranged if necessary to help anyone experiencing difficulty paying.

As a thank you for the efforts of the Film Selection Panel those members would be offered their first year's membership free of charge (Cllrs Montgomery and Matic and the Clerk all declared a family or friend interest in this element).

The Film Club would commence in September 2025.

Proposed: Cllr Tatla
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to arrange annual film licence

ACTION – Clerk to implement Film Club with effect from September 2025 in accordance with the proposals but with revised pricing structure

ACTION – Chair of ACE to write to Film Selection Panel to thank them for their efforts and offer them a free first year's membership

25/ACE/54

Parish Vision

54.1 Future parish vision document

Members considered what they may like to see included in the proposed Parish Vision. They agreed that they would like to see:

- Proposals that connected the various communities within the parish
- An overall Cultural strategy

25/ACE/55

Annual Parish Meeting

- 55.1 The committee had been asked to consider what measures could be taken to increase public participation in the Annual Parish Meeting.

It was agreed to formally place this on the agenda for the next meeting in September.

ACTION – Clerk to add public involvement in the Annual Parish Meeting to the agenda of the next meeting.

25/ACE/56

Correspondence

- 56.1 There were no items of correspondence.

25/ACE/57

Date of Next Meeting

- 57.1 The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 4th September 2025

List of Actions

25/ACE/32.3	Clerk to follow up involvement in Christmas Events at Frensham Green and School Green with Shinfield Players Theatre	Clerk
25/ACE/49.1	Clerk to revise Terms of Reference to reflect the new frequency of meetings	Clerk
25/ACE/50.1	Clerk to provide budget reports for future committee meetings	Clerk
25/ACE/51.1	Clerk to ensure delivery of summer events	Clerk
25/ACE/51.3	Clerk to make arrangements for a shuttle bus for the HAF event	Clerk
25/ACE/51.3	Clerk to establish the rationale for the change of location of the HAF event	Clerk
25/ACE/51.4	Clerk to investigate the options for a covered crossing of the courtyard and the visitor flows for an enlarged Art Exhibition 2026	Clerk
25/ACE/51.4	Clerk to develop an enhanced series of workshops and talks in support of the Art Exhibition in 2026	Clerk
25/ACE/51.4	Clerk to investigate the potential for launching a book festival within the parish	Clerk
25/ACE/51.5	Clerk to assist the current carnival organiser to attract potential new volunteers to shadow the 2025 Carnival	Clerk
25/ACE/51.5	Clerk to investigate the potential for launching a food festival at High Copse in 2026	Clerk
25/ACE/52.1	Clerk to arrange the necessary meetings and actions to enable the launch of the Public Art competition by end of July 2025	Clerk
25/ACE/53.1	Clerk to arrange implementation of the film programme for July to September	Clerk
25/ACE/53.1	Clerk to arrange for the display of Shinfield Cinema banners	Clerk
25/ACE/53.2	Clerk to initiate the National Theatre Live screenings	Clerk
25/ACE/53.3	Clerk to arrange annual film licence	Clerk
25/ACE/53.3	Clerk to implement Film Club with effect from September 2025 in accordance with the proposals but with revised pricing	Clerk
25/ACE/53.3	Chair of ACE to write to Film Selection Panel to thank them for their efforts and offer them a free first year's membership	Chair
25/ACE/55.1	Clerk to add public involvement in the Annual Parish Meeting to the agenda of the next meeting.	Clerk

Shinfield Parish Council
Arts, Culture & Events Committee
Terms of Reference

Status

- This is a standing committee of Shinfield Parish Council

Purpose

- The Arts, Culture & Events (ACE) Committee is responsible for
 - The promotion of arts & culture within the parish
 - Developing relationships with Wokingham Borough Council and other appropriate groups and organisations (including arts societies and history clubs) with regards to arts and culture activities
 - Developing a parish wide events programme which the council will
 - Deliver directly or
 - Work with partners or
 - Support other organisations accordingly

Membership

- The Committee shall have at least four members
- The quorum for the committee is three members
- The committee will elect a Chair and one Vice-Chair annually at the first meeting of the committee held after the Annual Council Meeting in May each year
 - The Clerk shall invite nominations while issuing the papers for this meeting but nominations for Chair and Vice-Chair may also be made at the meeting itself
- The Clerk shall attend these meetings as clerk to the committee and produce minutes
 - The Clerk sets the agenda for the meeting in discussion with the Chair of the Committee

Meetings

- The committee will normally meet bi monthly
- Meetings will normally be held on the first Thursday after the first Wednesday of the month

Aims and Objectives

- Ensuring the effective planning, promotion and delivery of community events, activities and competitions
- Developing and delivering a range of in-house events for the benefit of the entire community or specific sub-sections of the community
- Supporting other community-based events as deemed appropriate by the committee or Full Council

Delegated powers

- The committee has the following delegated powers:
 - Delegation of work to the Clerk
 - Delegation of work to a Sub-Committee
 - To set the following (within the terms of the planning assumptions advised by Finance & General Purposes Committee)
 - Charges for exhibitions, community events and cinema screenings as created or managed by the council
 - Budget setting (in conjunction with the Finance and General Purposes Committee) including
 - Fees & Charges Income for the committee's area of responsibility
 - Expenditure requirements for the committee's area of responsibility
 - The Committee has the power to spend within its budget
 - Budget may be reassigned against individual line items
 - Any proposal to exceed the total expenditure budget limit must be approved by the Finance and General Purposes Committee prior to that expenditure being committed or incurred
 - Where income is projected to be greater than budget target then this should be "surrendered" to Finance and General Purposes Committee to be used most effectively across the council

Reporting on the activities of the Committee

- The following reporting shall take place
 - The DRAFT minutes of each meeting of the committee will be tabled at the next Full Council meeting
 - The Chair and Clerk shall provide additional information on the committee's activities as requested by members

Training Recommendations

- There are currently no **recommended** training courses for members of this committee

Review

- The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council
- If necessary additional reviews of these terms of reference may take place at any other time of the year
- Any amendments to these Terms of Reference are subject to ratification by Full Council

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 9th July 2025
At School Green Centre commencing at 19:30

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

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
3 members of the public

25/PC/75

Public Questions

- 75.1 Two members of the public raised concerns over the safety of roads around the Shinfield Meadows estate by vehicles travelling too fast along the roads. This was of particular concern as there were many children that cross the road by Church Lane / Deardon Way / Bolton Drive every morning and afternoon without any safety measures in place. The Clerk explained that the road had not been adopted by Wokingham Borough Council (WBC) and still belonged to the developers, therefore the Highways Authority could not take any action until adopted, however, even after adoption it was unlikely that any changes would be made, as the original planning permission was approved by WBC's Highways Improvement Board, unless there were reports of death or serious injuries.

Concern was also expressed that vehicles were using Church Lane as a 'rat run' to cut through to Bolton Drive when signage clearly stated that this road was for access only. The Clerk explained that the road could not be blocked as there was insufficient room for a turning circle for larger vehicles delivering to the houses.

ACTION –

- Clerk to pass on details of the next meeting of the Shinfield Meadows residents group
- Clerk to arrange for the residents' petition to be published in the next SPC newsletter
- Clerk to investigate when the road would be adopted by WBC
- Council to consider including relevant traffic improvements in the Neighbourhood Development Plan
- Residents to contact Yuan Yang, MP and the Borough Councillors to raise awareness of safety concerns

25/PC/76 Apologies and declarations of Members' Interest

- 76.1 There were no apologies for absence.
- 76.2 There were no declarations of members' interests

25/PC/77 Minutes of the Previous Meeting

- 77.1 The minutes of the Planning and Highways Committee held on 11th June 2025 were approved and signed as such by Cllr Peer

Proposed: Cllr Lias
Seconded: Cllr Jahromi
Approved: Unanimously

77.2 Actions and Matters Arising from the meeting held on 11th June

- 25/PC/62.1 Clerk to send Nathan Hunt contact details for neighbouring parish councils

This had been done.

25/PC/62.2

- 24/PC/121.1 Clerk to report back once a response had been received from WBC regarding who was the 'Lighting Authority'

There has been no response from Wokingham's Street lighting team. The Clerk advised that it was his expectation that there was no formal relationship with WBC regarding street lighting. We were, therefore back at the point where as long as we maintained our street lighting correctly there was no requirement to upgrade to latest standard. If we added a new streetlamp we would need to ensure that it was installed to the current standards.

This item could now be removed from the agenda.

- 24/PC/22.2 Clerk to update the committee on 'Assets of Community Value' at the next meeting after his meeting with Richard Alexander, Wokingham Borough Council (WBC) on 25th June

This was on the agenda – see minute 25/PC/83.2

- 25/PC/53.5 All to investigate the name of the taxi company operating out of Bismillah House

This was believed to be ABC Taxis / Cars

ACTION – Clerk to raise with Transport Commissioners

25/PC/57.3 Clerk to present the proposal for a Spencers Wood Village Centre to WBC

The Clerk had recently written to Chris Easton, WBC to ask how this matter could be taken forward.

ACTION – Clerk to report back once he had received a response from WBC regarding the proposal for a Spencers Wood Village Centre

25/PC/66.3 Deputy Clerk to submit the response to Planning application 251086 to WBC Planning Department

This had been done.

Clerk to arrange for publication of the response to residents

This had been published in the July Newsletter.

25/PC/69.2 Deputy Clerk to send round a meeting invite once the date was set to discuss the PRow, Woodcock Lane with WBC

This had been done. The meeting had been arranged for 10th July at 15:30 and was on the agenda – see minute 25/PC/82.2

25/PC/70.1 Purchase of the land adjacent to Alder Grove School to be added to the agenda of the next joint meeting between SPC and UoR

This would be done. It was also raised at the recent Education Working Party meeting with BCLlr Bray, Ming Zhang and Oliver Gill, WBC and would be discussed further at the WBC Executive meeting in September.

25/PC/72.1 Deputy Clerk to send out a diary invite to members of the committee of the Neighbourhood Development Plan

This had been done.

25/PC/72.2 Clerk to add Assets of Community Value to the agenda in July 2025

This was on the agenda – see minute 25/PC/83.2

25/PC/72.3 Clerk to alert WBC traffic enforcement and request they investigate and request looking at installing double yellow lines on the corners of Wychem Road / Hollow Lane.

The following response had been received from Traffic Management, Wokingham Borough Council

“Thank you for bringing to our attention, we have very recently conducted 2 site visits at this location for this potential issue and unfortunately found no road safety concern highlighted at this time. The highway is wide enough to accommodate parked vehicles on the street and vehicles were parked legally leaving 10m junction clearance.

We aim to prioritise road safety engineering initiatives in line with council budgets and priorities across the Borough, and at present this area is not considered for double yellow line parking restrictions. However, it is on our list to closely monitor over the next couple of months to see if any further issues are highlighted.

Would you kindly signpost residents to report any road safety concerns via the website, so we can monitor requests and collate data of sites and concerns, when assessing intervention possibilities.

If any intervention is adopted in due course such as parking restrictions after monitoring we will let you know.”

25/PC/78

Budget requirement for 2026/27

78.1 Budget requirement for the Planning and Highways for 2026/27

Cllr James clarified that these were items that would come from revenue rather than capital budgets. Items that members would like to be considered in the budget process for 2026/27 were considered.

Revenue items

Increased consultancy fees
Provision for a Monitoring Officer for SPC

Capital items

Crossing on Whitley Wood Lane
Footpath improvements / crossings, etc

Cllr James expressed caution as SPC did not want to set a precedent for WBC to request money from the parish council.

ACTION –

- Clerk to feedback the Committee’s requests for items to be considered in the budget process for 2026/27 to the Finance and General Purposes Committee
- Clerk and Cllr Peer to bring forward costings for a monitoring officer

25/PC/79

Schedule of Deposited Plans

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

79.2 Planning application 250005 - 52 Oatlands Road.

The Committee **NOTED** that this was a retrospective planning application. The work completed had illegally joined onto the neighbouring house and the only option now, in the Committee’s view, was for them to take legal action.

ACTION – Deputy Clerk to respond to the application reinforcing the previous objection of the Council and requesting that appropriate party wall rights had been obtained

79.3 Planning Application 251536 - 14 Grovelands Road

Cllr Boyer declared an interest in this application as a neighbour.

Cllr Lias had submitted legitimate observations that would be fed into the Council response.

ACTION – Deputy Clerk to submit an objection based on Cllr Lias comments

25/PC/80

Appeals

80.1 Planning inspectorate appeals relating to Shinfield Parish

There had been no changes since the previous month.

25/PC/81

Enforcement Notices

81.1 Closed Enforcements tables

- 4 cases were deemed no breach
- 1 case – application submitted
- 1 case – voluntary compliance
- 2 cases – Penalty Charge Notice served
- 1 case – not expedient

Members **NOTED** the report

81.2 Outstanding Enforcements tables

There were three cases new to the committee

- one showing as a new case this month relating to Pulleyn Transport Ltd
- two cases showing awaiting information

Members **NOTED** the report

25/PC/82

Highways, Street Lighting and Footpath Matters

82.1 Footpath matters

Cllr Masseron reported on the following:-

- She had attended a meeting with Jules Shaw from UoR.
- Local Active Travel Plan (LATP) proposal 5.1 - UoR are upgrading Footpath (FP) 17 from FP16 to the bottom The Ridge (north side), starting work in August 2025. She had requested they continued with the upgrade along the far end to connect with the part of the path that joins Church Lane.
- Proposal 3.1 (route A) - UoR would consider putting in a FP on this side of Church Lane if a potential pump track went ahead at Six Bells end of their land. Jules Shaw would give a presentation about pump tracks at the next Facilities Committee meeting.

- Proposal 3.1 (route B) - St Mary's Church Diocese have replied that if, in the future, they sell their land at this site for development, they would recommend a FP be part of the development plan.
- Hyde End Lane FP - WBC and Taylor Wimpey were in dispute as to who is responsible for maintaining the end of the path nearest to Fullbrook Avenue. WBC were not willing to cut back the overgrowth as it was not their land, therefore, SPC could not offer to assist with the maintenance either. It would appear that residents were trying their best to cut back the overgrowth.

ACTION –

- Presentation by Jules Shaw, UoR on pump tracks to be added to the agenda of the next Facilities Committee meeting
- Clerk to carry out a search to find out who owns the land for the Hyde End Lane footpath via the Land Registry

82.2 Woodcock Lane

BCllr Glover had submitted a detailed report regarding Woodcock Lane.

A meeting had been arranged for 10th July at 15:30 with Laura Buck and Andy Glencross, WBC. BCllr Glover, Cllrs Hoyle and Lias had been invited to attend the Teams meeting.

Members thanked BCllr Glover for her work and detailed report.

ACTION – Deputy Clerk to add to the next agenda of the committee

25/PC/83

Renewal of Neighbourhood Development Plan (SPNDP)

83.1 Neighbourhood Development Plan (NDP)

A meeting was held on 26th June 2025. The current draft of NDP was issued to members of the Working Party after the last meeting.

Cllr Lias suggested including the land next to Aldergrove School and the proposed Spencers Wood Primary School.

The next meeting of the working party had been arranged for Thursday, 24th July at 19:30.

21:01 Cllr Jahromi left the meeting

83.2 Assets of Community Value (ACV)

The meeting with Richard Alexander had taken place but the promised appearance of someone to advise on Assets of Community Value did not happen and therefore we were no further forward in closing down the original ACV requests.

The next applications would be for:-

- Manor Ground Pavilion and land

- High Copse Pavilion and land
- Land adjacent to Alder Grove School (to allow for future enlargement of the school if required)

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/84

Correspondence

- 84.1 Letter to residents from Wrenbridge regarding the demolition of Shinfield Park.

Members **NOTED** the information previously circulated

- 84.2 Update from the University of Reading (UoR) on sewage and drainage supply for Loddon Garden Village

The UoR had supplied a response from Thames Water to the concerns of the committee. This had been included with the supporting papers.

Members **NOTED** the response from Thames Water.

- 84.3 Speed Limit changes

WBC had announced that the reduction in speed limit from 40 mph to 30 mph on Hollow Lane was implemented on 30th June 2025. There is phased work across the borough to change the signage.

- 84.4 The Swan Pub renovations

CLlr Lias drew attention to an article in the Bracknell News publicising

“The Swan pub in Three Mile Cross has won permission to create a new kitchen, dining area, and outdoor space.”

Members **NOTED** the article

- 84.5 West Berkshire Local Plan Review

The following two documents had been circulated to members of the committee prior to the meeting.

- 2023-2041 Adoption Statement
- Post Adoption Statement – June 2025

Members **NOTED** the statements.

25/PC/85

Date of the next meeting

- 85.1 The date of the next meeting will be Wednesday, 10th September 2025

The meeting ended at 21:06

List of actions

25/PC/75.1	➤ Clerk to pass on details of the next meeting of the Shinfield Meadows residents group to the members of public present at the meeting	Clerk
	➤ Clerk to arrange for the residents' petition to be published in the next SPC newsletter	Clerk
	➤ Clerk to investigate when the road would be adopted by WBC	Clerk
	➤ Council to consider including relevant traffic improvements in the Neighbourhood Development Plan	NHDP Working Party
	➤ Residents to contact Yuan Yang, MP and the Borough Councillors to raise awareness of safety concerns	Residents present at the meeting
25/PC/77.2		
25/PC/53.5	Clerk to raise the issue of a taxi operation at Bismillah House with the Transport Commissioner	Clerk
25/PC/57.3	Clerk to report back once he had received a response from WBC regarding the proposal for a Spencers Wood Village Centre	Clerk
25/PC/78.1	➤ Clerk to feedback the Committee's requests for items to be considered in the budget process for 2026/27 to the Finance and General Purposes Committee	Clerk
	➤ Clerk and Cllr Peer to bring forward costings for a monitoring officer	Clerk and Cllr Peer
25/PC/79.2	Deputy Clerk to respond to the PA250005 reinforcing the previous objection of the Council and requesting that appropriate party wall rights had been obtained	Deputy Clerk
25/PC/79.3	Deputy Clerk to submit an objection to PA251536, 14 Grovelands Road, based on Cllr Lias comments	Deputy Clerk
25/PC/82.1	➤ Presentation by Jules Shaw, UoR on pump tracks to be added to the agenda of the next Facilities Committee meeting	Deputy Clerk
	➤ Clerk to carry out a search to find out who owns the land for the Hyde End Lane footpath via the Land Registry	Clerk
25/PC/82.2	Deputy Clerk to add Woodcock Lane to the next agenda of the committee	Deputy Clerk
25/PC/83.2	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	Clerk

Minutes of a meeting of
Staffing Committee
Held on Wednesday 16th July 2025
At School Green Centre commencing at 19.30

Present: Cllrs James (Chair), Masseron, Montgomery & Peer

Attending: B Winton (Clerk)

25/SC/28 Public Questions

28.1 There were no public questions.

25/SC/29 Apologies and declarations of Members' Interests

29.1 There were no absences for the meeting.

Members noted that Cllr Tatla had been elected Chair of the Council at the meeting on 28th May and therefore, in accordance with Standing Orders, was no longer permitted to sit on the Staffing Committee.

29.2 There were no declarations of members' interests.

25/SC/30 Minutes of Previous Meetings

30.1 The minutes of the committee meetings on 21st May 2025 were approved as a correct record and signed as such by Cllr James.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously

25/SC/31 Actions and Matters Arising

31.1 There were the following matters arising:

25/SC/23.2 Clerk to add the proposal for additional administrative resilience to Full Council agenda.

This had been done and had been approved.

25/SC/26.1 Clerk to add the draft Equality, Diversity and Inclusion Policy to the agenda for Full Council.

This had been done and had been approved.

31.2 It was agreed that the Terms of Reference for the committee would be on the agenda for the next meeting

ACTION – Clerk to add Terms of Reference to the agenda of the next meeting

25/SC/32 Staffing Update

Staffing Matters Update

32.1 The Clerk provided a verbal report on staffing matters not otherwise covered on the agenda and on the recent round of staff appraisals.

The Clerk advised that the possible internship mentioned at the last meeting had not taken place as the potential candidate had received an offer of paid work for the summer. It was suggested that calling for internships for the summer of 2026 would be worth considering.

The possibility of reinstating the role of Minutes Secretary was discussed and the Clerk advised that he was looking to provide a similar cover for September while he was on holiday which would provide a useful test of the concept.

Members **NOTED** the report.

ACTION – Clerk to consider internship opportunities for summer of 2026.

