

Minutes of a meeting of Full Council
Held on Wednesday, 20th December 2023
At School Green Centre commencing at 19:30

Present: Cllrs Clarke, Fernandes, Grimes (Chairman), Hoyle, , James, Johnson, Jones, Lias, Matic, Montgomery, Peer and Tatla

Attending: BCllrs Glover and Rance
B Winton (Clerk), S Herring (Deputy Clerk)
3 members of the public

23/156 Public Questions

156.1 A member of the public raised concerns over the following issues:-

- Closed portion of Hyde End Lane between Croft Road junction and Fullbrook Avenue. He had raised this point with WBC in early 2021 resulting in WBC installing a 'nonsensical' barrier on one spur of Hyde End Lane at the Croft Road junction. After reporting again on three occasions in 2022 bollards were installed that prevented vehicle use of the road. WBC then proceeded to paint white lines at the Croft Road junction and added some 'cosmetic bollards'.
- No road signage was visible near to the junction to inform motorists that the road was closed to motor vehicles or to indicate what was permitted use on this stretch of road.
- He was concerned that horses were now using this road as a bridleway and leaving excrement on the road, dog walkers were leaving 'poo' bags and vehicles were mounting the pavement, all of which was degrading the area.
- The 'Brambles' footpath had been surfaced, dug up and resurfaced without any obvious reason, however, it had not been surfaced at all leading towards the Basingstoke Road. This stretch was extremely muddy when it rained. A similar issue was on the footpath leading down towards Oakbank School from Deardon Field.
- There was an increase in the use of cannabis in the area.
- The member of public had called into the School Green Centre to report these issues and was dissatisfied that nobody could answer his queries in a timely manner.

The gentleman felt that public funds were being misused by spending money in unnecessary areas and not on important issues.

Members advised the member of public that they had raised some of the same concerns with WBC and had been in discussion with them for over three years.

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Details could be found in the Shinfield Parish Council minutes that were published on their website.

ACTION –

- The Clerk would investigate the issues the gentleman raised and would keep him informed of any updates.
- The complaint regarding staff at the School Green Centre will be addressed by the Staffing Committee.

23/157

Apologies and declarations of Members' Interest

- 157.1 Apologies had been received from Cllrs Boyer, Jahromi and Masseron
- 157.2 There were no declarations of interest
- 157.3 There were no changes to members' declarations of pecuniary interests

23/158

Minutes of the Meeting held on 25th October 2023 and 22nd November 2023

- 158.1 The confidential minutes of the meeting held on 25th October 2023 were approved and signed by the Chairman as a correct record following the correction identified at the previous meeting

Proposed: Cllr Lias
Seconded: Cllr Tatla
Approved: Unanimously

- 158.2 The minutes of the Meeting held on 22nd November 2023 were approved and signed by the Chairman as a correct record

Proposed: Cllr Peer
Seconded: Cllr Montgomery
Approved: Unanimously

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

- 23/145.1 Clerk to seek confirmation from WBC regarding the exact proposals in respect of the Lunch Club at Spring Gardens

This was on the agenda

- 23/146.9 Clerk to draft a formal process for the co-option of councillors for consideration by Full Council

The Clerk advised that he would bring this forward in the New Year

ACTION – Clerk to draft the process for co-option of councillors

- 23/147 BClr Gray to check the predicted number for inward migration
- 23/134.1

ACTION – Clerk to contact BClr Gray regarding the predicted numbers for inward migration


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- 23/147 Clerk to arrange to visit Oakbank School and The Forest School
23/134.2
The Clerk advised that he would arrange these visits in the New Year
ACTION – Clerk to arrange to visit Oakbank School and The Forest School
- 23/147 Clerk to communicate the proposed changes to residents for Polling Stations
23/140.1 within the parish
The Clerk advised that he had not included this in the December newsletter due to the volume of other items and would include it in the January edition
ACTION – Clerk to communicate the proposed changes to polling stations to residents
- 23/147 Clerk to submit the amended confidential minutes held on 25th October at the
23/147.3 next Full Council meeting
This had been covered earlier in the meeting
- 23/149.3 Clerk to draft a response to WBC requesting an answer to the various requests for traffic improvements in the Parish
The Clerk had drafted a response which members of the traffic working party had agreed to. As yet no response or acknowledgement had been received from any of the recipients at WBC.
ACTION – Clerk to chase WBC for a formal response and copy in the BCllrs
- 23/149.4 Terms of Reference for the Children and Young Adults Committee to be submitted to Full Council when available
These would be submitted after the next meeting of Children and Young Adults Committee which was scheduled for Thursday 18th January.
- 23/150.1 Clerk to draft lease for Ryeish Green playing fields and circulate to members
This was on the agenda
- 23/150.2 Clerk to continue to investigate possibilities for Shinfield North
This was on the agenda
- 23/150.3 Clerk to report on any progress regarding the temporary footpath on Hyde End Lane
This was on the agenda
- 23/150.4 Clerk to add the Ryeish Green Pavilion to the next Full Council Meeting and include detailed costings with the papers for the meeting
This was on the agenda

- 23/152.2 Clerk to inform Grazeley Village Memorial Hall about the grant decision
- This had been done
- 23/152.2 Clerk to make payment of £8,500 to Grazeley Village memorial hall upon receipt of the information requested
- The Clerk advised that he was still awaiting the requested information
- ACTION – Clerk to follow up with Grazeley Village Memorial Hall**
- 23/152.3 Clerk to inform St Mary's Church about the grant decision
- This had been done and the church were grateful for the award.
- 23/152.3 Clerk to make payment of £7,902 to St Mary's Church
- This would be carried out when the additional information had been received.
- ACTION – Clerk