32.2 Clerk's Annual Appraisal

Cllr James and the Clerk had conducted the Clerk's Annual Appraisal on Tuesday 1st July (with Cllr Tatla in attendance), and a copy had been circulated to members of the committee.

It was agreed that the document would be amended for the next appraisal cycle to include a general summary of overall performance.

Members **AGREED** to endorse the Clerk's appraisal.

Members gave the Clerk a vote of thanks for his efforts and performance over the last year.

Proposed: Cllr Peer
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to amend the appraisal form to include a general summary of performance for the year

25/SC/33

Training & Development

- 33.1 Training since last meeting
- 2 staff have continued their ILCA training courses
 - 1 Councillor attend 'Local Council Finance' – 02/07/2025
 - 1 Councillor booked on to 'Chairing Skills' – 08/07/2025
 - 1 Councillor booked on to 'Handling Challenging Individuals' – 16/07/2025
- 33.2 Future Training
- 1 Councillor is booked on a NALC 'Chairing Skills' course
 - 1 Councillor is booked on a NALC 'Planning for the future' course
 - 1 Councillor is booked on a NALC 'Local Council Governance' course
- 33.3 Clerk's Training
- The Clerk was awaiting the results of his first set of assignments for his Level 4 Community Governance course
 - A final set of assignments was due in October
 - The Clerk had indicated to the Chair during his appraisal that he did not wish to continue to Level 5 as the course moved towards theory and he was more interested in the practical

25/SC/34 Security Matters

34.1 Staff Security

The Clerk advised that there were no specific reports directly affecting staff.

34.2 Anti-Social Behaviour

The Clerk advised that there were no recent incidents to report on.

25/SC/35 Date of Next meeting

35.1 The date of the next meeting was the Wednesday 12th November 2025

The Meeting ended at 20.25

REQUEST FOR CIL CO-FUNDING BIDS

Please return this completed form to:
developer.contributions@wokingham.gov.uk



WOKINGHAM
BOROUGH COUNCIL

WBC Service Area	Highways and Transport
Bid Officer Name	Robert Curtis
Contact phone number	0118 237 8518
Contact email address	Robert.curtis@wokingham.gov.uk

Project

• Project Bid Title • Summary / project outline • Reason for requesting external funding • Implications for not securing co-funding	Shinfield Road Puffin Crossing near Crossfields School This scheme has been considered previously but did not meet the required levels of demand and traffic volumes to justify addition to the programme. Following ongoing requests, lobbying and a petition, this was revisited and there is now sufficient demand for a crossing to be installed on Shinfield Road. The scheme is currently being designed using existing capital budgets. The delivery of the crossing will be dependent on the 2026/27 schemes in the Medium-Term Financial Plan (to be considered in February 2026) being approved. By demonstrating that this scheme has match funding from another party we would anticipate the scheme will be more likely to gain approval. This would also enable the council to use limited resources from the capital grants it receives on further projects across the borough. If this bid is not successful, we will continue to pursue the scheme and try to fund by bidding in the MTFP as normal, though it may mean that it is less likely to be approved.
---	---

Costing details

Project Cost	£120,000 (est)
Funds Requested	£50,000
Timescale for Delivery	Planned for summer 2026

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Page 1 of 4

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REQUEST FOR CIL CO-FUNDING BIDS

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BOROUGH COUNCIL

Proposed Funding Breakdown • Other Funding Streams Identified • Other Town/Parish councils being asked to contribute	Capital funding Shinfield Parish Council Potential contribution from the school
---	--

Mandate

What positive difference will the bid project make? How many residents would benefit and how? What local issues will the project address? Is the project part of a wider long-term plan for the Borough?	This scheme has been identified following numerous complaints from residents and councillors in the area including the school. This project will result in improved access to the School for pedestrians, promoting active travel and therefore bringing health benefits. It will also provide a crossing point for the wider resident community who may wish to walk to Shinfield Road from neighbouring estates and access the bus service into/out of Reading.
Have any residents or local stakeholders been involved in discussions to date? If so, what was the response received? (attach summary)	The bid project is the result of concerns raised by local people to the Traffic Management Team but there has been no formal consultation at this point.
Have you had discussions with the Parish/Town Councils	<u>Y</u>/N

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Page 2 of 4

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REQUEST FOR CIL CO-FUNDING BIDS

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BOROUGH COUNCIL

If No state, why?	Shinfield PC are aware of the crossing though there has not been discussion around potential funding contributions.
--------------------------	--

Summary/Other supporting information

Use this box to summarise/add any information not included above Maintenance responsibility to be incorporated into existing Highways and Transport budgets

Section 2 – To be filled by the Parish/Town Councils

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Page 3 of 4

REQUEST FOR CIL CO-FUNDING BIDS

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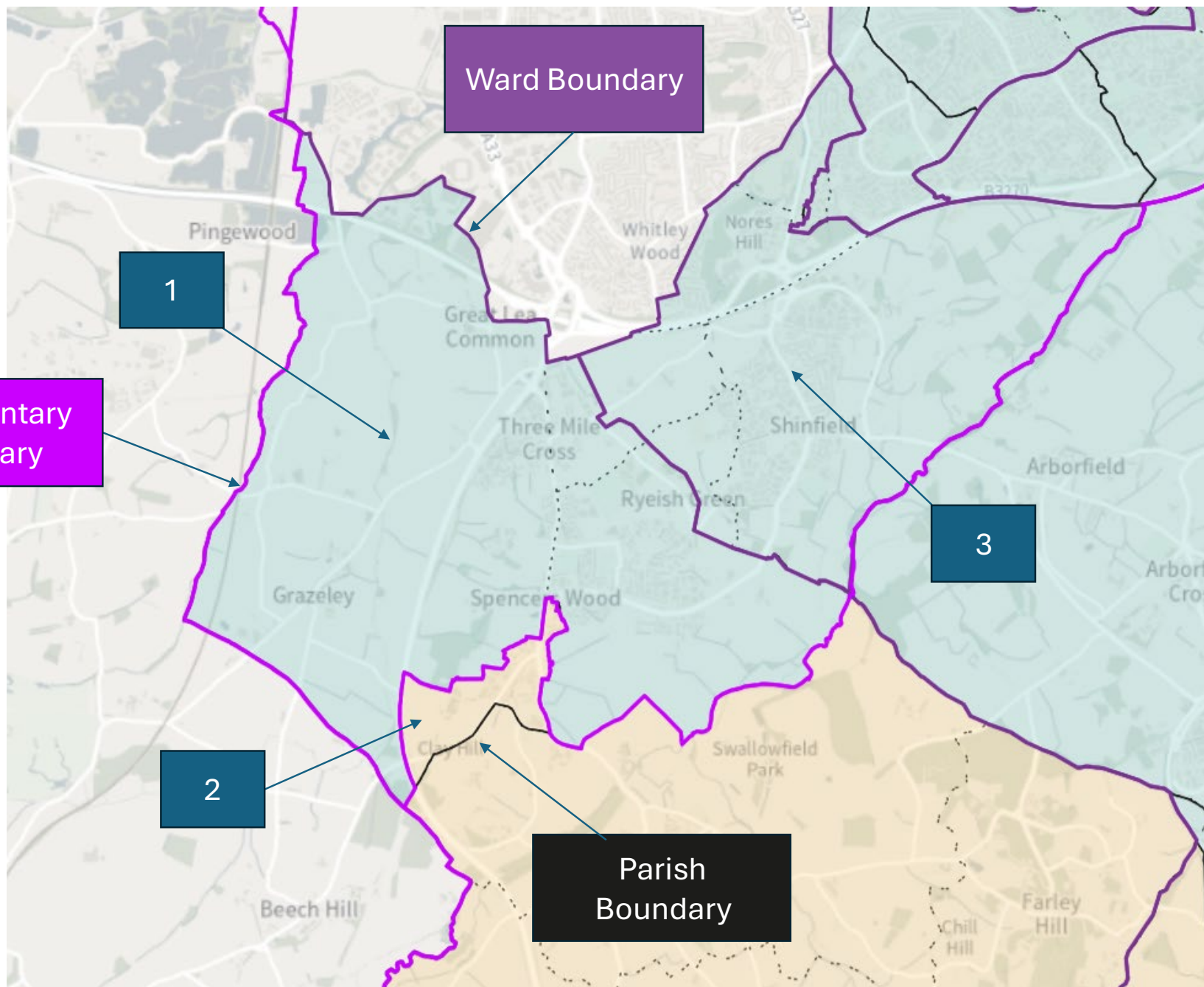
WOKINGHAM
BOROUGH COUNCIL

Would like to Co-fund this project	☐
If you are willing to CIL Co-fund • How much do you intend to Co-fund? • Parish Contact details	
No to CIL Co-fund	☐
• If possible, please explain why you are not willing to Co-fund? • Do you require more information?	
Potential future interest in CIL Co-funding	☐
• If interested in WBC contacting in future years regarding this CIL co-funding project, please indicate timescale	

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Page 4 of 4

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Ward Boundary

1

Parliamentary
Boundary

3

2

Parish
Boundary

Working towards a Parish Vision

Background

Attached to this document is the Shinfield Parish Council Community Plan 2011 – 2021 which was the result of work that started as far back as 2006 with the first of 20 different pieces of public consultation. The document was severely interrupted by Covid and not picked up again since then. The intention is to create, in conjunction with our residents and businesses, a similar forward-looking document for the parish.

What is a Parish Vision?

Although referred to as a Community Plan the scope and ambition reflects what we would like to achieve and that document described itself as “a plan drawn up by local people setting out their vision for how they want their community to develop”. The plan would describe the social, economic and environmental qualities that characterise the parish and identify what needs to be done to improve it.

A Parish Vision:

- Is a strategic guide that outlines the long-term aspirations and priorities of our community
- Is a document that reflects the shared values, goals, and hopes of local residents, and
- Helps us plan for the future in a way that is cohesive, inclusive, and sustainable

It is NOT a document that carries the same weight as a Neighbourhood Plan which has its basis in legislation. However as it is a document that will have been created with residents, there is an expectation that both Shinfield Parish Council and Wokingham Borough Council should take it into account

How Does a Parish Vision help us?

- Guides Decision-Making
 - It helps councillors and stakeholders make informed decisions that align with the community's values
- Encourages Community Engagement
 - It is shaped by input from residents, ensuring their voices are heard
- Supports Funding and Partnerships
 - A clear vision can strengthen co-funding with Wokingham Borough Council and help funding bids (e.g. public art) and attract support from external partners
- Promotes Accountability
 - It sets out clear goals, so progress can be measured and reported.

What Should we expect to see in the Parish Vision?

- The overall vision statement
 - This is a clear summary of how the parish wants to develop
- Key themes or priorities (strands)
 - These will be established as part of the process but may include:
 - Traffic Reduction and Calming/Public Transport/Active Travel
 - Access to Education provision at all levels
 - Sports strategy
 - Cultural Strategy
 - Sustainability & environmental issues
 - Community wellbeing.
- Action plans
 - How we as a community will achieve the vision
 - This will contain SMART objectives for each Strand
- Community input
 - The vision will demonstrate how the community has been involved throughout the process e.g. surveys, workshops, or consultations.

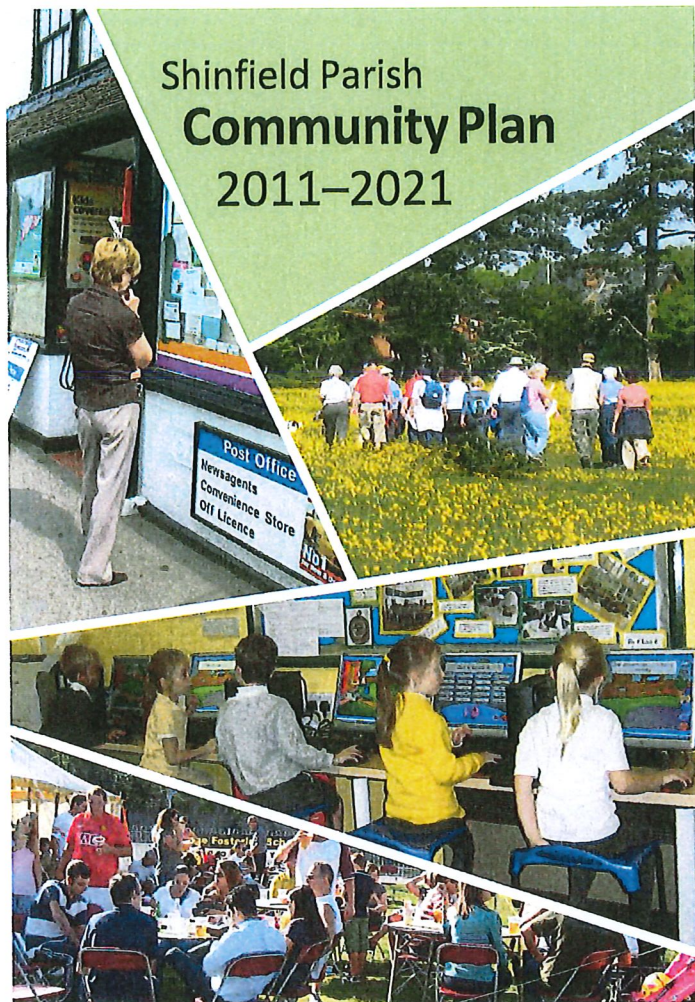
Will this mean more work for the Council?

Carrying out additional community engagement will take more time initially. However an effective Parish Vision will:

- Promote smarter working
 - A clear vision means ensuring the council stays focused on strategic objectives and does not chase projects that don't align with community needs
- Build consensus early
 - It reduces conflict and confusion by getting everyone on the same page from the start

What are the next steps for the Council?

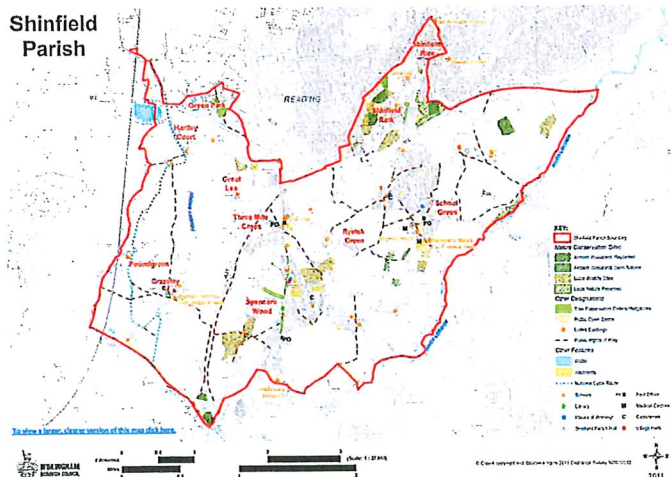
- Agree the principle of working towards a Parish Vision
- Agree on how far ahead we need to look in setting the vision
- Agree on who would like to be involved in setting up the Parish Vision Working party
 - Including considering those from outside the council who could assist with the process
- Task the Working Party to develop a more detailed plan for the creation of Parish Vision and set a target date for the plan to be considered formally by the Full Council



Shinfield Parish Community Plan 2011–2021

Contents

1. Foreword	5
What is a Community Plan?	5
Why Shinfield Parish?	5
What Happens Next?	6
2. Shinfield Parish Timeline	7
3. Introduction	8
Description	8
History of Shinfield Parish	10
Shinfield Parish Today	13
4. Shinfield Parish Tomorrow	16
5. The Environment	19
Overview	19
Street Scene	20
Drainage and Flood Risk	23
Ecology and Habitats	25
Public Rights of Way	28
6. Education and Childcare	31
7. The Economy	37
8. Social and Community Development	42
Overview	42
Identity and Integration	42
Healthy and Secure Lifestyle	44
Community Well-Being	49
9. Transport and Access	51
Overview	51
Highways and Parking	52
Public and Community Transport	55
Cycle Routes	58
Footways	60
Routes to School	62
10. The Action Plan	63
Appendix: How the Plan was Developed	75



What is a Community Plan?

This Plan has been produced by groups of committed local residents and is based on a

The Plan is truly the views of local people – not central government or the Borough Council or the Parish Council. However, local government is expected to take it into account when considering the future development of the area.

Each of these communities has a separate identity and local concerns, and yet the research undertaken for this Plan has demonstrated that local people living and working in the Parish also

These issues and concerns are set out over the following pages, starting with a more detailed **Introduction** to the Parish, covering a *Description* of the geography, the *History of Shinfield* and *Shinfield Today*, and the proposed future development of the Parish. Next, in **Shinfield Tomorrow**, the concerns which local people have identified during consultations are set out starting with a series of *strategic priorities*. This is followed by a more detailed examination of issues, drawn together under five general headings: **The Environment, Education and Childcare, The Economy, Social and Community Development** and finally **Transport and Access**. Based on these findings the Plan concludes with an **Action Plan**: a series of proposals for the future development of the Parish and its local communities, proposals that reflect the concerns and priorities of local people.

It is anticipated that the Community Plan will be adopted by the Parish Council and will become the basis for the Council's future development plans. However, the Action Plan Involves a very wide range of partners in addition to the Parish Council and to ensure their continued involvement in the Plan, It is proposed that a new organisation, the Shiffield Parish Community Partnership, should be established to co-ordinate the implementation of the Plan and to oversee the progress of the Action Plan.

When it comes to taking forward individual Actions set out in the Action Plan, in almost all cases it is anticipated that Actions will be taken forward by a partnership variously comprising committed individuals, local voluntary groups and statutory bodies such as the Parish and Borough Councils. For each action, the Action Plan identifies a Lead Partner. As the name implies, this partner will take the lead in carrying forward the action concerned. The way the designated Lead Partner will undertake this role is likely to vary from one action to the next. However, it is anticipated that in most cases they will bring together the various partners involved and facilitate the formation of a consensus on how an action is to be taken forward. This may require the development of a project plan and agreement over the roles of various partners and, if funding is required, working together to secure the necessary resources.

The Partnership will comprise representatives of all the social and community organisations in the Parish, including the Parish Council, the Borough Council and local schools. It will meet two or three times a year to monitor progress and to adapt and modify the Community Plan as circumstances change and individual actions are completed. In the long term the Community Partnership is also likely to be responsible for overseeing the production of a new Plan as the



The River Loddon, and the pleasant countryside through which it flows, characterise the south of the Parish.

[illegible]

A blue tractor is pulling a blue trailer through a field of harvested wheat. The tractor is moving towards the camera, leaving a trail of straw behind it. The background shows a line of trees under a cloudy sky.

Harvesting crops on some of the good quality arable land found in the Parish.

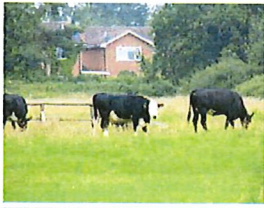
Shinfield Parish lies immediately south of the town of Reading and is the western-most parish in the Borough of Wokingham. The Parish is divided by two major roads, the M4 running east-west in the north, and the A33 running approximately north-south and linking Reading to Basingstoke. In addition, the A327 runs northwest to southeast, linking Reading to Aldershot. To the south east the boundary is formed by the River Itchen.

It is highly rural, characterised by low-density, dispersed settlements of scattered farmsteads and hamlets. To the east this landscape is largely bounded by the A33 but includes an area north of the M4 west of Whitley Wood, including Green Park Business Park, which is now largely built over.

The Parish comprises three distinct landscape types. The westernmost is an area of lowland clay, drained by numerous streams and ditches which run into the Foudry Brook, which in turn runs into the River Kennet. It is characterised by hedge banks and sunken lanes with mature oaks that stand out above the flat landscape. This is a mixed agricultural landscape, with both arable and pasture land which in the past was extensively used for sheep-grazing. Even today



Settlements and scattered farmsteads in a largely agricultural setting.



Cows in Clares Green Field Local Wildlife Site behind Askew Drive, Spencers Wood.

Above this lowland rises a ridge of higher land that separates the lowland clay from the Loddon River valley. From the west the ridge still retains its wooded character. There are other relict woodland belts and copses but the ridge is predominantly covered in undulating pasture divided into a patchwork of moderate-sized fields by hedgerows and mature hedgerow oaks. Consultation has shown that these wedges of countryside are of great significance to local people, especially because they separate the four villages of Shinfield village, Spencers Wood,

Ryelish Green and Three Mile Cross and help to retain their separate identities.

The Loddon River valley which forms the third landscape type is largely undeveloped. The landscape is agricultural, a mix of larger arable fields on the better-drained land and small wet meadows beside the river. The Domesday Book records 700 eels as part of the annual rent for Shinfield, confirming the long-term presence of extensive wetlands in the Parish.



Looking across the fields from Basingstoke Road towards Hyde End Road, Spencers Wood.

The attractive River Loddon has good water quality and plentiful fish stock.



The water meadows along the river flood most winters after heavy rain – the reason for the lack of development.



9

History of Shinfield Parish

The Parish of Shinfield has a long history stretching back to the Domesday Book; almost 1000 years. The ecclesiastical parish originally stretched from south Reading (next to the Maidens public house) to the boundary with Hampshire at Riseley. During the late nineteenth century civil parishes superseded ecclesiastical parishes as the basic unit of local government and Shinfield civil parish was formed from the ecclesiastical parishes of Shinfield, Spencers Wood and Grazeley in 1894.



Grazeley Primary School was originally built in the mid-nineteenth century.

The town of Reading has been an important crossing point on the River Kennet since Norman times, particularly for goods and people moving between the Channel ports of Southampton and Portsmouth and the Midlands. The ridge of higher ground running from north to south through the Parish provided a dry route from Reading to Basingstoke, Winchester and the coast, between the flood plain of the River Loddon and the low ground drained by the Foudry Brook.

The area was for many centuries predominantly rural. Initially forming part of the western limit of Windsor Forest, clearance progressively changed the forest to an agricultural landscape, with fisheries and water meadows along the valleys and arable farming and grazing on the higher land. Early settlement is believed to have been on the higher, better-drained land around

St Mary's Church with much of the remainder of the area being non-nucleated settlements centred loosely around farmsteads.

This pattern of land use and settlement probably persisted for many hundreds of years with a population unlikely to have been greater than about 500. In 1707 Richard Piggott founded the school at School Green to provide free education for twenty boys up to twelve years of age, consistent with a population, in at least the eastern part of the Parish, of only a few hundred people. The onset of the Industrial Revolution initially led to rural depopulation but by the mid-1800s the development of the railways and increased industrial prosperity began the process of expansion of villages and smaller settlements near market towns like Reading that has continued to the present day.



Wisteria Cottage, a Grade II listed building, is one of the oldest houses in Three Mile Cross. It was built in the eighteenth century; altered and extended in the twentieth century.

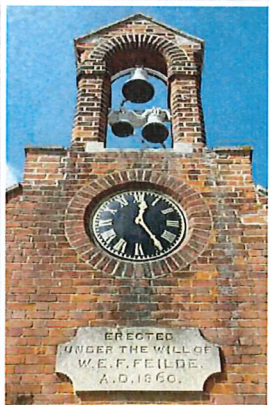
The development of the individual villages can be traced from old Ordnance Survey maps. Grazeley first began to be developed in the mid-nineteenth century with the building of the parish church and subsequently the school. In Shinfield village by the 1870s and 1880s settlement was focused around St Mary's Church, the Vicarage, Church Farm and Manor House in Church Lane, and around School Green and Millworth Lane. In Three Mile Cross, settlement was principally focused around the junction of the Basingstoke Road and Church Lane with a small number of buildings to the south at Spencers Wood and around Mays Farm at Ryelish Green.

10

The turn of the twentieth century witnessed further development in Ryelish Green, including the opening of the school, and more extensive development in Spencers Wood focused around the chapel, St Michael and All Angels' Church (hereafter referred to as St Michael's) and the Library, and extending south down Basingstoke Road to Lambs Lane School, also built at this time. Housing also began to be built along Croft Road. The population of the Parish was then about 1500.



Shinfield village developed in the late nineteenth century.



Shinfield Infants School was originally founded in 1707.

By the outbreak of the First World War significant development was apparent in the Shinfield village area, with housing extending from School Green to Hollow Lane and the Arborfield Road, including the start of development along what is now Fairmead Road. Development down Cutbush Lane towards Shinfield Grange had begun. A significant proportion of the current houses had been built at Ryelish Green and on the south side of Church Lane opposite Shinfield Court.



Early 20th century development in Spencers Wood included both St Michael's Church (above) and the Library (left), originally a school.

There was further development between the Wars, including Shinfield Rise and 'old' Shinfield Park. In Shinfield village, the Oatlands Road estate to the east of Hollow Lane was advanced during the 1930s while in Spencers Wood housing was appearing along the western part of Hyde End Road.

11

Significant post-Second World War development took place in Shinfield village with the construction of council housing and a new school in Chestnut Crescent, and the development of housing in the Oatlands-Wheatfields Road estate to the east of Hollow Lane and south of Cutbush Lane. Immediate northward expansion was stopped in the early 1970s by the construction of the M4 motorway. Since then development has continued with further infilling along Hyde End Road towards Spencers Wood. As the result of these expansions the population of the Parish had risen to about 6,000 by the early 1970s.



Ryelish Green (above) was largely developed early in the 20th century.

Significant numbers of houses have been built throughout the Parish in the second half of the 20th Century. Development is shown in Shinfield north of the M4 and off the Grazeley Road in Three Mile Cross (below right).



12

Shinfield Parish Today



House building has continued in recent years including in Shinfield Park and in Spencers Wood.



During the 1990s a number of plans were put forward for major development in the Parish. This finally led to the adoption by the (then) Wokingham District Council of proposals for a major development west of the A33 in Grazeley. These proposals were rejected by a Public Inquiry resulting in a revised plan to disperse the 2,500 houses across the district, of which around 1,000 were built in Shinfield Parish.

Since 2000, there has been extensive development south of the M4 and east of the A33, principally on land owned by the University of Reading: at the Manor and Churchfields sites off Church Lane (440 houses), at the Horticultural Station and Lane End Farm site on Cutbush Lane (164 houses) in Shinfield village,

and on backland behind Grazeley Road (158 houses), Three Mile Cross. In Spencers Wood development has taken place at Warren Croft, off Basingstoke Road and Beech Hill Road (121 houses). North of the M4 development has taken place at Shinfield Park (310 houses) and Beaufort Grange (75 houses).

As a result, the population has continued to grow: In 1991 it was over 7,000 and at the last census, in 2001, it stood at 8,136 and, following further development since 2000, the total population is now (2011) estimated to be about 10,000.

Although the current recession has (temporarily) reduced the scale of housing development,

permission has already been granted for a further 700 houses at three major sites in Three Mile Cross and Spencers Wood.

Early in 2010 following an examination in public, Wokingham Borough Council adopted its Core Strategy, setting out its development plans for the period up to 2026. This identifies an area south of the M4, including Shinfield village, Ryelish Green, Three Mile Cross and Spencers Wood as a Strategic Development Location (SDL). The area will be the location for major development, including a further 1,800 houses (in addition to 700 already approved or identified), two new primary schools, a local commercial centre and extensive infrastructure development to cater for the estimated 6,250 extra residents.

The Core Strategy also provides for the development of a Science Park within the Parish at a site on Cutbush Lane (to the east of the Black Boy pub)³. While this would provide some further highly skilled employment in the Parish, it is anticipated that most of these jobs will be sourced from outside the Parish, attracting more commuters to the area. North of the motorway, part of the Green Park Business Park lies within Shinfield Parish. Despite the recession, Green Park is expected to continue growing throughout the period covered by this plan, and it is feared this may increase through traffic in the Parish.

Finally, there is the recently rebuilt and enlarged Junction 11 of the M4, including the proposed construction of Park-and-Ride facilities at Mereok. Reaction to the proposed Park-and-Ride has been mixed. If built, the Park-and-Ride will not only provide a 1,500-1,600 car-parking facility but also a major strategic, commercial transport hub and interchange for the south of England. Coach traffic and lorry parking currently at Calcot off M4 Junction 12 will be transferred to Mereok to facilitate connections via the motorway network, Reading Station (with plans for a substantial upgrade) and the expanded Heathrow, 25 miles to the east. While some



Village store in Three Mile Cross.

regard this as an opportunity to improve local transport with new links to the national transport network, others are concerned that the Park-and-Ride will only attract more traffic into the Parish with little direct benefit for local residents – especially when readily accessible Park-and-Ride facilities already exist at the Madejski Stadium, one mile to the north of Junction 11.

Since the 1980s there has been a reduction in local facilities with the closure of both butchers and small supermarkets in Spencers Wood, a butchers/village store in Great Lea and a small village shop in Ryelish Green. In 2008 the Borough Council decided to close the local secondary school despite extensive opposition. Although there are shops in Three Mile Cross, Spencers Wood and Shinfield village, most residents look to the local centre at Lower Earley or to Reading for shopping and most services, while in Shinfield North there is another local centre just inside the Reading border. There are doctors' surgeries in Shinfield village,

³ The Borough Council has recently approved an outline planning application for the first phase of the science park.

14

13



Village store in Spencers Wood.

Swallowfield, South Reading (Whitley Wood) and Lower Earley.

Because of the proximity of Reading, and accidents of geography and communications, the villages have retained their separate identities so that the Parish as a whole does not share a common identity. In the north, residents are cut off by the M4 and naturally look towards Reading while to the west of the A33 residents are as likely to look further west towards Mortimer and Burghfield in West Berkshire and residents of Spencers Wood are as likely to use facilities in Swallowfield and Riseley as those in Shinfield village.



The new health centre in Shinfield village provides general practitioner, talking therapy, dental, pharmacy and other services to meet needs in the local community.

4. Shinfield Parish Tomorrow

It is the rapid development of the Parish over the past twenty years and further development planned for the next seventeen years that sets the context for this Plan. The consultation undertaken in preparing the Plan has shown that most of the concerns raised by local residents relate to the impact of the development that has already taken place and the proposed new development on the communities that make up the Parish.

Strategic Priorities

Influencing Development

Most local residents would prefer to see no further development but since Wokingham's Core Strategy⁴ has been adopted and approval for further development has been given, realistically this is not achievable. It is therefore all the more important that any future development is controlled and sympathetic to the concerns of local people if successful thriving communities are to be achieved.

Where development does take place priorities for local residents include:

- Maintaining the identity of individual communities through retention of existing gaps and wedges;
- Protecting and enhancing the built and natural environment;
- Ensuring that housing development is accompanied by improvements to infrastructure and local employment opportunities.

Managing Traffic

With the rapid growth of housing has come congestion, and residents fear that despite any proposed schemes to reduce traffic the situation will only deteriorate further. The recent reconstruction of Junction 11 appears to have improved rush-hour congestion but there is concern that it may not be possible to adapt the existing road network to take increased volumes of traffic generated by new residents and commuters without destroying the character of the communities. It is also feared that the proposed Park-and-Ride at Mereok may only increase traffic levels across the Parish.

In order to reduce traffic congestion and reliance on the car, residents support:

- Modifying the existing network to improve traffic flow and reduce speeds;
- Improving public and community transport;
- Acting to encourage children and their parents to walk and cycle to school;
- Improving the network of cycleways and all-weather footpaths.



Developing a stronger sense of community

Consultation has shown that many residents feel that the local villages lack a sense of community. This is felt by new and longer-term residents alike. The comments of long-term residents suggest that the sense of community has declined as more housing has been built, although it is worth noting that similar views were expressed in the 1998 Community Appraisals undertaken by the Community Council for Berkshire.

⁴ Wokingham Borough Council (2010) Adopted Wokingham Borough Core Strategy <http://www.wokingham.gov.uk/planning/control/planning/policies/local-development-framework/new-ldf-core-strategy/?locale=en> or (<http://tiny.cc/x37y7y>)

15

16



Good primary education provides the foundation for later success at secondary age and on into further education, higher education, training and work.

Many of the actions proposed above will help to sustain and develop a sense of community; maintaining the separate identity of individual settlements; encouraging families to walk to school which will incidentally provide opportunities for relationships to develop, as will improved community facilities and provision of community transport. In addition there is a requirement for a community building in Shinfield Rise.

Education

Through the closure of Ryelsh Green School, Wokingham Borough Council alienated a significant proportion of the community. As a result, young people will be forced to travel further and one of the facilities that helped to bring together the local communities is in danger of being lost. However, there are a number of actions that can be taken that will help to contribute to a greater sense of community:

- Ensuring that there are adequate places for early years and primary education to meet the growing population;

- Nominating the nearest secondary school with Wokingham Borough as the designated school for all young people of secondary age in the Parish;
- Retaining facilities at Ryelsh Green for community use;
- Offering an appropriate and beneficial range of opportunities for young people before and after school and at weekends, either in school or in the local community;
- Encouraging the development of further lifelong learning opportunities;
- Supporting the provision of localised drop-in centres for short hobby-type courses.

Economic and Environmental Sustainability

Finally, public consultations confirmed the aspiration that proposals and actions should be sustainable. Most residents like living in Shinfield and want to ensure that the distribution of resources and opportunities in the future is equitable and in proportion to the needs of the Parish. To this end the following principles should be applied when considering any proposals for future development in the Parish:

- Ensuring that economic sustainability is taken into account when new development of any kind is proposed in the Parish;
- Ensuring that any facilities provided are appropriate only for the needs either of the villages south of the M4 or the suburban part of Shinfield to the north.

A Community Plan is not a static document. As the Plan has been revised and prepared for publication many of the proposals it contains have been taken forward.

Three of the most important proposals that will underpin the development of community have already been implemented:

- Establishing a local community volunteers group;
- Establishing a community transport scheme;
- Supporting an Initiative by St Michael's Church, Spencers Wood, to create a meeting place for adults in the form of Ca'Active, a community café within the church.

Even though less than a year old, the Shinfield Parish Volunteer Group already has a string of successes to its credit including the establishment of a community transport scheme. Other achievements include open days for local groups and societies to promote themselves and their activities, a programme of parish walks and the establishment of a footpath group.

With the achievement of these objectives and the adoption of the Core Strategy new opportunities have emerged and there is one proposal that would contribute to the achievement of all, or almost all, the strategic priorities: the creation of a community woodland in the area between Ryelsh Green and the new Churchfields estate opposite Shinfield Church. Woodland here as part of a single-entire SANG⁵ would help to maintain the separate identity of settlements, creating a true visual barrier between the proposed new housing west of

Shinfield village and Ryelsh Green, a distance which developers propose should be little more than 100 metres wide. It would benefit local biodiversity, provide a natural green corridor between settlements and meet the requirements of a SANG, by providing a place for people to walk and enjoy the countryside close to their homes.

A community project on this scale would help to bring together the whole community, established residents and new, and would provide a new environment in which young people's voluntary groups, such as scouts and guides, could contribute to their community and develop new skills. Finally, it would provide the opportunity for one or both of the new primary schools to be built locally to develop a distinctive new character as a forest school, offering greater educational choice to local families and providing young people with the opportunity to grow up to be more aware of their natural environment and develop self-motivation, empathy, independence, good social communication skills and a positive mental attitude, self-esteem and confidence, all qualities for which such schools are well known.



The fields between Shinfield village and Ryelsh Green in winter.

⁵ Suitable Alternative Natural Greenspaces (SANGs) are areas of existing open space that have been identified for enhancement so that they can be made more accessible and attractive to visitors. The hope is that providing alternative areas for the general public to use for outdoor recreation will help lessen the impact on the Thames Basin Heaths as new households can use the SANG instead of the protected heathland.
<http://www.wokingham.gov.uk/planningcontrol/planning/planningpolicies/thamesbasinheathspsa/sang/> or (<http://tiny.cc/a7999>) downloaded 22nd November 2010

5. The Environment

Overview

The natural environment, as much as the built environment, is viewed as an integral part of the setting for life in Shinfield. The Parish is appreciated as a pleasant place in which to live. Its physical characteristics and policies to guide future development are discussed in the Village Character Statements⁶.

This Plan looks at four aspects of the environment across the whole Parish, bearing in mind the present stage of development and the pressures for future change. *Street Scene* concentrates on places where people gather, for instance near schools, shops and offices, and outlines their good and bad qualities and the opportunities for improvement. The section on *Drainage and Flood Risk* outlines the challenges and conflicts that large-scale development can bring, and highlights the propensity to flooding caused by



The villages are set in rural surroundings. Roads are lined with trees and hedgerows as in Spencers Wood.

the geology of the area. The section on *Ecology and Habitats* describes the significance of the natural environment and emphasises the need for conservation and management of these habitats. Finally, *Public Rights of Way* explores how the extensive network of tracks and footpaths offers opportunities for exercise and social interaction.



Some of the varied plants that grow in the established hedgerows.



The new parish walks provide the opportunity of shared experiences and the chance of fresh air and exercise in the countryside as well as the means of getting to know the countryside and the Parish better.

The sustainability of both the present situation and future proposals has been considered carefully with an emphasis on what is pleasant and advantageous to life in the Parish, what may realistically be achieved in terms of input from people, and taking into account physical, legal and financial practicalities. Flooding creates some problems for existing properties and for movement around the Parish. Maintenance of the local drainage systems is essential, and it is important that permeable surfaces are used in car parks, in play areas, and on driveways. Energy efficiency is being improved in houses and offices and any larger-scale new developments should be expected to use local heat and power generation as far as is practicable. The use of local facilities and the

need to improve the appearance and condition of the small shopping areas and places where people like to congregate are highlighted in the section on the street scene. The small-scale developments of shops, offices and other facilities are currently proportionate to the size of the communities that make up Shinfield Parish. It is feared that the large-scale development proposed in the Core Strategy will not be proportionate and will overwhelm the existing communities to the detriment of the countryside. The countryside surroundings of the different communities are important to the residents, and are appreciated by them. The enjoyment of the countryside, wildlife and provision of public rights of way are significant for everyone.

Street Scene

Background



Street furniture does not always enhance the environment. This litter bin is in Three Mile Cross.

The villages of Shinfield Parish have developed as individual communities separated by green fields and by major roads. The characteristics of the built environments are described in the Village Character Statements. There is a pleasant mix of mainly traditional building types and uses, with a number of historic and other interesting buildings. The street scene is typically that of low- to medium-density housing with some commercial buildings on a street pattern that was not built for modern traffic. For the most part shops and office buildings are set amongst houses, sometimes grouped loosely in a central area as at School Green and Three Mile Cross, or scattered alongside the main roads as in

⁶ Village character statements for Shinfield School Green, Our Villages (covering Spencers Wood, Three Mile Cross and Ryelsh Green) and the Grazeley Area, including Great Lea, Mere oak, Poundgreen and Hartley Court, can be downloaded from the Shinfield Parish Council website www.shinfieldparish.gov.uk



Spencers Wood. There are however a number of small industrial parks on the outskirts of villages or set within farms, and the large Green Park business development in the north-west corner of the Parish. Except at Shinfield village, the provision for parking is inadequate and some roadside pavements are in a very poor condition, especially on the approaches to Lambs Lane Primary School. There is a lack of attractive features such as paved areas with trees, lighting and seating; and the views along main roads are blighted by overhead telecommunications and electricity wires.



Parish roads are used by a variety of vehicles.



Housing is set beside hedgerows and open fields.



Green spaces in new developments retain a village feel.

21

The Future

All the villages are keen to keep their unique 'village' feel and new development should reflect this. Several of the industrial sites have empty units, making the area look neglected. These should be upgraded if necessary and occupied

before new units are built. There are many opportunities to improve the quality of the local areas around small shops and commercial buildings, and any new developments should link with, and enhance, these locations.

Street Scene: Aspirations

- E1. To reduce the visual pollution caused by road signage and overhead wires.
- E2. To reduce light pollution, particularly poorly designed, non-directional lighting.
- E3. To protect and enhance the setting of buildings of historic and cultural interest (churches, the Library, schools etc).
- E4. To provide recycling facilities in all larger communities.
- E5. To plant appropriate trees in suitable locations across the Parish taking advantage of the Borough Council's tree planting scheme



Overhead wires detract from the view along the Basingstoke Road in Spencers Wood.

and ensure that they are subsequently properly maintained.

Street Scene: Key Actions

Wokingham Borough Council

Policy and Strategic Issues

- Ensure that the green spaces in between the individual villages are retained to preserve the character of each (in accordance with the appropriate Local Development Framework (LDF) policies);
- Ensure that all new properties meet or exceed the latest government energy-efficiency requirements (in accordance with building regulations and LDF).

Service Issues

- Provide recycling facilities in Spencers Wood, Three Mile Cross and Grazeley;
- Install distinctive pedestrian paved areas at key locations such as outside the parade of shops in School Green;
- Work with local residents to identify black spots where overhead wiring is unsightly

and press for its removal whenever an opportunity arises;

- Plant appropriate trees in each settlement across the Parish.



Green gaps between settlements are essential to maintain the individual character of these settlements. They are also important for wildlife.

22

Shinfield Parish Council

- Establish gateways into the Parish at main access points in consultation with the Borough Council;
- Ensure seating is provided in places where the public congregate such as bus stops, parks and recreation grounds;
- Replace other worn or damaged street furniture and provide ongoing maintenance.

Shinfield Parish Volunteer Group

- Assist with regular clearing of litter from roadside verges and ditches;
- Support the annual litter pick organised by Wokingham Borough Council.

Drainage and Flood Risk

Background

As described above, a low ridge separates the flood plains of the River Loddon and the River Kennet/Foudry Brook system. After heavy rain, run-off from the ridge, which is composed of impermeable London Clay, makes the low-lying areas naturally prone to flooding. During the nineteenth and twentieth centuries the hillsides south of the M4 were drained as part of agricultural improvements, relying on effective sub-surface and surface drains to remove water safely to the main rivers, thus minimising flood risks to built-up areas. However, more recent development has begun to affect the earlier drainage system increasing the likelihood of flooding, and in most years there are short periods when flooding affects properties and movement around the Parish.

The Future

The construction of a further 2,500 homes as proposed by Wokingham Borough Council could significantly alter the natural drainage system and the inherited agricultural drainage system. The proposed new homes must not themselves be at a risk of flooding, nor must they increase the flood risk to existing homes, businesses and amenities. Developers will need to control high rates of surface water run-off and prevent soil instability during periods of heavy rainfall through 'Sustainable Drainage Systems (SuDS)' such as permeable paving, green roofs and attenuation ponds.

Drainage and Flood Risk: Aspirations

- E6. To ensure that development does not increase the risk of flooding, waterlogged ground and instability of foundations.
- E7. To ensure that a co-ordinated and sustainable water control and drainage strategy is agreed, preventing any increased rate of run-off from hard surfaces and paving.
- E8. To prevent small-scale piecemeal development overloading existing drainage systems.
- E9. To ensure that appropriate design and construction criteria are applied to buildings and infrastructure constructed in areas prone to soil instability (shrinking/swelling soils).



Flooding occurs regularly across the Parish - here on high ground in Hyde End Lane.



Flooding is frequent on low ground along Church Lane between Three Mile Cross and Brookers Hill.



Drainage and Flood Risk: Key Actions

Wokingham Borough Council

Policy and Strategic Issues

- Co-ordinate the maintenance and long-term monitoring of old and new drainage systems and ensure that provisions are in place so that they are properly managed. (Planning Policy Statement 25).

Service Issues

- Exercise planning control powers to ensure that proposed development does not increase the risk of flooding;
- Exercise powers as Lead Local Flood Authority (LLFA) to ensure watercourses

are properly maintained to minimise the risk of flooding from natural drainage and surface water.

Shinfield Parish Volunteer Group

- Monitor the state of ditches and maintain a database recording their condition, informing Wokingham Borough Council as appropriate;
- Assist riparian owners with cutting back growth of vegetation in roadside ditches at the end of summer each year so that the flow of water is not blocked.



Ditches need to be cleared thoroughly each autumn.



23

24

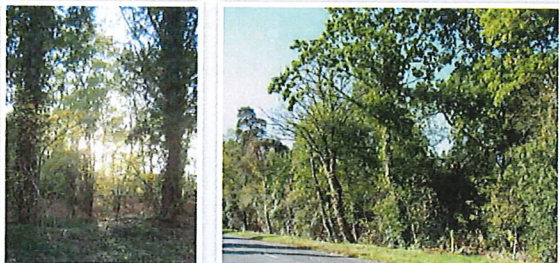
Ecology and Habitats

Background

Pleasant countryside of fields, trees and woodlands forms the larger part of Shinfield Parish. This landscape surrounds the scattered settlements south of the M4, and where there is more dense development north of the motorway, there are still open spaces and important woodlands. The mix of open country with woodlands and hedgerows is a vital characteristic of the Parish and is the key visual setting for residents.



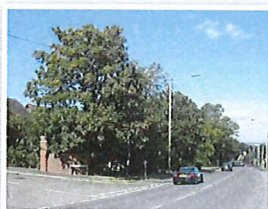
Characteristic small lanes wander between the settlements



Remnants of semi-ancient woodland are important elements of the landscape.

Dense hedgerows (above and below), often with trees and set with banks and ditches, form corridors for wildlife.

Semi-ancient woods and copses persist at road junctions, on wetland in valleys, on higher water-logged ground and on steeper hillsides. The trees are mostly oak, with ash, field maple, sycamore, holly and hawthorn. Wildlife includes foxes and deer, small mammals and field and woodland birds. Dense hedgerows often with banks and ditches form corridors for wildlife, linking woodlands with ponds and streams. The River Loddon and other watercourses and their wetland habitats have a high nature-conservation value. Ponds occur on farmland, at the sides of roads and on former brickfields.



25



The large pond at Grazeley.

Consultation identified a range of significant habitats, including important trees and groups and lines of trees, the small copses, the wide hedgerows and ponds that not only had special meaning for residents but which also contribute vitally to the ecology and wildlife corridors of the area. These elements are widespread across the Parish and are important in the landscape setting of the communities as well as for wildlife.

The Future

Significant views, landscape and habitats require protection as housing and other development proceeds. Meanwhile it is important to recognise, investigate and record special habitats across the Parish, particularly the poorly managed ponds, small streams and ditches, and the copses and semi-natural grasslands. Management plans should be drawn up for these areas, and plans that already exist for the designated sites should be implemented and monitored. Gardens and corners of sites such as allotments and cemeteries are recognised as potential habitats for wildlife, providing links in natural corridors to be developed across the Parish.



Parts of allotments are used for children's plots, and corners are managed as small wildlife reserves.

Part of the Parish falls within the provisions of the Thames Basin Heaths Planning Zone. This requires that any future development is accompanied by the creation of Suitable Alternative Natural Greenspace (SANG) to alleviate pressure on nesting sites for ground-nesting birds within the heathland itself.

26

Ecology and Habitats: Aspirations

E10. To preserve the open countryside that separates the settlements and helps maintain their individual identities.

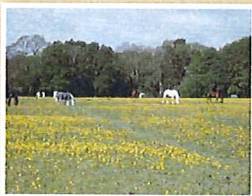
E11. To protect and enhance the diverse ecological habitats of the Parish.

E12. To establish wildlife corridors to increase the ecological value of the habitats.

E13. To minimise the impact of future developments on the natural environment and provide new equivalent habitat areas when any significant habitats are destroyed or harmed by development.

E14. To ensure that any new development makes provision for space for wildlife habitats over and above any land left as SANGs, since such land is nominally intended for dog walkers, and is not appropriate for wildlife habitats.

E15. To promote opportunities for incorporating beneficial biodiversity features



Several fields are semi-improved, unmanaged grassland where flowering plants attract many insects. This field in Spencers Wood is crossed by Footpath 23, but has now been designated for house building (PSHS3 reserve building site).

as part of good design and ensure that species such as birds and bats are protected from the adverse effects of development through planning conditions or obligations. (PPS9)

Ecology and Habitats: Key Actions

Wokingham Borough Council

Policy and Strategic Issues

- Consult on the creation of a community woodland in the area between Ryeish Green and the Churchfields estate opposite Shinfield Church and other new Local Wildlife Sites or local nature reserves as part of the development of the SDL.

Shinfield Parish Council

- Promote and publicise Shinfield's wildlife heritage.

Shinfield Parish Volunteer Group

- List and publicise local environmental organisations and their particular interests;
- Participate in the management of habitats and the development of other wildlife-friendly areas;

- Undertake further detailed surveys of the local ecology and record sites of wildlife interest;
- Draw up habitat management plans for sites of value to the community.

Shinfield Parish Community Partnership

- Monitor the progress of existing habitat management plans for local wildlife sites.



27

Public Rights of Way



The Parish has a good network of footpaths that are well used for recreational purposes.



Background

There is an extensive network of over 40 footpaths and other types of public rights of way in the Parish, the condition of which varies. These rights of way, as distinct from the roadside pavements, play an important dual role, allowing pedestrians and others to get about between the settlements and providing access for recreational purposes to the local countryside. A group of

volunteers has been established to assess the condition of the paths, promote their use and to support actions to ensure that they are maintained and, if possible, extended in key locations.

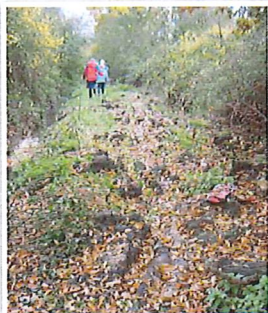
Popular monthly walks are held at various locations across the Parish.



28



The maintenance and upkeep of footpaths should be ongoing, with the provision of timber walkways and removal of any dumped material wherever necessary.



The Future

The availability of accessible, well-maintained public rights of way supports the general aims of the Community Plan, allowing residents and others to access and enjoy the countryside and lead healthy lifestyles. It is important to grasp the opportunity provided by the SDL, not only to maintain the existing network but to improve and develop it, introducing new routes that contribute to these aims whilst minimising the impact on the environment.

Rights of way need to be maintained in an appropriate manner that takes account of their

location and primary use. Within the central area of the Parish between Ryelsh Green, Spencers Wood and Shinfield village, and within settlements, the emphasis should be on accessibility, replacing stiles with kissing gates or similar, and improving surfaces with scalplings to facilitate their use in times of poor weather and by people with disabilities and pushchair users. Elsewhere the emphasis should be on maintaining and enhancing rights of way to protect their rural character and preventing abuse.

Public Rights of Way: Aspirations

E16. To maintain the existing network of public rights of way ensuring that they are kept in good condition and not abused.

E17. To identify and develop additional routes which can be used for the purpose of recreation or access.

E18. To encourage the use of rights of way by:

- holding regular walks within or near to the Parish;
- ensuring that signposting and map boards are clearly visible;
- liaising with local landowners and other organisations on issues relating to use or access.

29



Well-constructed kissing gates should replace awkward stiles. To encourage greater use of footpaths, six map boards have recently been erected throughout the Parish.



Public Rights of Way: Key Actions

Wokingham Borough Council

Policy and Strategic Issues

- Negotiate with landowners to establish a public right of way along the length of the River Loddon from the Mill House on the Basingstoke Road to the Arborfield Road (A327) crossing near Parrot Farm;
- Extend the path on the east of Shinfield Recreation Ground (Footpath 15) to the River Loddon;
- Establish a bridleway from Shinfield to Arborfield Cross, avoiding the need to walk either in the road or on grass verges;
- Create a new footpath in Shinfield North to provide a circular route through Nores Hill Wood across the Shinfield Road and via existing footpaths to Pearmans Copse;
- Require the enhancement of existing rights of way in Rushy Mead, including the construction of a route alongside the River Loddon, as a condition of any planning permission that may be granted for the proposed construction of wind turbines in Rushy Mead.

Service Issues

- Notify landowners to maintain, reinstate or repair footpaths as required;

- Impose restrictions on use of byways to discourage their abuse by motor-cycles, quad bikes and other motorised vehicles;
- Ensure that all new footpath routes are a minimum of three metres wide to allow for verges at each side for wildlife;
- Replace stiles on footpaths with kissing gates and improve the adjacent footing within the central area of the Parish (between Ryelsh Green, Spencers Wood and Shinfield village) and within settlements, for example at the entrance to Footpath 23 on the Basingstoke Road opposite Spring Gardens.

Shinfield Parish Council

- Establish a set of footpath noticeboards at strategic points in the Parish. (Achieved)

Shinfield Parish Volunteer Group

- Undertake clearance of routes to enhance access to public rights of way;
- Monitor the condition of footpaths, informing Wokingham Borough Council when maintenance or repairs are required so that they can take appropriate actions with landowners.

30

6. Education and Childcare

Overview

Education is an essential shaper of any society and to ensure the sustainability of local communities provision should be made to meet the needs of current and new residents. The quality and relative ease of accessibility to early years, primary and secondary education should be given a high priority. Extended educational activities and services for school-aged children and their families should be provided in response to local needs.

The pattern of local education provision has remained much the same in the years through to 2010, with the only changes being growth in early years provision, as a result of Government policy, and growth in the sizes of local primary schools to accommodate the increasing numbers of new residents. However in the summer of 2010 there was a significant change when the local secondary school, Ryelsh Green School, closed.



The Red Kite Children's Centre provides services to families with children aged 0 to 5.

Background

The Parish is well served by nursery, pre-schools and primary phase schools for children up to age 11. Educational outcomes at the end of primary education (key stage 2) are broadly similar across the Parish.

Although Ryelsh Green School was, until recently, the designated secondary school for most of the Parish, children from the Parish have traditionally attended a variety of secondary schools. The closure of the school means that all children have to travel outside the Parish for secondary education, and to a wider range of schools. The absence of an accessible secondary school in the Parish jeopardises the success of efforts to make the present fragmented communities within the Parish more cohesive and generates additional journeys by students travelling to schools outside the Parish. At the time of writing, a proposal for a new secondary free school to meet needs in the West of Wokingham is being developed.

Educational outcomes for 14-year-olds (key stage 3) are broadly similar across the Parish, but performance at GCSE (age 16) varies, with lower outcomes for young people living in Shinfield North, and higher outcomes for young people in the community around Spencers Wood.



Children learning at Grazeley Primary School (above) and at Shinfield Infants School (top right).

The level of interest and concern regarding the unpopular decision to close this school is indicative of the importance the community places on their children's education and the other leisure and local service opportunities available on the site.

To help to bring about a culture of lifelong learning, access to accredited training or the

31



The Red Kite Children's Centre provides services to families with children aged 0 to 5.



Shinfield St Mary's Junior School.



Lambs Lane Primary School, Spencers Wood

The Ryelsh Green School site is a good education campus, located in the middle of the Parish, and with great potential for a variety of educational, social and community uses. It is centrally located for current housing, for already-planned development and for the proposed Strategic Development Location (SDL). It is essential that these facilities are retained for community use.

Opportunities for learning as an adult are available both in the Parish and just outside but the range of activities could be wider and available at more varied times. Following the recent loss of University of Reading Continuing Education Department, provision is offered in the Reading area by Oxford University Extramural Department and the Workers' Educational Association (WEA).

a. Early years and childcare

There are three early years education providers in the Parish: the nursery class at Shinfield Infant and Nursery School, the Chapel Lane Pre-School in Spencers Wood and Crosfields School in Shinfield North. There are two day nurseries, both in Spencers Wood, as well as a variety of other providers in surrounding villages. The Red Kite Children's Centre, adjacent to Shinfield St Mary's Junior School, provides advice, information and support to families with children under five in response to local needs.

Shinfield St Mary's Junior School provides a breakfast club and both Shinfield St Mary's Junior School and Lambs Lane Primary School offer after school childcare for children up to the age of 11. Shinfield St Mary's Junior School currently offers a holiday club for children up to the age of 11, and Lambs Lane Primary School a holiday club for ages 5 to 13. At the time of writing there were twelve registered childminders in the Parish, with at least one in each of the significant settlements. However, childminder provision is subject to frequent change and, because of their limited facilities, childminders often have few vacancies and their childcare offer may not be open to children of all ages or needs.

32

b. Primary Education

Currently there are four infant, junior and primary schools in the Parish⁷. Some of these schools have increased their rolls substantially since the 1980s and all serve the community well, although their standards and reputations vary from school to school as their Ofsted reports illustrate. However, the designated schools for some children in the Parish are in neighbouring areas⁸. There are also two private schools in the Parish, taking pupils from both within and outside the Parish⁹.



c. Secondary Education

With the closure of Ryeish Green School in August 2010, the designated schools for students from the Parish are now Bulmershe School in Woodley and Emmbrook School in Wokingham. These are both farther away than Malden Erlegh School, in Earley. Some parents in the parish have always opted to send their children to non-designated schools outside the Borough, including The Willink in Burghfield to the west, Yateley in Hampshire to the south, schools in Reading and privately run schools.



If the proposal for a new local secondary school is successful, the opportunity will be presented for children to once again attend a local school with a consequential benefit to social cohesion in the Parish.



Shinfield Infant and Nursery School (top) and Grazeley Parochial Primary School (middle and bottom).

It is unfortunate that our young people's secondary education is split between so many schools, thus minimising the opportunities to bond and socialise as a single group around a common community school, before they move further afield to higher education, skills training or work.

⁷ Grazeley Parochial C.E. Aided Primary School (currently admitting 15 pupils per year), Lambs Lane Community Primary School (30 pupils), Shinfield Infant and Nursery School (60 pupils) and Shinfield St Mary's C.E. Aided Junior School (63 pupils).

⁸ Whiteknights Community Primary School serves the community in Shinfield Rise; Hillside Primary serves the Parish community that forms part of Lower Earley.

⁹ Crosfields School in Shinfield for children between the ages of 4 and 13 and The Vine Christian School, a very small independent school in Three Mile Cross, caters for children between the ages of 5 and 13.

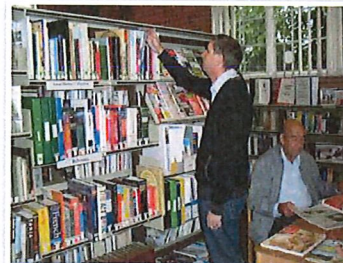
33

d. Lifelong Learning¹⁰

The Future

Within the Parish, the Library is the only publicly funded resource for informal lifelong learning and is greatly valued by local residents. In addition to the support provided to early years and school-age children, it provides reference and information resources as well as computer access for adults. In addition, recreational lifelong learning opportunities are provided by a limited range of local clubs and associations, some of which meet during the day.

The growth in new housing has attracted younger couples and families with young children. As a result there is already a need for increased early years provision and it is anticipated that these pressures will soon extend to primary schools. With further housing development planned there is every expectation that this trend will continue. This is recognised in the Borough Council's Core Strategy and the development proposals for the SDL include provision for two new primary schools.



Many varied resources are available in the Library

There are also opportunities for more formal study outside the Parish's boundaries in Reading, Burghfield, Earley and beyond. There are currently no opportunities for accredited learning in the Parish. While the need for short courses has not been overwhelmingly demonstrated, there are clear indications from consultation feedback that further local provision, more varied in time and topics, would be welcome. Study around digital photography, computing, gardening, family safety, art and natural history would be well received during afternoons, early evenings or at times convenient to parents with school-aged children. Day courses could be linked to a childcare facility.

All schools are now expected to provide various services and opportunities to meet the wider needs of local children, their parents and the community, often outside the times of the traditional school day. These may include access to childcare; a more varied range of before-school, after-school and homework activities for children of all ages; various types of support for parents; and access to specialists and professionals, for those children who need extra support. Schools are also intended to be a community resource if there is a need for their buildings or facilities to be used by the community. Opportunities should therefore be available to provide or facilitate services locally to meet local needs.

The long journeys our young people will have to travel to their secondary schools, including the need to catch specified school buses, have a definite negative impact on accessibility of the schools' extended services. Activities such as gifted and talented clubs, homework clubs, sports, arts and craft activities are normally scheduled before and after the school day. This has implications both for school transport and the possible need to make alternative provision within the Parish. One way of addressing social needs is through youth provision – a youth club

¹⁰ Note that all consultations took place before the announcement of the closing of the University's Continuing Education Department

34

meets in Spencers Wood and consultation indicates that provision is needed in Shinfield village and Shinfield North (see below, page 45).

With the loss of both our local secondary school and University of Reading continuing education provision, there is a need for a Community Education Forum comprising local primary schools and other providers, community

organisations such as churches, and committed volunteers to co-ordinate provision locally and to campaign for improvements. This group would be the counterpart of the Shinfield Parish Volunteer Group working to co-ordinate provision for all ages from young people to the more elderly residents as well as helping to organise support and training for those wanting to return to work, perhaps after raising young families.

Education and Childcare: Aspirations

a. Early years and childcare

ED1. There should be sufficient, accessible and high quality provision of nursery and pre-school places available locally to meet the growing need.

ED2. There should be sufficient, affordable childcare conveniently available locally to meet the needs of local families.

ED3. The Red Kite Children's Centre should act as a focus for the effective co-ordination of children's services in the Parish, consulting with parents and community groups to ensure that services are well suited to the needs of local children and families.

b. Primary Education

ED4. There should be sufficient places in infant, junior and primary schools in the Parish to allow for parental choice and meet the needs and aspirations of families.

ED5. The community should support schools in their attempts to further raise standards across all aspects (and therefore reduce the pressure for children to attend schools outside the Parish).

ED6. The current primary schools should be enhanced and expanded before any new primary provision is built.

ED7. A range of extended opportunities, well suited to the needs of children, families and the community, should be available.

c. Secondary Education

ED8. Provision should be made for a secondary school within the Parish. Until this aspiration is realised, all parts of the Parish should be served by the same designated school, which should be the closest one in Wokingham Borough, currently Malden Erlegh School.

ED9. A range of extended opportunities, well suited to the needs of children, families and the community, should be available.

ED10. Youth provision should be well suited to local needs to encourage attendance, so helping to build a sense of community in young people.

d. Lifelong Learning

ED11. The development of further lifelong learning opportunities should be encouraged.

ED12. The provision of localised drop-in centres for short hobby-type courses should be supported, especially in relation to CalActive in Spencers Wood and the proposed Community Hall in Shinfield Rise (see below, page 43).

Education and Childcare: Key Actions



Spencers Wood Local History Group using research facilities that existed at Ryeish Green School

a. General

Shinfield Parish Council:

- Establish a Community Education Forum to co-ordinate and work for improvements in provision locally.

b. Early Years and Childcare

Red Kite Children's Centre:

- Work with early years providers to ensure that appropriate local information, advice and assistance is provided.

c. Primary Education

Extended Services Neighbourhood Partnership Board:

- Work in partnership with primary phase schools to ensure the most beneficial range of childcare support and activities is available.

d. Secondary Education

Community Education Forum:

- Work in partnership with Wokingham Borough Council, parents, young people and local businesses to improve secondary education provision for the Parish;
- Work in partnership with secondary schools to ensure the most appropriate and

beneficial range of extended services opportunities is available, either in school or in the local community.

e. Lifelong Learning

Community Education Forum:

- Work with Wokingham Borough Council and the local community to further investigate the need for lifelong learning opportunities, and the consequent strengthening and development of local provision;
- Work in partnership with the Library, local churches, associations and other bodies to explore the possibility of local bases for lifelong learning;
- Support, or facilitate access to support for, local clubs and associations that wish to develop their offer to local people;
- Explore the possibility of establishing a University of the Third Age (U3A) group in the Parish;
- Liaise with local groups regarding the provision of short hobby-type courses;
- Compile a register of people who would be interested in participating in such courses.

35

36

7. The Economy

Overview

Until recently there have been few dramatic changes in the local economy in the Parish. In the later decades of the 20th Century there was a gradual decline of local shopping facilities and a number of small industrial units were built. However, in recent years the pace of change has quickened with the development of Green Park in the north of the Parish, development of the local transport infrastructure and the improvements to the M4 Junction. The pace of change will accelerate with the proposed SDL. In addition to increasing the number of houses in the Parish by more than 60%¹¹, there are plans for light industrial and scientific sites and an integrated transport scheme including a Park and Ride at Mere oak.

While there are some 200 small businesses, some medium size and a few larger employers in the Parish, the majority of residents work outside the area, facilitated by a network of road and nearby rail links. Unemployment is not markedly evident in Shinfield Parish. From consultation returns it would appear that the small businesses in the Parish like being based here for various reasons, and are satisfied with their level of trade. The growing housing developments within and adjacent to our Parish are likely to create additional opportunities, and needs, for employment – full-time, part-time and home-based.

Background

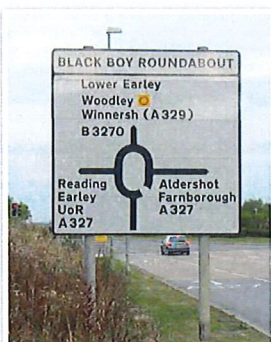
Shinfield Parish has excellent road links with easy access to the M4 motorway, the University of Reading, the Royal Berkshire Hospital, Reading town centre, nearby supermarkets and southwards towards Aldershot, Fleet and Basingstoke. However, these advantages are diminished by peak-hour congestion.



Foster Wheeler's European headquarters are in the Parish at Shinfield Park.



Major international companies are based at Green Park, a new office development in the north of the Parish.



¹¹ Wokingham Borough Core Strategy estimates the number of dwellings as 4,036 in 2008 and 6,536 in 2026.

37



Left: Pulleyn Transport has a large fleet and occupies a 1.6 hectare site near Three Mile Cross.
Right: smaller industrial units in Spencers Wood.



There are large, medium and small employers in the Parish and some local people take advantage of the employment opportunities offered. There is some evidence that a small, but increasing, number of people work from home. Their number is not known, but anecdotally may be significant in overall terms. However many residents have, or seek, work outside the Parish in nearby towns, villages or further afield.

The single biggest employer in the Parish is Foster Wheeler, a major chemical engineering company at Shinfield Park. Many of the other large employers in the Parish are located in Green Park, almost 40% of which lies within Shinfield Parish, and which houses offices for significant international businesses such as Cisco Systems. While these businesses do employ local

people, most employees come from outside the Parish. Likewise, there are several large employers just outside the Parish that employ Shinfield residents.

There are a number of haulage and vehicle-based businesses, the largest being Pulleyn Transport. The Wellington and Heron Industrial estates in Spencers Wood have small, modern industrial units. There are currently a number of vacancies on these estates. There is a range of smaller office-based and light industrial employers throughout the Parish. As might be expected in a semi-rural area, agriculture and related land uses still dominate between the main settlements.

There is a variety of local services, crafts, shops, restaurants, hotels, pubs, garages and so on throughout the Parish. These provide useful local services and largely employ local people.



There is a good variety of local services throughout the Parish (here and top of next page). They are an important part of village life.



38



However, many of these businesses depend on passing trade or attracting people from outside the Parish to make them viable and thus remain available to local residents.

Shinfield Rise and Shinfield village are less advantaged in terms of the proportion of young people not staying on in education and training post-16 years of age (between 40 and 50%), the proportion of adults having no or low-level qualifications (around 40%), and in terms of income. The areas of the Parish to the west and the parts of the Parish closest to Lower Earley are more advantaged and, on average, people living in these areas have higher incomes.

At the time of writing, the current economic downturn is having an effect on both local employers and the opportunities they can offer. Jacobs Engineering, the international construction and professional services company, recently vacated its premises in School Green, reducing employment opportunities in the Parish. This situation is likely to be further aggravated by cutbacks in public services affecting both employment opportunities and services locally.

Some of the local pubs. All serve food.



39



Post offices in Spencers Wood and Three Mile Cross. There is also a post office in School Green. These are greatly valued by local people, who would not want to see them closed.

The Future

Between 2001 and 2008 a total of 1,151 houses were completed in the Parish¹² and a further 2,500 are proposed as part of the Core Strategy. Other proposed developments include:

- Business uses on University land adjacent to the A327 in Shinfield;
- A Science and Innovation Park on land owned by the University between the M4 motorway and Cutbush Lane;
- The designation of Hyde End Farm as a possible Preferred Area site for mineral extraction by the Borough Council;
- The nomination of an area east of Shinfield village as a possible Preferred Area site for mineral extraction;
- A number of road improvements that are discussed in the Transport and Access section below.

As the building of the proposed 2,500 extra houses goes ahead, some more local employment will be desirable. Employment must be balanced



Rural development of small office units in Grazeley.

with development. Vacant premises should be filled, and support and encouragement should be provided to local businesses. Redundant farm buildings should be utilised for commercial purposes before new builds. The proposed Science Park would provide some employment, although it is anticipated that most higher-level job appointments will be filled from outside the Parish. Proposed plans for the SDL include the

¹² Wokingham Borough Council Core Strategy.

40

provision of new retail outlets. There is no local demand for a large supermarket and provision should be sufficient to meet the needs of the local community only. There is strong support

for maintaining the existing post offices in the Parish. The Parish Council should therefore work with post offices to ensure their future sustainability.

The Economy: Aspirations

The following priorities are based on discussions with local residents and businesses and are also consistent with emerging priorities from the Berkshire Economic Strategy Board and Wokingham Borough Council.

EC13. The vitality and economic sustainability of the Parish should be improved while maintaining its rural character.

links with the Borough Council, other agencies, businesses and other partners.

EC14. Advantage should be taken of opportunities to develop the skills of the local workforce to meet the future needs of local businesses.

EC16. Existing Library, local shops and post offices should be retained and sufficient, accessible local shops, post offices and other services provided to meet local needs.

EC15. A partnership approach should be adopted to deliver a strong, diverse economy in Shinfield Parish. It is essential that the Parish Council forges and maintains strong

EC17. Parking facilities near local shops, post offices and businesses should be improved to promote trade and therefore the sustainability of services provided.

The Economy: Key Actions

Wokingham Borough Council

Policy and Strategic Issues

- Prioritise the occupancy of the empty business units and the conversion of redundant farm buildings for commercial purposes before granting permission for new builds in order to achieve greater sustainability as well as a more prosperous appearance. *(In line with LPF CP1, CP6 and CP11)*

Shinfield Parish Council

- Adopt as one of its stated Aims, and support, the development of the local economy, so that this aim is reflected in its various decisions and comments on local issues;

- Consider whether it has a role to play in leading a partnership approach to support the delivery of a strong, diverse economy in Shinfield. If so, develop these themes and agree a more detailed action plan;

- Consider its role in understanding local skills, how skill gaps might be filled and develop an action plan to address identified issues;

- Work to ensure there is no reduction in post office services locally.

Shinfield Parish Volunteer Group

- Establish contact with local small businesses and home-workers and establish whether any additional support is required.

Information about the Parish, its services and those of local commerce, voluntary groups and clubs is provided through the Parish noticeboards, the Parish Council website, and the Loddon Reach magazine (now distributed throughout the Parish). However, more could be done to support clubs and groups to make full use of these facilities and to promote their activities and widen their membership.

Access by public transport to local facilities across the Parish and beyond is restricted and so there is great reliance on car journeys, and

people without cars can feel trapped at home. This is discussed further in the chapter on Transport and Access.



Information is provided on the Parish noticeboards, on the Parish Council's website and in Loddon Reach magazine.

The Future

As a result of proposed development up to 2026, the population may increase by approximately 50% again. The integration of so many new families will place even greater strains on social structures and community cohesion. To preserve the identity of each settlement, careful location of the new homes and the retention of green gaps between communities is strongly urged.

There is no community building at all in Shinfield North. There is a strong local need here with requirements made clear by residents, and the support of the Parish Council has already been pledged. However, through lack of action on the part of the Borough Council, one opportunity to redress this need has been lost.

In Spencers Wood the lack of a meeting place for adults, which was emphasised during the consultation process, has been met by the opening of Caf'Active at St Michael's Church.

This community café and meeting place is open for elderly people, young mothers and their children and the wider community throughout the week as well as for people attending church services. The transport scheme run by the Shinfield Parish Volunteer Group and a computer club are centred here. Caf'Active could provide after-school clubs, careers counselling, help with redundancy (Next Step) and other needs. Potential also exists for expanding the use of Spencers Wood Pavilion.

The balance of housing types is not meeting requirements in Shinfield Rise. Many family dwellings in public ownership are occupied by elderly people who would prefer single accommodation or bungalow-style properties but do not wish to leave the estate. The provision of additional single dwellings here would release much-needed three- and four-bedroom homes.

8. Social and Community Development

Overview

The rapid pace of development has put great pressure on the social fabric and institutions of the Parish and these pressures will continue with further development. A healthy, thriving community is based on three interlinked foundations. Once these are fully established, then individuals have an opportunity to find personal fulfilment.

First, a community needs to have an identity of its own. Without an identity, a community is only a very loose collection of people and dwellings. Newcomers need to be able to recognise and identify an existing community and must feel able to become part of it, if they wish to do so. The first section of this chapter therefore deals with *Identity and Integration*.

Secondly, the basic needs of the people living in a community must be met. Hence the physical care of all people must be provided for, and a healthy lifestyle be promoted in a safe and pleasant environment. The second section of this chapter examines *Healthy and Secure Lifestyle*. (Other aspects of lifestyle such as education and employment are discussed in other chapters of this document.)

Thirdly, the need to belong, self-esteem, aspirations and motivation must also be addressed so that people can truly thrive in the environment where they live. The third section, *Community Well-Being*, considers what is required to ensure that people feel part of a caring and supportive community to which they can positively contribute and in which they can develop their own feelings of self-worth.



Identity and Integration

Background

The separate Village Character Statements illustrate the separation of Shinfield Parish's settlements. The diversity of the communities that this separation creates is a strong and valued characteristic of the Parish. The ever growing urban sprawl of Reading is seen as a threat and there is a strong will to resist becoming part of 'Greater Reading'.

Shinfield Parish has long suffered from the threats of new housing development and anticipated major change. As a result of recent development, the community has seen a 25% increase in population since 2001. Integration and community cohesion are assisted by the generally good facilities providing informal, low-cost meeting places, except in Shinfield North, but the recent rapid expansion has placed new pressures on community organisations and facilities.



There are several community halls in the southern part of the Parish including Spencers Wood Village Hall (top), Spencers Wood Pavilion (above) and the Parish Hall in Shinfield (left).

Identity and Integration: Aspirations

SC1. Ensure that each community has an identity which people can recognise and value, and into which they can integrate as they wish.

SC2. Ensure that new and established residents have access to accurate and up-to-date information about services and activities throughout the area.

SC3. Ensure that when any new development takes place adequate infrastructure and

amenities are provided in that development, or that neighbouring infrastructure and amenities are enhanced.

SC4. Ensure that new developments continue to have a mix of social and private housing, which is well integrated to promote social cohesion and tolerance.

Identity and Integration: Key Actions

Wokingham Borough Council

Policy and Strategic Issues

- Provide a new community hall in Shinfield Rise (subject to the outcome of review of community facilities);

- Provide suitable accommodation for elderly residents in Shinfield Rise. *(Housing strategy for Older People).*

Dioecesis of Oxford/Parochial Church Councils

- Construct a café/meeting place in St Michael's Church, Spencers Wood. *(Achieved);*

- Extend distribution of Loddon Reach to cover the whole of the Parish *(Achieved with the help of Shinfield Parish Council);*

Shinfield Parish Council

- Promote the full use of existing community buildings to help ensure their future;
- Further Improve communications with residents including promoting awareness of bus routes and timetables, facilities, events and the activities of local groups and clubs.

Healthy and Secure Lifestyle

Background

The residents of the Parish generally enjoy a good level of health which reflects in part the mostly good housing and employment prospects, and healthy lifestyles. Historically the Parish has been served by the medical practice in the adjacent parish of Swallowfield, with its outlier consulting room in Shinfield village. In 2008 the increase in population led to the establishment of a new medical practice at the newly built health centre in Shinfield village which also

includes a pharmacy and a dental service. Mothers with young children and elderly people in particular have requested some more accessible medical provision in Three Mile Cross, with a linked pharmacy service.

Services to support health, diet and well-being, for example chiropody or exercise classes, are available locally. There are numerous opportunities within the Parish and nearby for

keeping fit by following indoor and outdoor sport, leisure and recreational activities. Other ways in which people keep active include participating in the parish walks, joining sports clubs and by having allotments, and there is a range of outdoor gym equipment at Spencers Wood recreation ground.

The range of shops and other services spread throughout the Parish means that most people can walk to a post office or general store. However, the focus of facilities along the main roads means that people living west of the A33 do not have local shops or pubs.



The new health centre in Shinfield village provides a range of services



Outdoor gym equipment has recently been installed in Spencers Wood Recreation Ground by the Parish Council.



Clubs and groups meet in Spencers Wood Library, including a book club, children's club and storytime. The Library also has a comprehensive local information display and a computer for after-school use. There is also a wide range of clubs and groups such as scouts and guides groups, the Women's Institute, the British Legion and sports clubs. There are also



The British Legion supports events throughout the Parish.

amateur dramatics groups in Shinfield North and in Swallowfield. Venues for society and club meetings, and for indoor leisure and recreation, are available in village and church halls in the separate communities as well as the Parish Hall at School Green. A youth club meets in the Pavilion at Spencers Wood but there is a need for youth clubs in Shinfield village and Shinfield North. The success of such ventures relies heavily on the commitment of adults to oversee activities for young people and there is a constant demand for volunteers.

45



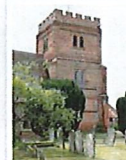
Village and church halls and churches are able to host a variety of activities.



There are limited public facilities for sport and recreation in the Parish – a situation made worse by the recent decision by Wokingham Borough Council to close the indoor sports and leisure facilities at Ryelish Green. The nearest facilities are now at the major Loddon Valley Leisure Centre, including swimming pools, just outside the Parish in Lower Earley. Although facilities at Spencers Wood Recreation Ground have been improved, there is scope for improvement at others and there are few places outdoors that are particularly appealing for adults to sit and converse. There are several small playgrounds for young children, some of which are being upgraded, but there is a shortage of play spaces and equipment for older children. There are playing fields at Millworth Lane in Shinfield and at the Ryelish Green School site, as well as pitches attached to local schools. It is intended to retain the pitches and the existing sports pavilion at Ryelish Green, but these are in need of further improvement. There are also tennis clubs in Shinfield and just outside the Parish in Riseley.



There are a wide variety of churches, including Shinfield Baptist Church, St Mary's Church of England, Shinfield, and St Michael and All Angels Church of England, Spencers Wood.



46



The Future

The planned growth in population will necessitate increased provision for leisure and recreation as well as the development of new and existing clubs and community organisations. The two Anglican and the other churches already play a significant role in the villages and recognise that there is an opportunity to do more to reach out to the community as a whole to promote community well-being (see below). For example they could assist in setting up some of the volunteer groups to complement other existing activities by volunteers. One such effort could be supporting the Adopt a Garden scheme whereby people on the allotments waiting list use part, or all, of the garden of another resident who does not want to garden themselves.



There are several small playgrounds for children of all ages, including in Shinfield village, Spencers Wood and Three Mile Cross.

Fishing rights along some lengths of banks of the River Loddon could perhaps be assigned for public fishing after negotiations with landowners, provided that this was properly managed and did not result in the degradation of vegetation and structure of the banks.

It is imperative that the necessary infrastructure of amenities and green space is well thought out and forms part of the agreed plans. Developers should be held accountable for providing them at a very early stage of the site works. Strong planning and accountability would help to ensure community benefits from future developments.

The existing plans for the SDL include two neighbourhood centres in Shinfield village which are intended to act as community hubs providing community, health, recreation and education facilities, as well as schools and local retail provision. In the west of the SDL the buildings of the former Ryelish Green School and Leisure Centre could be used not only for village residents but for the Parish as a whole.

As well as improvement to the pitches at the Ryelish Green School site there is a requirement for a cricket pitch and further tennis courts. These facilities could be concentrated at the Ryelish Green School site, and should include an all weather multi-use games area (MUGA). The existing sports pavilion should be enlarged and upgraded, providing facilities to act as a social club as well as offering adequate parking to accommodate both home and visiting clubs.

47

Healthy and Secure Lifestyle: Aspirations

- SC5.** Enable all Parish residents to live in a safe and healthy environment, with a varied choice of enjoyable, safe and healthy activities for their spare time.
- SC6.** Provide elderly and disabled residents with access to the services they require and assist them to lead full and happy lives.
- SC7.** Retain and enhance community facilities on the site of the former Ryelish Green School as a focal point for the communities south of the M4, with particular provision for youth.

- SC8.** Provide more playgrounds with better provision for older children, activity items and all-weather areas for ball games and so on.
- SC9.** Develop or support developments of small parks or green spaces with a pleasant outlook and well-designed seating areas.
- SC10.** Provide sufficient allotments to meet demand as communities grow.

Healthy and Secure Lifestyle: Key Actions

Wokingham Borough Council

Policy and Strategic Issues

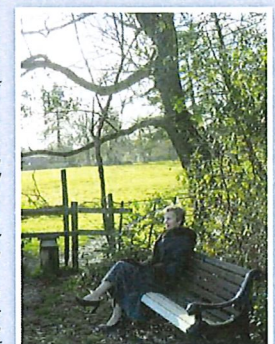
- Retain and enhance community facilities on the Ryelish Green School site (in accordance with the LDF / Core Strategy);
- Improve existing sports facilities at the Ryelish Green School site to include an all-weather pitch, a cricket square, and a larger pavilion (in accordance with the LDF / Core Strategy);
- Provide more indoor and outdoor sport and recreational facilities including places for young people to meet (as part of the strategy for sport and leisure facilities and open spaces currently under development);
- Create new pleasant green areas for people to sit and converse (as part of the strategy for sport and leisure facilities and open spaces currently under development);
- Plan for additional allotments associated with all major housing developments (as part of development approval process in accordance with the appropriate LDF policies).

Berkshire West PCT/Local Medical Practices

- Provide outreach medical services in Three Mile Cross.

Shinfield Parish Community Partnership

- Negotiate with landowners to provide public fishing spaces on the banks of the River Loddon.



More pleasant green areas for people to sit and converse could be created.

48

Community Well-Being

Background

The well-being of the community is best achieved if all members – whatever their age, race, gender or creed – have the opportunity for personal fulfilment and creativity. A community that acts together, grows together. It is for these reasons that people's mental, emotional and cultural well-being should be nurtured so that everyone can feel part of a caring and supportive community to which they can contribute. Extending and encouraging the growth of existing groups, societies, clubs and voluntary organisations, and making the best use of existing buildings will ensure sustainability and limit costs.

People have the opportunity to become involved with organisations such as amateur theatre, church and school choirs, and the carnivals and fetes held each year in Spencers Wood and on School Green. These events deserve greater promotion, support and participation.



Joining a choir, such as the one in St Michael's Church, Spencers Wood, is one opportunity for fulfilment and enjoyment.



Spencers Wood Carnival in September has quickly become established as a popular event.

49

The Future

Volunteers can have a major role in developing community spirit. Most initiatives gain momentum quickly if just a small group can be energised to get started and keep a programme up and running. One outcome of community involvement in producing this Plan has been the decision to establish a local community

volunteers scheme that can help match volunteers to identified needs. Finding these people, and giving them the encouragement and support that they need and recognising their achievement, is one way the Parish Council can assist the community.

Community Well-Being: Aspirations

SC11. Establish a cultural and artistic festival across the Parish to promote and celebrate the cultural life of the community and the contribution of local clubs, groups, societies and associations.

SC12. Encourage social interaction among local residents, particularly those with restricted transport or income (e.g. elderly, disabled, young mothers, young people).

SC13. Promote a sense of community and social responsibility among children and young people.

SC14. Establish a culture of volunteering and celebrate the contribution that volunteers make to the community.

Community Well-Being: Key Actions

Shinfield Parish Council

- Promote and facilitate the recruitment and training of volunteers to further assist with the running of activities.

Shinfield Parish Volunteer Group

- Form a Friends group of volunteers to visit and befriend people in need;
- Organise an annual festival and associated activities to promote and celebrate the cultural life of the community and promote local clubs, groups, societies and associations;
- Promote the development and use of the proposed community woodland to foster community engagement, social responsibility and healthy lifestyles.

Shinfield Parish Community Partnership

- Contact groups and organisers to discover what help they need to grow and widen their membership;

- Support local clubs, groups and associations to develop and promote their services and activities;
- Support local youth clubs to encourage young people to participate in challenging and enjoyable educational and cultural activities.



One of the volunteer drivers from the Shinfield Voluntary Car Service with a client.

50

9. Transport and Access

Overview

Consulation demonstrated that transport – and especially traffic and parking – are major concerns for local residents in all parts of the Parish. The effects are felt on the quality of life, on the ability to access different facilities around the Parish and on community cohesion.

Levels of car ownership are amongst the highest in the country, and the through routes (the M4 in the north, the A33 linking Reading to Basingstoke, and the A327, linking Reading to Aldershot) with the two routes (the B3270 and B3349) which run east-west across the Parish, offer good communications for drivers but are subject to congestion during peak periods.

Much of Shinfield Parish is characterised by small settlements in rural settings, with busy through roads and narrow lanes. The M4 Junction 11 on the boundary with Reading Borough is the major traffic hub in the area. The B3270 and B3349 act as feeders to the villages of the Parish linking them to the main through routes, but the M4 and the parallel B3270 effectively separate Shinfield North from the rest of the Parish, and similarly the A33 dual carriageway separates Grazeley and Great Lea from the major part of the Parish to the east.

Public transport varies greatly across the Parish. Those living north of the M4 benefit from good

bus services. East of the A33 levels of service were reduced in 2009 and improvements are required if increased use of public transport is to be encouraged. Services to communities west of the A33 are very restricted. A network of footpaths and a limited number of cycle routes provide alternative means of transport and access both within and through the Parish.

The responses to consultations emphasised the need to reduce traffic congestion and to improve pedestrian access. The section on *Highways and Parking* focuses on the amount of congestion on the main routes, which has implications for air quality, noise, and pedestrian safety, and the impact of parking, often seen as an impediment to the full use of village facilities and activities. The rest of the sections in this chapter – *Public and Community Transport*, *Cycle Routes and Footways* – have a dual focus on reducing congestion and improving community cohesion and healthy lifestyles, and there is special consideration of *Routes to School*.

Proposed future development within the Parish will require careful consideration of transport and access to ensure that development is sustainable – that it has sufficient capacity while minimising environmental impact. It should ensure that alternatives to private vehicles are encouraged through improvement to public

transport, cycle routes and footpaths. However, it should also acknowledge the reliance of many residents on private transport and therefore a continued need for appropriate highway and parking infrastructure.

Highways and Parking

Background

The principal issues relate to congestion, especially at peak periods. This is mainly caused by through traffic but is also affected by local traffic within the Parish, especially that associated with school transport (see below). Contributing factors are the existing road network, particularly the B3349 and A327, which are inadequate for current levels of traffic, and the high levels of car ownership and inadequacies of public transport (see below). Some narrow lanes are used as rat runs at peak times. The introduction of a one-way system along Hyde End Lane and Ryelsh Lane to the north of Hyde End Road has reduced the number of vehicles using this route and makes these roads much more pleasant and safer to walk along. Outside peak periods speed of traffic is an issue, especially on the rural roads through the communities west of the A33.

A consequence of congestion is air and noise pollution. Away from the main roads the air quality south of the M4 seems satisfactory. However, recordings on the A327 and on Whitley Wood Lane, both in Shinfield North, show levels of pollution well above targets quoted by Wokingham Borough Council. There are no available figures for Spencers Wood and Three Mile Cross or beside the motorway junction. Small aircraft performing aerobatics are another cause of noise pollution.

Parking is a cause for concern. Four main issues were identified:

- Parking for local shops and amenities;
- Match-day parking for the Madejski Stadium;
- Parking provision in estates;
- Parking on pavements and its effects on pedestrians and drivers of disabled vehicles.



There is a public car park on the edge of the Green at School Green and off-road parking along the Basingstoke Road in Spencers Wood. Elsewhere, busy through roads and narrow lanes mean that parking on pavements and grass verges can be a major problem, especially around local shops and other amenities. This is even more pronounced when there are special occasions in the villages and on match days at the Madejski Stadium, when cars are parked along the roadsides in Three Mile Cross and Great Lea.

Even in new housing developments high levels of car ownership mean that parking provision (which is laid down by the Borough Council in accordance with planning guidance) is inadequate and parked cars encroach on open spaces and can dominate the appearance of areas. When cars park on pavements it is often difficult for pedestrians with pushchairs, people in wheelchairs or with sight impairment, and drivers of disabled vehicles to get past, forcing them into the road.



Despite recent road improvements there is still congestion, especially at peak periods. These pictures show the Black Boy roundabout at such a time.



51

52

The Future

Despite concerns that the reconfiguration of Junction 11 might result in even heavier traffic on the approach roads through the Parish, it has, so far, reduced peak-hour congestion. However, concern still remains that the planned SDL and the major Park-and-Ride facility on the A33 at Mereok may undo the benefits obtained. Other major schemes that will affect roads and traffic that are currently planned in and near to the Parish include:

- Construction of Eastern Relief Road (ERR) and bridge over M4;
- Improvements to the A327 and A33 and routes to the station at Winnersh Triangle and the planned station at Green Park;
- Measures to improve accessibility by non-car transport, including a new route connecting Shinfield to Spencers Wood and the Mereok Park-and-Ride.

While generally supporting the development of an improved public transport network and new public rights of way, there is strong community objection to the proposed construction of a 'public transport only' route across the area originally set aside for the SANG and proposed for the site of a community woodland in the Community Plan. While a bridleway or footpaths would enhance such provision, the construction of a roadway is entirely inappropriate and would detract from the achievement of the objectives of a SANG and would potentially open up green fields for future development. There are also concerns that although the planned relief road may ease traffic on the current A327, it will increase congestion at the Black Boy roundabout, where it is proposed that it would rejoin the existing route.

It is important that the network of narrow lanes and the two cross-routes are retained if the individual character and identities of the villages are to be sustained. The improvements to the A33 and Junction 11 (already completed) and the planned Eastern Relief Road will help to reduce pressure from new developments, but given high levels of car ownership, may not be sufficient to avoid increased congestion. Should the proposed Arborfield SDL proceed, the

proposed new cross-route south of the Parish to the A33 will be important to avoid more traffic from outside the Parish using the existing cross-routes.

The improved management of parking could also make a significant contribution to reducing congestion. It is important that the new development should include, as part of the integral planning process, provision for good and imaginative off-road parking schemes.



With a few modifications it is possible to segregate most through traffic from local traffic.

Highways and Parking: Aspirations

TA1. To reduce excessive speeding and 'rat running'.

TA2. To ensure that new main roads have a minimum number of stopping points in order to reduce noise and air pollution.

TA3. To improve the flow of traffic through the villages with junctions and pedestrian crossing lights and lay-bys at bus stops.

TA4. To use 'silent' road surfaces in residential areas, as well as on through roads.

TA5. To allow for increased off-road parking in all future developments.

TA6. To make provision for adequate parking at local shops, churches and other amenities.

TA7. To improve safety by restricting parking at junctions and pedestrian crossings.

Highways and Parking: Key Actions

Wokingham Borough Council

Service Issues

- Monitor the progress of existing developments to ensure that they are completed in accordance with the planning conditions;
- Reduce speed limits throughout the Parish in line with Government guidance;
- Retain the one-way system north of Hyde End Road at the end of the trial period (*Achieved*);
- Provide frequent public transport from all parts of the Parish to the proposed Mereok Park-and-Ride facility, if it goes ahead, and mitigate the effects of any increased journeys through the Parish to the facility;
- Curtail parking around the road junction at School Green;

- Provide additional car parking for local shops throughout the Parish;

- Create a bus lay-by parking area on Basingstoke Road opposite Warings Bakery;
- Improve parking facilities at Millworth Lane for Shinfield Recreation Ground;

- Provide clearly defined parking places for St Mary's Church, Shinfield;

- Promote (with Reading Borough Council) the provision of adequate parking places for the proposed improved shopping centre at Shinfield Rise. (*Achieved*).

Shinfield Parish Volunteer Group

- Organise a campaign in conjunction with Thames Valley Police to discourage parking on pavements.



Public and Community Transport

Background

There is no rail service within the Parish. There is, however, a station on the Basingstoke-Reading branch line in Mortimer, which is well used by local commuters. A new station is planned on the same line north of the M4 beyond the Parish boundary, serving the Green Park Business Park and the Madejski Football Stadium complex.

Bus services are tabulated below. Services west of the A33 are very restricted; otherwise the main services are generally reasonable but some routes could be improved by extending the times at which they operate.

Improved bus shelters with seating, detailed timetables and raised paving for access are being installed across the Parish.



Bus	Route	Desirable Improvements
6	Reading to Shinfield Park	
9	Reading to Shinfield Rise, Shinfield Park	
20, 21	Reading to Lower Earley	
72	Reading to Three Mile Cross, Spencers Wood, Swallowfield and Aldershot. Improved service was introduced from July 2009	Run early bus on Saturday mornings for those working
82	Reading to Three Mile Cross, Spencers Wood (then) Yateley and Farnborough	
82A	Reading to Spencers Wood (a small number of services continue to Riseley). Withdrawn from July 2009, apart from Thursday, Friday and Saturday evenings and Sunday services	Run buses later into the evening from Mondays to Wednesdays and Sundays
112	Reading to Spencers Wood via Shinfield North and School Green. Withdrawn from July 2009	Reinstate service and provide services in afternoons and evenings
144	Reading to Wokingham via Shinfield and Arborfield	
145	Three Mile Cross, Spencers Wood to Wokingham (including Tesco) and Winnersh (Sainsbury's). Tuesdays only, one journey each way	Increase frequency
154	Reading to Stratfield Saye via Beech Hill, Loddon Court Farm and Grazeley (Thursdays and Saturdays only)	Increase frequency



The lack of services for residents of Grazeley, Poundgreen and Hartley Court means that they are almost entirely dependent on private transport (or taxis). The withdrawal of the service between Spencers Wood and School Green further affects access to local facilities within the Parish. The limitations of bus services outside school and working hours affects those without cars or those unable to drive, especially disabled and young people wanting to take part in leisure activities at any distance, or to travel to Reading and beyond. They are generally forced to rely on parents and friends to use cars, or to take taxis, which increases congestion and carbon output.

Some services are provided for people who find it difficult to get out and about, both by volunteers and by official bodies. Volunteers for example take elderly people to and from Spring Gardens sheltered housing for lunch and other special occasions and Swallowfield Medical Practice organises transport to hospital. The Library runs a Home Library Service that relies on volunteers to help people to get the books of their choice. 'Readibus' provides a limited service for people who cannot travel on ordinary buses and it will take people by prior arrangement to and from Reading or to local centres, such as a surgery or the Asda shopping complex. A similar service is operated by 'Keep Mobile'.

a Wokingham-based charity. Such provision has been significantly improved by the establishment of a community transport scheme by the Shinfield Parish Volunteer Group in response to the publication of the draft Community Plan.

The Future

The draft Community Plan has influenced the plans for the SDL,¹³ resulting in a strong commitment to sustainability and recognition of the importance of improved public transport, if

there is not to be a significant increase in congestion. The proposed Mere Oak Park-and-Ride and the new station at Green Park have the potential to significantly improve the public transport network and the draft planning guidance also recognises the importance of good public transport links to both facilities from all parts of the Parish if the Borough Council's aspirations are to be realised. This should include provision for those using Class 3 road vehicles (e.g. mobility scooters) and provision of other mobility aids for those that need them.

Public and Community Transport: Aspirations

TA8. To provide a more comprehensive bus service by extending the operating times of some services.

TA9. To provide an affordable shuttle bus service linking communities and providing access to facilities.

TA10. To integrate bus services with rail services and the proposed Mere Oak Park-and-Ride, if this goes ahead.

TA11. To ensure that safety, security and access (camber, ramps, dropped kerbs, path

width) for wheelchairs etc is fully considered in existing and future development schemes.



Public and Community Transport: Key Actions

Wokingham Borough Council:

Policy and Strategic Issues

- Impose improvements to public transport provision as part of proposed development south of M4 and ensure these are enforced (in accordance with the appropriate LPF policy CP20);
- Negotiate extension of operating times with bus operating companies.

Shinfield Parish Volunteer Group:

- Establish a volunteer driver scheme linking communities and providing access to facilities (*Achieved*);
- Establish and maintain a list of people who would use the above scheme. (*Achieved*).

¹³ Wokingham Borough Council, South of the M4 Strategic Development Location: supplementary planning document (draft for consultation) October 2010
[http://www.wokingham.gov.uk/planningcontrol/planning/consultations/\(or http://tiny.cc/vhvxs\)](http://www.wokingham.gov.uk/planningcontrol/planning/consultations/(or http://tiny.cc/vhvxs))

57

The Future

The Borough Council's Core Strategy and the proposals of individual developers all include increased provision for cyclists on proposed new estates. However, by itself this is insufficient. Cycle routes throughout the Parish need to be improved and there needs to be more encouragement for people to use cycles and leave cars at home especially as the population and traffic congestion increase.

For this to happen, it is necessary to have more than just cycle tracks alongside existing roads. The tracks must be separated from road traffic, and be attractive, welcoming and, above all, safe. They need to meet the needs of different groups of cycle users – commuters and school pupils, as well as leisure cyclists and casual riders.

Cycle Routes: Aspirations

TA12. To provide a network of safe and attractive cycle routes that encourage leisure use.

TA13. To provide quick and more direct routes for commuters and other users.

TA14. To provide safe cycle routes to schools and safe-cycle training to encourage children to cycle to school.

TA15. To ensure provision for new cycle routes and connections to existing routes as part of the planning conditions for residential and commercial development.

TA16. To link existing and new cycle routes not just within the Parish and Wokingham Borough but also to surrounding authorities and the national cycle network.

Cycle Routes: Key Actions

Wokingham Borough Council

Service Issues

- Implement the cycle routes proposed in the Wokingham Cycling Strategy 2007;
- Widen shared paths for improved safety of cyclists and pedestrians;
- Link cycle routes with those beyond the Borough.

Wokingham Borough Council, Shinfield Parish Council, Employers

- Provide places for cycles to be left securely.

Shinfield Parish Volunteer Group

- Organise a campaign to encourage cycling to include:
 - Establishing a local cycling club, possibly in association with a local cycle shop;
 - Organising a programme of Sunday cycle rides;



59

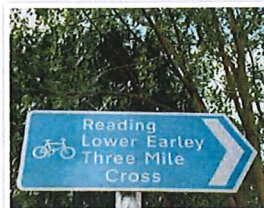
Cycle Routes

Background

The encouragement of cycling is seen as an important contribution to reducing traffic and improving health and lifestyles. However, provision for cyclists is currently poor: National Cycle Route 23, between Reading and Basingstoke, passes through Green Park and Grazeley while a short section of the 'round Berkshire' cycle route passes through the southern part of Spencers Wood. Only one route links the communities within the Parish (a shared footpath/cycleway linking Ryelish Green to Shinfield village and Shinfield Park). With the exception of the reconstructed Junction 11, no routes linking to the national cycle network or to existing routes into Reading, which in a number of cases start at the Parish boundary.

Wokingham Borough Council's Cycling Strategy 2007 is currently under review and so far there has been little or no investment in the Parish. With the mix of main routes and minor narrow roads and lanes used by an ever-increasing number of motor vehicles there are serious safety issues which deter cyclists and potential cyclists.

At present a further disincentive for cyclists is the lack of provision for cycles to be left securely at shops, leisure facilities, etc.



Cycling should be encouraged for leisure and as a means of transport to and from school and work.



58

Footways

Note: The term 'footways' is used here to define pedestrian paths. These may be (i) at the side of roads ('pavements'), (ii) tarmac paths away from roads and (iii) paths or tracks, including public rights of way, that may not at present be surfaced but which perform a significant role in the provision of daily access from home to schools, work, shops etc.



Footways would be more heavily used but are considered unsafe because of inadequate lighting, overhanging vegetation or just being too narrow.

Background

During consultations a number of difficulties have been identified which discourage use of footways in most parts of the Parish, including:

- Footways that would be more heavily used but which are considered unsafe for a range of reasons;
- Use of pavements by cyclists due to inadequate provision of cycle routes;
- Insufficient pedestrian crossings especially on routes to schools and at shopping areas;
- Parking on pavements and double parking around schools, especially Whiteknights School, are particular problems.

The Future

Requirement CP6 of the Borough Council's Core Strategy recognises the need to enhance facilities for pedestrians as part of improvements to the existing infrastructure network. As with provision for cyclists, restricting improvements to new developments will not of itself encourage people to walk more. A holistic view needs to be adopted requiring developers to improve existing facilities in order to have a major impact on people's habits. The network should be planned on the 'wish routes' principle: the route that people would take if they could.

60

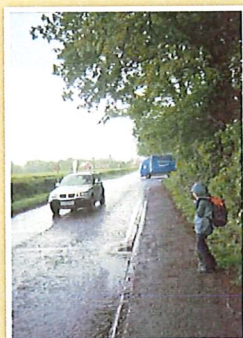
Footways: Aspirations

TA17. To improve the condition of pavements and ensure that footways are maintained in good condition.

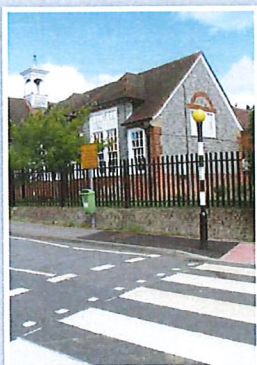
TA18. To install all-weather surfaces on unsurfaced footpaths (public rights of way) that perform a significant role in daily access from home to school, work and shops etc.

TA19. To separate footways from road traffic to make them attractive, welcoming and safe.

TA20. To ensure that the network of footways is reviewed with regard to access to shops, schools and other facilities.



Footways: Key Actions



Wokingham Borough Council

Service Issues

- Improve pavements on all approaches to Lambs Lane School;
- Install all-weather surfacing on public rights of way serving as routes to school, work and shops;
- Provide crossings on Hollow Lane;
- Establish a walking and cycling route to Grazeley School, including a footbridge over the A33 linking with the proposed Park-and-Ride facility, if constructed;
- Ensure that new developments include adequate provision for pedestrian routes and that this is enforced;
- Surface Footpath 11 from School Green to Church Lane to enhance its use for residents in the new housing to the north of School Green.

61

Routes to School

Background

The Parish suffers from a great deal of through traffic, including traffic using Junction 11 of the M4 motorway. The amount of traffic is greatly increased by cars carrying children to and from school in the mornings and afternoons during term times. This increases air pollution and the parking causes nuisance to both residents and other vehicle users. Reducing school traffic is seen as an important objective and has the added benefit of encouraging healthier lifestyles and promoting community engagement.

There are seven schools in the area as well as nurseries and play groups, and approximately fifty per cent of the children are transported by car. Some children travel considerable distances, but many live near enough to their schools to walk.

The Future

Increased population as a result of development, including two new primary schools, is likely to increase school traffic. This situation will be further exacerbated by the additional journeys

generated by students travelling to secondary schools outside the Parish. Many children of the Parish could walk or cycle to Ryeish Green School, but are very unlikely to walk or cycle to Emmbrook or Bulmershe schools.

One of the main aims of this Community Plan is to encourage walking and cycling to school, both of which would benefit healthy living as well as reducing congestion and pollution.

Routes to School: Key Actions

Schools

- Regularly revise school travel plans to take account of development;
- Draw up plans to encourage parents and pupils to travel to school by walking, or to share lifts when travelling by car, or to use dedicated bus services.

Wokingham Borough Council

Service Issues

- Define and provide safe and secure walking routes to schools;
- Provide improved bus services for schools, including services that allow secondary age students to attend before-school and after-school activities.

Shinfield Parish Volunteer Group

- Organise a campaign to encourage parents and children to walk or cycle to school.



Routes to School: Aspirations

TA21. Parents of children too young to travel to school by themselves should be encouraged to walk or cycle with their children to school where feasible and to share car journeys where not.

TA22. Children old enough to travel to school by themselves should be encouraged to walk or cycle.

TA22. All schools should have defined drop-off and collect points within their premises, i.e. off the public roads.

TA23. The number of local authority school bus services for secondary school children in the Parish should be increased with special provision to allow them to participate in before- and after-school activities.

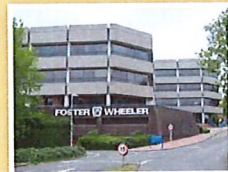
62

10. Action Plan

The various actions identified in the previous five chapters have been brought together in a single list, highlighting the organisation designated to lead their implementation and identifying other key partners. A target date for each action has already been or will be identified to try to ensure that progress is made towards achieving targets within a reasonable timescale. A second list arranged by the lead partner will be made available on the Parish Plans section of the website (www.shinfieldparish.gov.uk) for ease of reference. To co-ordinate and oversee the implementation of the Action Plan, a Community Partnership is to be established, comprising representatives of all the lead organisations as well as other key local organisations and employers. It is anticipated that the Community Partnership will meet three or four times a year to monitor progress and to agree further action if required. It may also act as the lead partner on certain actions.

Section Coding

Green	The Environment
Blue	Education and Childcare
Peach	The Economy
Lavender	Social and Community Development
Yellow	Transport and Access



63

The Environment

Action	Lead Partner	Other Partners	Target Date
1. Ensure that the green spaces in between the individual villages are retained to preserve the character of each	Wokingham Borough Council	Shinfield Parish Council, developers	On-going
2. Ensure that all new properties meet or exceed the latest government energy-efficiency requirements	Wokingham Borough Council	Developers	On-going
3. Provide recycling facilities in Spencers Wood, Three Mile Cross and Grazeley	Wokingham Borough Council	Shinfield Parish Council	2012
4. Install distinctive pedestrian paved areas at key locations such as outside the parade of shops in School Green	Wokingham Borough Council	Shinfield Parish Council	2016
5. Work with local residents to identify 'black spots' where overhead wiring is unsightly and press for its removal whenever an opportunity arises	Wokingham Borough Council	Shinfield Parish Volunteer Group	2012
6. Plant appropriate trees in each settlement across the Parish	Wokingham Borough Council	Shinfield Parish Council, Shinfield Parish Volunteer Group	On-going
7. Establish Gateways into the Parish at main access points	Shinfield Parish Council	Wokingham Borough Council	2016
8. Ensure seating is provided in places where the public congregate such as bus stops, parks and recreation grounds	Shinfield Parish Council		2016
9. Replace other worn or damaged street furniture and provide on-going maintenance	Shinfield Parish Council		On-going
10. Assist with regular clearing of litter from roadside verge ditches	Shinfield Parish Volunteer Group	Shinfield Parish Council	On-going
11. Support the annual litter pick	Shinfield Parish Volunteer Group	Wokingham Borough Council	Annual

64

Action	Lead Partner	Other Partners	Target Date
12. Co-ordinate the maintenance and long-term monitoring of old and new drainage systems and ensure that provisions are in place so that they are properly managed	Wokingham Borough Council		On-going
13. Exercise planning control powers to ensure that proposed development does not increase the risk of flooding	Wokingham Borough Council		On-going
14. Ensure watercourses are properly maintained to minimise the risk of flooding from natural drainage and surface water	Wokingham Borough Council	Environment Agency, landowners	On-going
15. Exercise planning control powers to ensure that proposed development does not increase the risk of flooding	Wokingham Borough Council	Thames Water, landowners	On-going
16. Monitor the state of ditches and maintain a database recording their condition	Shinfield Parish Volunteer Group	Wokingham Borough Council	On-going
17. Assist riparian owners with cutting back growth of vegetation in roadside ditches at the end of summer each year so that the flow of water is not blocked	Shinfield Parish Volunteer Group	Landowners	Annual
18. Consult on the creation of a community woodland in the area between Rylish Green and the Churchfields estate opposite Shinfield Church and other new Local Wildlife Sites or local nature reserves as part of the development of the SOL	Wokingham Borough Council		2011
19. Promote and publicise Shinfield's wildlife heritage	Shinfield Parish Council	Shinfield Parish Volunteer Group	2011/ on-going
20. List and publicise local environmental organisations and their particular interests	Shinfield Parish Volunteer Group	Shinfield Parish Council	2011/ on-going

65

Action	Lead Partner	Other Partners	Target Date
21. Participate in the management of habitats and the development of other wildlife-friendly areas	Shinfield Parish Volunteer Group	Wokingham Borough Council, Shinfield Parish Council, landowners, allotment holders' organisations	On-going
22. Undertake further detailed surveys of the local ecology and record sites of wildlife interest	Shinfield Parish Volunteer Group	Wokingham Borough Council	On-going
23. Draw up habitat management plans for sites of value to the community	Shinfield Parish Volunteer Group	Wokingham Borough Council	2012
24. Monitor the progress of existing habitat management plans for Local Wildlife Sites	Shinfield Parish Community Partnership	Shinfield Parish Volunteer Group, Wokingham Borough Council	On-going
25. Negotiate with landowners to establish a public right of way along the length of the River Loddon from the Hill House on the Bathurst Road to the Arborfield Road (A337) crossing near Parrot Farm	Wokingham Borough Council	Landowners, developers	2011
26. Negotiate to extend the path on the east of Shinfield Recreation Ground (Footpath 15) to the River Loddon	Wokingham Borough Council	Landowners, developers	2011
27. Negotiate to establish a bridleway from Shinfield to Arborfield Cross, avoiding the need to walk either in the road or on grass verges	Wokingham Borough Council	Landowners, developers	2011
28. Create a new footpath in Shinfield North to provide a circular route through Nore Hill Wood across the Shinfield Road and via existing footpaths to Pearman's Copse	Wokingham Borough Council	Landowners, developers	2011

66

Action	Lead Partner	Other Partners	Target Date
29. Require the enhancement of existing rights of way in Rushy Mead, including the construction of a route alongside the River Loddon, as a condition of any planning permission that may be granted for the proposed construction of wind turbines in Rushy Mead	Wokingham Borough Council	Landowners, developers	To be agreed in planning condition
30. Notify landowners to maintain, re-install or repair footpaths as required	Wokingham Borough Council	Landowners	On-going
31. Impose restrictions on use of byways to discourage their abuse by motor-cycles, quad bikes and other motorised vehicles	Wokingham Borough Council		2012
32. Ensure that all new footpath routes are a minimum of three metres wide to allow for verges at each side for wildlife	Wokingham Borough Council	Landowners, developers	On-going
33. Replace signs on footpaths with locking gates and improve the adjacent footing within the central area of the Parish (between Rylish Green, Spencers Wood and Shinfield village) and within settlements	Wokingham Borough Council	Shinfield Parish Volunteer Group	2013
34. Establish a set of footpath noticeboards at strategic points in the Parish	Shinfield Parish Council	Shinfield Parish Volunteer Group	Achieved
35. Undertake clearance of routes to enhance access to public rights of way	Shinfield Parish Volunteer Group	Wokingham Borough Council, landowners	On-going
36. Monitor the condition of footpaths informing Wokingham Borough Council when maintenance or repairs are required so that they can take appropriate actions with landowners	Shinfield Parish Volunteer Group	Wokingham Borough Council	On-going

67

Education and Childcare

Action	Lead Partner	Other Partners	Target Date
37. Establish a Community Education Forum to co-ordinate and to work for improvements in provision locally	Shinfield Parish Council	Wokingham Borough Council, local schools, Shinfield Parish Community Partnership, Shinfield Parish Volunteer Group, Red Kite Children's Centre	2011
38. Work to ensure that appropriate local information, advice and assistance is provided	Red Kite Children's Centre	Early years providers	On-going
39. Work to ensure the most beneficial range of childcare support and activities is available	Extended Services Neighbourhood Partnership Board	Local primary schools	On-going
40. Work to improve secondary education provision for the Parish	Community Education Forum	Wokingham Borough Council, parents, young people and local businesses	2016
41. Work to ensure the most appropriate and beneficial range of extended services opportunities is available, either in school or in the local community	Community Education Forum	Secondary schools	2012/ on-going
42. Further investigate the need for lifelong learning opportunities, and the consequent strengthening and development of local provision	Community Education Forum	Wokingham Borough Council and the local community	2012
43. Explore the possibility of local bases for lifelong learning	Community Education Forum	Local churches, associations and other bodies	2012
44. Support, or facilitate access to support for, local clubs and associations that wish to develop their offer to local people	Community Education Forum	Local clubs and associations, Shinfield Parish Council	2012

68

Action	Lead Partner	Other Partners	Target Date
45. Explore the possibility of establishing a University of the Third Age (U3A) group in the Parish	Community Education Forum	Reading U3A, Wokingham U3A	2012
46. Liaise with local groups regarding the provision of short hobby-type courses	Community Education Forum	Local groups	2012
47. Compile a register of people who would be interested in participating in such courses	Community Education Forum	Shinfield Parish Volunteer Group, local churches	2012

The Economy

Action	Lead Partner	Other Partners	Target Date
48. Prioritise the occupancy of the empty business units and the conversion of redundant farm buildings for commercial purposes before granting permission for new builds	Wokingham Borough Council	Developers, landowners	On-going
49. Adopt as one of its stated Aims and Duties the support and development of the local economy	Shinfield Parish Council		2011
50. Consider whether it has a role to play in leading a partnership approach to support the delivery of a strong, diverse economy in Shinfield. If so, develop these themes and agree a more detailed action plan	Shinfield Parish Council	Wokingham Borough Council, local businesses	2011
51. Consider its role in understanding local skills, how skill gaps might be filled and develop an action plan to address identified issues	Shinfield Parish Council	Local businesses and education and training providers	2011
52. Work to ensure there is no reduction in post office services locally	Shinfield Parish Council	Post Office owners/postmasters	On-going
53. Establish contact with local small businesses and home-workers and establish whether any additional support is required	Shinfield Parish Volunteer Group		2012

69

Social and Community Development

Action	Lead Partner	Other Partners	Target Date
54. Provide a new community hall in Shinfield Rise	Wokingham Borough Council		2011
55. Provide suitable accommodation for elderly residents in Shinfield Rise	Wokingham Borough Council		2011
56. Construct a café/meeting place in St Michael's Church, Spencers Wood	Diocese of Oxford/ parochial church councils		Achieved
57. Extend distribution of Loddon Reach to cover the whole of the Parish	Diocese of Oxford/ parochial church councils	Shinfield Parish Council, Shinfield Parish Volunteer Group	Achieved
58. Promote the full use of existing community buildings to help ensure their future	Shinfield Parish Council	Management groups, Shinfield Parish Volunteer Group	2011/ on-going
59. Further improve communications with residents including promoting awareness of bus routes and timetables, facilities, events and the activities of local groups and clubs	Shinfield Parish Council	Shinfield Parish Volunteer Group	2011
60. Retain and enhance community facilities on the Ryehill Green School site	Wokingham Borough Council	Shinfield Parish Council	2011/ on-going
61. Improve existing sports facilities at the Ryehill Green School site to include an all-weather pitch, a cricket square, and a larger pavilion	Wokingham Borough Council	Shinfield Parish Council	2011
62. Provide more indoor and outdoor sport and recreational facilities including places for young people to meet	Wokingham Borough Council		2011
63. Create new pleasant green areas for people to sit and converse	Wokingham Borough Council	Shinfield Parish Council, Shinfield Parish Community Partnership, Shinfield Parish Volunteer Group	On-going

70

Action	Lead Partner	Other Partners	Target Date
64. Plan for additional allotments associated with all major housing developments as part of development approval process in accordance with the appropriate LDF policies	Wokingham Borough Council	Shinfield Parish Council	To be agreed in planning condition
65. Provide outreach medical services in Three Mile Cross	Berkshire West PCT/ local medical practices		
66. Negotiate with landowners to provide public fishing spaces on the banks of the River Loddon	Shinfield Parish Community Partnership	Landowners, developers	2016
67. Promote and facilitate the recruitment and training of volunteers to further assist the running of activities	Shinfield Parish Council	Shinfield Parish Volunteer Group, youth organisations	2012
68. Form a Friends group of volunteers to visit and befriend people in need	Shinfield Parish Volunteer Group	Shinfield Parish Council, local churches	2012
69. Organise an annual festival and associated activities to promote and celebrate the cultural life of the community and promote local clubs, groups, societies and associations	Shinfield Parish Volunteer Group	Local clubs, groups, societies and associations, Shinfield Parish Council, Shinfield Parish Community Partnership	2016
70. Promote the development and use of the proposed community woodland to foster community engagement and social responsibility and healthy lifestyles	Shinfield Parish Volunteer Group	Shinfield Parish Council	When established
71. Contact groups and organisers to discover what help they need to grow and widen their membership	Shinfield Parish Community Partnership	Shinfield Parish Volunteer Group	2012
72. Support local clubs, groups and associations to develop and promote their services and activities	Shinfield Parish Community Partnership	Shinfield Parish Council	2012
73. Support local youth clubs to encourage young people to participate in challenging and enjoyable educational and cultural activities	Shinfield Parish Community Partnership	Shinfield Parish Council, Shinfield Parish Volunteer Group	2012/ on-going

71

Transport and Access

Action	Lead Partner	Other Partners	Target Date
74. Monitor the progress of existing developments to ensure that they are completed in accordance with the planning conditions	Wokingham Borough Council	Shinfield Parish Council	On-going
75. Reduce speed limits throughout the Parish in line with Government guidance	Wokingham Borough Council		2013
76. Retain the one-way system north of Hyde End Road at the end of the trial period	Wokingham Borough Council		Achieved
77. Provide frequent public transport from all parts of the Parish to the proposed Mersley Park-and-Ride facility and mitigate the effects of any increased journeys through the Parish to the facility	Wokingham Borough Council		If it goes ahead
78. Curtail parking around the road junction at School Green	Wokingham Borough Council		2016
79. Provide additional car parking for local shops throughout the Parish	Wokingham Borough Council		2016
80. Create a bus lay-by parking area on Basingstoke Road opposite Watfords Bakery	Wokingham Borough Council		2016
81. Improve parking facilities at Millworth Lane for Shinfield Recreation Ground	Wokingham Borough Council		2016
82. Provide clearly defined parking places for St Mary's Church, Shinfield	Wokingham Borough Council		2016
83. Promote the provision of adequate parking places for the proposed improved shopping centre at Shinfield Rise	Wokingham Borough Council	Reading Borough Council	Achieved
84. Organise a campaign to discourage parking on pavements	Shinfield Parish Volunteer Group	Neighbourhood Action Group (NAG), Thames Valley Police	2012
85. Impose improvements to public transport provision as part of proposed development south of W4 and ensure these are enforced in accordance with the appropriate LDF policy CP20	Wokingham Borough Council	Shinfield Parish Council, developers	To be agreed in planning condition

72

Action	Lead Partner	Other Partners	Target Date
86. Negotiate extension of operating times with bus operating companies	Wokingham Borough Council	Bus companies	2013
87. Establish a volunteer driver scheme linking communities and providing access to facilities	Shinfield Parish Volunteer Group		Achieved
88. Establish and maintain a list of people who would use the above scheme	Shinfield Parish Volunteer Group		Achieved
89. Implement the cycle routes proposed in the Wokingham Cycling Strategy 2007	Wokingham Borough Council		2016
90. Widen shared paths for improved safety of cyclists and pedestrians	Wokingham Borough Council		2016
91. Link cycle routes with those beyond the Borough	Wokingham Borough Council		2016
92. Provide places for cycles to be left securely	Shinfield Parish Council	Wokingham Borough Council, schools, employers	2013
93. Organise a campaign to encourage cycling	Shinfield Parish Volunteer Group	Local cycle shops, schools	2012
94. Improve pavements on all approaches to Lamba Lane School	Wokingham Borough Council		2013
95. Install all-weather surfacing on public rights of way serving as routes to school, work and shops	Wokingham Borough Council	Shinfield Parish Council Shinfield Parish Volunteer Group	2013
96. Provide crossings on Hollow Lane	Wokingham Borough Council		2013
97. Establish a walking and cycling route to Greasley School, including a footbridge over the A33 linking with the proposed Park-and-Ride facility	Wokingham Borough Council	Greasley Parochial Primary School	2013/ if constructed
98. Ensure that new developments include adequate provision for pedestrian routes and that these are enforced	Wokingham Borough Council	Developers	On-going

73

Action	Lead Partner	Other Partners	Target Date
99. Surface Footpath 11 from School Green to Church Lane to enhance its use for residents in the new housing to the north of School Green.	Wokingham Borough Council	Shinfield Parish Council, landowners	2012
99. Regularly revise school travel plans to take account of development	Local schools	Wokingham Borough Council	On-going
100. Draw up plans to encourage parents and pupils to travel to schools by walking, or to share lifts when travelling by car, or to use dedicated bus services	Local schools	PTAs, Shinfield Parish Volunteer Group	2013
101. Define and provide safe and secure walking routes to schools	Wokingham Borough Council	Local schools	2013
102. Provide improved bus services for schools, including services that allow secondary age students to attend before-school and after-school activities	Wokingham Borough Council	Local schools	2013
103. Organise a campaign to encourage parents and children to walk or cycle to school	Shinfield Parish Volunteer Group	Local schools; Wokingham Borough Council	2012

74

Appendix: How the Plan was Developed



It is Government policy that local communities should have more control over their own lives. Parish or Community Plans are seen as one way in which this can be achieved and parish councils are encouraged to facilitate the process as part of the scheme for Quality Parish Councils, which is intended to improve both the effectiveness of parish councils and the quality of life of local residents.

The government department responsible for the initiative is Defra¹⁴ but responsibility for providing advice and support is delegated to the Rural Community Action Network; in Berkshire this is the Community Council for Berkshire (CCB). Shinfield Parish Council is keen to achieve Quality Council Status and therefore decided to support the parish planning process locally.

In December 2005 a steering group was set up to co-ordinate this work. Although sponsored by the Parish Council, and including some members of the Council, the steering group was, from the beginning, independent of the Parish Council with an independent chairperson and membership drawn from interested individuals and organisations in the Parish as well as a representative from the Community Council for Berkshire.

At its first meeting, faced with the pressures for further development, the Steering Group decided that the first priority was the production of Village Character Statements, a form of planning guidance for developers and local authorities, setting out the views of local people on the type of development that they wish to see. So far,



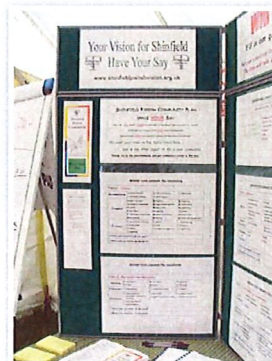
emerged from the groups set up in the spring. This included the establishment of a group of footpath volunteers and the start of bi-monthly parish walks. This process continued with the establishment of the Shinfield Parish Volunteer Group during early summer 2009.

Throughout this period consultations have taken place with local communities – sometimes at events specially organised by the Steering Group and at other times as part of other events such as village fetes and carnivals. Every month there

has been a report on progress in the parish magazines and more information was made available through our website. They all brought in more comments and suggestions from local residents – and new volunteers. A full list of consultations undertaken is included on page 78.

Having completed the first two Village Character Statements, the Steering Group turned to the task of producing the Community Plan itself. As this had always been the intention, consultation undertaken when working on the Village Character Statements had also gathered information for the Community Plan and much evidence was already available¹⁵. Based on this evidence, four working groups were established to focus on the four key areas of community concern: the Environment, Education and the Economy, Social and Community and Transport and Access.

The groups were set up during the spring and autumn of 2008 from people who had already expressed an interest in these subjects during the consultation. The work became more intense so that those groups established in the autumn only had three or four months in which to carry out their work before the first drafts of their reports were produced. At the same time work began on some of the recommendations that had



¹⁴ The Department for the Environment, Farming and Rural Affairs.

¹⁵ This and all the other evidence gathered through consultation, as well as the Healthcheck and various working papers produced by the Working Groups that make up the Evidence Base for the Community Plan will be made available on the Parish Plan area of Shinfield Parish Council's website.

Planning Policy compliance

In developing policies for the Shinfield Parish Neighbourhood Plan it is necessary to take account of existing national and local policies (those adopted by Wokingham Borough Council). Our plan may add to these national and local policies them to make them more robust or to deal with specific local issues.

The following policy documents have been reviewed as part of the development of the policies in this plan.

European Union planning documents:

EU legislation on Sustainable Urban Drainage Systems (SUDS) and current pending UK law

National planning documents:

The National Planning Policy Framework 2012

Wokingham Borough Council Planning documents:

Core Strategy 2010- Local Development Framework

Managing Development Delivery Local Plan 2014

Borough Design Guide 2012

South of the M4 – Strategic Development Location Supplementary Planning Document 2011

Biodiversity Action Plan for Wokingham District 2003-2013 (currently being updated)

Local Transport Plan 2011-2026

Parking Standards Study Report (Adopted 2012)

Bus Stop Policy (Adopted 2012)

Affordable Housing Supplementary Planning Document 2013

Shinfield Parish advisory documents:

Community Plan 2011

Shinfield School Green Village Character Statement 2009

Ryelsh Green, Spencers Wood and Three Mile Cross Village Character Statement 2009

Shinfield Neighbourhood Plan

Appendix Y – Listed buildings within Shinfield Parish

In Spencers Wood:

Building	Dating from	Grading
Library and School House	1890	II
'The Homestead', 264 Hyde End Road	C16th + C17th and C19th	II
'Fullbrooks', 202 Hyde End Road	C16th + C17th and C19th	II
Hyde End Farmhouse, Hyde End Road	Early C19th	II
'Sussex Lodge', Hyde End Road	Early C19th	II
'Walnut Tree Cottage', 9 Clares Green Road	Late C17th and C19th	II
Nullis Farmhouse, off Clares Green Road	Mid C16th	II
Hill House, Basingstoke Road	Early C18th and C19th	II

In Three Mile Cross:

Building	Dating from	Grading
'The Lieutenant's Cottage', Basingstoke Road	C18th	II
'The Thatch', Church lane	Late C18th	II
'Wisteria Cottage', Church Lane	C18th, altered C20th	II
'Highway Cottage', Basingstoke Road (formerly 'The George and Dragon' PH)	C18th, altered C20th	II
Post Office and Newsagent, Basingstoke Road (formerly a house)	C18th, altered C19th and C20th	II
The Swann Inn, Basingstoke Road	Early C16th cottage/s, altered C18th and C19th	II
The Mitford, Basingstoke Road	C18th, extended C19th	II

Great Lea Common

Building	Dating from	Grading
Hartley Court, Hartley Court Road	Early C16th	II*
The Old Farmhouse, Hartley Court Road	Late C17th	II
Hopkin Farmhouse, Kybes Lane	C16th and C17th	II
Great Lea Farmhouse, Great Lea	Early C17th	II

Grazeley

Building	Dating from	Grading
'The Elms', Lambwood Hill	C1840	II
(Former) Wheatsheaf Inn, Lambwood Hill Common	C17th and early C19th	II
(Former) Holy Trinity Church, Lambwood Hill Common	1850	II

Poundgreen

Building	Dating from	Grading
Poundgreen Farmhouse	Early C16th	II

Shinfield Village

Building	Dating from	Grading
St Mary's Church, Shinfield	Late C12th, rebuilt C14th, altered and extended C15th, tower added C17th	I
Shinfield Infant and Nursery School	1707, extended C19th and altered C20th	II
Church Farmhouse, Church lane, Shinfield	Early C15th, rebuilt late C16th and altered C20th	II
Granary building in the garden of Church Farmhouse, Church Lane, Shinfield	Late C17th	II
L'Orotan Restaurant, Church Lane, Shinfield	C1840	II
Cutbush, Cutbush Lane, Shinfield	C16th, altered C17th and early C20th	II
Barn Adjoining Cutbush, Cutbush Lane	C16th, altered early C20th	II
Oldhouse Farmhouse, Off Cutbush Lane, Shinfield	Early C17th, rebuilt C18th, altered C19th and C20th	II
Barn near Oldhouse Farmhouse, Shinfield	Early C19th	II
Lane End Farmhouse, Shinfield Road	C16th, altered and extended C18th, C19th and C20th	II

Shinfield North

Building	Dating from	Grading
Lodge to Meteorological Office, Perigee, Shinfield	Late C18th, extended C19th, altered C20th	II

PARKING DEMAND CALCULATION SHEET

Wokingham Borough Council

Site/Date: 18/01/2015 - The Manor, Church Lane, Shinfield (Shinfield Avenue)

Search your development location on the map:

Select your development location from a map:

Development location:

Development description:

Property type	Number	No. of vehicles stored per property (including garages)	Total number of properties	Total number of parking spaces (including those for property use)	Additional spaces (including those for property use)	Additional spaces (including those for property use)
House in 1st (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 2nd (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 3rd (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 4th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 5th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 6th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 7th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 8th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 9th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 10th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 11th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 12th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 13th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 14th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 15th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 16th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 17th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 18th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 19th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 20th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 21st (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 22nd (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 23rd (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 24th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 25th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 26th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 27th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 28th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 29th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 30th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 31st (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 32nd (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 33rd (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 34th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 35th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 36th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 37th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 38th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 39th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 40th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 41st (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 42nd (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 43rd (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 44th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 45th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 46th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 47th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 48th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 49th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 50th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 51st (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 52nd (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 53rd (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 54th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 55th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 56th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 57th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 58th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 59th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 60th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 61st (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 62nd (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 63rd (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 64th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 65th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 66th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 67th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 68th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 69th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 70th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 71st (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 72nd (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 73rd (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 74th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 75th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 76th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 77th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 78th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 79th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 80th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 81st (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 82nd (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 83rd (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 84th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 85th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 86th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 87th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 88th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 89th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 90th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 91st (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 92nd (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 93rd (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 94th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 95th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 96th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 97th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 98th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 99th (Shinfield from 1st to 1st)	1	1	1	1	0	0
House in 100th (Shinfield from 1st to 1st)	1	1	1	1	0	0

Another important part of the parish planning process was the completion of the Market Town Healthcheck. Although there is no way in which Shinfield could be described as a market town, the population of the Parish is larger than towns like Hungerford and as a result, the Parish is eligible to apply for project funding which could be used to part-fund one of the major projects in the Action Plan, such as the provision of community facilities in Shinfield North or at St. Michael's in Spencers Wood. With this incentive the Steering Group decided to complete the Healthcheck, which has subsequently proved useful in giving shape to our plan.



Throughout this process Shinfield Parish Council has given generous support including funding the post of a part-time project officer. Grants have also been received from Wokingham Borough Council for the publication of the Village Character Statements and from the Community Council for Berkshire.



77

Public Consultations

Date	Place/Event
March 2006–Sept 2009	Consultations for Our Villages, Shinfield School Green and the Grazeley Area VCSs (detailed in VCSs)
9th June 2007	Special public launch event at St Barnabas Hall (for Shinfield North)
26th–27th August 2007	Display, questionnaires, competitions and consultation at Swallowfield Show
15th September 2007	Display and consultation at Spencers Wood Carnival
17th October 2007	Display and consultation at Shinfield Infant School parents evening
October and November 2007	Questionnaire/competition – delivery to houses in Shinfield North
1st December 2007	Display, questionnaire, competition and consultation at Whiteknights School Christmas Fair
18th December 2007	Prize draw competition
29th March 2008	Display and consultation at Spencers Wood Easter Parade
12th April 2008	Environment Day – six walks around the Parish followed by lunch and displays and consultations in the Parish Hall
30th April 2008	Display and short report at Annual Parish Meeting
5th May 2008	Display and consultation at May Day Fair and Fun Run, School Green
24th–25th August 2008	Display and consultation at Swallowfield Show, Spencers Wood
13th September 2008	Display and consultation at Spencers Wood Carnival
13th–14th December 2008	Display and consultation at Shinfield Winter Carnival, School Green
26th March 2009	Final feedback display and consultation in the Parish Hall, School Green
28th March 2009	Final feedback display and consultation at Three Mile Cross
9th March 2009	Final feedback display and consultation at Shinfield Rise Residents Association meeting
23rd April 2009	Display and short report at Annual Parish Meeting
2010	Consultation with Interested parties regarding key actions.

78

In addition, presentations were made to and consultations held with the following groups:

Chapel Lane Pre-School
Cricknet Club
Guides and Brownies
Jacobs
Nortons
Pound Green Women's Institute
Riseley and Swallowfield Women's Institute
Ryelsh Green School
Scouts and Cubs
Senior Citizens' Club
Shinfield Allotment Holders and Gardeners Association
Shinfield and District Local History Society
Shinfield Association

Shinfield Rangers Football Club
Shinfield Rise Residents' Association
Shinfield Tennis Club
Spencers Wood Allotment Group
Spencers Wood Baby and Toddler Group
Spencers Wood Badminton Club
Spencers Wood Football Club
Spencers Wood Local History Group
Spencers Wood Youth Club
Spring Gardens Home
St Mary's Mothers Union
St Michael and All Angels Church,
Spencers Wood
Various local shops and businesses

Acknowledgements

This Parish Plan was produced by a voluntary group of local residents with funding and support from Shinfield Parish Council, the Community Council for Berkshire and Wokingham Borough Council.

The **Steering Group** was chaired by Jeremy Saunders. Other members were:
Jacqui Barnes, Elaine Butler, Patricia Green, Colin Green, Tessa Hall, John Heggadon, Jeff Hunt, John Lilly, Tim Palmer, Béatrice Pearson, Graham Symonds, Alanzo Seville, Carl Walte, Chris Young.

Education and Economy Working Group
Carl Walte – Chairman, Elaine Butler, Jill Grindal, Andy Nicholls, Ann Nolan, Ann Young.

Environment Working Group
Patricia Green – Chairman, Elaine Butler, Diane Edwards, Carole Edwards, Joan Hancock, Richard Hatton, Rosalie Ponsford, Gloria Screen, Chris Young.

Social and Community Working Group
Béatrice Pearson – Chairman, June Atkinson, Jacqui Barnes, Marjory Bisset, Elaine Butler, Sonia Burt, Sue Butler, Helene Finnlayson, Chris Leslie, Val Mackintosh, Jo Mason, Margaret Nunn, Kevin Scott, Elsie Spencer, Pauline White, Heather Woods, Nick Wooldridge.

Transport and Accessibility Working Group
Jeff Hunt – Chairman, Jean Beasley, Elaine Butler, Stella Cooke, Norman Gould, Colin Green, Patricia Scouse.

Our thanks in particular to Elaine Butler, the part-time project officer, who has put in far more time than she was ever paid for and without whose diligence and enthusiasm none of this would have been possible.

Our thanks to Marjory Bisset, who proofread the plan, and to all who contributed photographs.

Our thanks to Gillian Steedman at Business Pluspoint for layout and typesetting, and for arranging printing with Newman Thomson.

To everyone who contributed to the Plan in any way, at any time, thank you for your interest.

Further Information

Shinfield Parish Community Partnership,
c/o Shinfield Parish Council
Shinfield Parish Hall
School Green
Shinfield
Reading
Berkshire
RG2 9EH.

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Shinfield Parish Community Plan 2011 – 2021

Published July 2011

79

Ref	Date Paid	Name of Supplier/Payee	Amount Paid (inc VAT) £	Description
001	16/06/2025	BP Pulse	7.85	Fee for Chargecard - June
002	16/06/2025	Alphabet (GB) Ltd	397.65	Van Rental - June
003	16/06/2025	Corona Energy Retail 4 Limited	492.53	SGC (North) - Electricity - May
004	16/06/2025	Corona Energy Retail 4 Limited	375.47	SGC (South) - Electricity - May
005	16/06/2025	Corona Energy Retail 4 Limited	18.02	Ext SGC - Electricity - May
006	16/06/2025	Corona Energy Retail 4 Limited	214.56	The Manor - Electricity - May
007	16/06/2025	Corona Energy Retail 4 Limited	248.43	SWP - Electricity - May
008	16/06/2025	Corona Energy Retail 4 Limited	45.16	Millworth Lane - Electricity - June
009	16/06/2025	Corona Energy Retail 4 Limited	29.60	Ryeish Pavilion - Electricity - May
010	17/06/2025	British Gas Lite	-3.14	SGC - Electricity - Credit Note Final 14/5/2025
011	19/06/2025	Councillor	18.00	Mileage Claim
012	19/06/2025	Adcock Refridgeration	451.20	SGC - Service Air Conditioning - May
013	19/06/2025	Select Environmental Services	9.97	Feminine Units - April
014	19/06/2025	Filmbankmedia	327.60	Film Licences - 3 Showings
015	19/06/2025	Thames Valley Signs (Berkshire)	19.44	Tree Stake Sign
016	19/06/2025	A & E Fire & Security	434.82	High Copse - Dualcom Set Up Alarms
017	19/06/2025	Window Flowers Limited	2,901.88	SGC - Maintenance Exterior Planting
018	19/06/2025	SAS Land Services	8,700.00	Clearance of Allotments - May
019	19/06/2025	Absolute Brilliance Cleaning Ltd	228.00	Manor Ground - Cleaning - May
020	19/06/2025	Absolute Brilliance Cleaning Ltd	1,784.80	SWP - Cleaning - May
021	19/06/2025	Absolute Brilliance Cleaning Ltd	281.04	High Copse - Cleaning - May
022	19/06/2025	Absolute Brilliance Cleaning Ltd	5,091.70	SGC - Cleaning - May
023	19/06/2025	Castle Water Limited	677.28	Manor - Water - Apr - Sept 2025
024	19/06/2025	Air It Limited	1,438.42	Car Scheme - June
025	19/06/2025	Air It Limited	1,385.70	Microsoft 365 - June
026	19/06/2025	Air It Limited	79.20	Web Protection - June
027	19/06/2025	Air It Limited	56.27	SGC - Internet - June
028	19/06/2025	Air It Limited	424.92	Datto Cloud Back - Up - June
029	19/06/2025	Air It Limited	56.27	SWP - Internet - June
030	19/06/2025	Air It Limited	31.82	Car Scheme - Phones - June
031	19/06/2025	Air It Limited	31.82	Pre School - Phones - June
032	19/06/2025	Larkstel Ltd	1,821.98	The Manor - Maintenance of Outfield & Open Space - May
033	24/06/2025	Peninsula Business Services	475.42	HR & H&S Services - June
034	24/06/2025	Telefonika UK Ltd	337.98	Mobile Phones - June
035	24/06/2025	Corona Energy Retail 4 Limited	167.41	SGC (North) Electricity - 8 days June
036	25/06/2025	Employees	24,816.69	Net Pay June
037	26/06/2025	Spencers Wood Carnival	1,500.00	Contribution to the Carnival - September 2025
038	27/06/2025	TotalEnergies Gas & Power Limi	316.71	High Copse Pavilion - Gas - May
039	27/06/2025	Definitive AV Solutions	499.78	SGC - Additional CCTV Camera
040	27/06/2025	HAGS-SMP Ltd	2,314.20	SGC - Deposit for Café Kitchen Shutter
041	27/06/2025	Kreatif Design Ltd	81.60	Web Hosting - June
042	27/06/2025	Air It Limited	337.75	SGC - Telephone - June
043	27/06/2025	Nigel Jeffries Landscaping Ltd	1,966.80	Grounds Grass Cutting - May
044	27/06/2025	ProServicing Limited	834.00	SWP - Annual Service Accoustic Wall - May
045	27/06/2025	Office Boffins	155.94	Storage for Spare It Equipt
046	30/06/2025	Cinema Attendees	0.22	Sum Up Fees - 30th June
047	01/07/2025	Wokingham Borough Council	1,223.00	SGC - Business Rates - July
048	01/07/2025	Wokingham Borough Council	195.00	The Manor - Business Rates - July
049	01/07/2025	Wokingham Borough Council	157.00	SWP - Business Rates - July

Ref	Date Paid	Name of Supplier/Payee	Amount Paid (inc VAT) £	Description
050	01/07/2025	Wokingham Borough Council	42.00	Millworth Pavilion - Business Rates - July
051	02/07/2025	Lloyds Bank plc	14.96	Fee £8.50 & Charges £6.46 - May/June
052	03/07/2025	IRIS Software Limited	57.60	Payroll Service - May 25
053	07/07/2025	FibreNest	37.00	The Manor - Broadband - June
054	08/07/2025	SumUp	3.41	Payment Fees - 8th July
055	08/07/2025	Nest Pension Contributions	2,402.96	Pension Contributions (Ee's and Er's) - June
056	14/07/2025	Corona Energy Retail 4 Limited	26.78	The Manor -Electricity - June
057	14/07/2025	Corona Energy Retail 4 Limited	388.24	SWP - Electricity - June
058	14/07/2025	Corona Energy Retail 4 Limited	71.98	Millworth Lane - Electricity - June
059	14/07/2025	Corona Energy Retail 4 Limited	47.28	Ryeish Pavilion - Electricity - June
060	14/07/2025	Corona Energy Retail 4 Limited	28.88	School Green - Electricity - June
061	14/07/2025	Corona Energy Retail 4 Limited	467.61	SGC (North) - Electricity - June
062	14/07/2025	Corona Energy Retail 4 Limited	586.48	SGC (South)- Electricity - June
			67,632.94	
SGC		School Green Centre		
SWP		Spencers Wood Pavilion		

Ref	Date Paid	Supplier	Amount Paid (inc VAT) £	Description
001	02/06/2025	Amazon EU	9.99	Cinema - Purchase of Film - Strange World
002	02/06/2025	Amazon EU	7.99	Cinema - Purchase of Film - Interstellar
003	04/06/2025	Revival BooksLtd	20.46	Cinema - Purchase of Film - Dances With Wolves
004	04/06/2025	Amazon EU	16.83	Cinema - Purchase of Films - Mary Poppins & Finding Dory
005	05/06/2025	Amazon EU	24.50	Cinema - Purchase of Film - Fremont
006	06/06/2025	Adobe Systems Ltd	56.98	Monthly Licence - June
007	06/06/2025	Mailchimp	40.19	Mailing Newsletter Software - June
008	10/06/2025	Viro Branding Ltd	13.15	School Green Centre - Sliding Door Sign
009	17/06/2025	Love Shopping Direct Ltd	119.97	Tower Fans for Offices x 3
010	17/06/2025	GoCustom	289.99	Customer Care Team - Shirts
011	18/06/2025	123 Reg Art Domain	46.76	Register of the Art Domain
012	24/06/2025	Beyke Home Appliances Ltd	29.95	Detergent Dispenser Dishwasher - The Manor
013	25/06/2025	Essex Plumbing & Bathrooms Ltd	18.95	Stop Cock Water Meter
014	26/06/2025	Textmagic	60.00	Top Up Texts for Allotments Messages
Total			755.71	

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

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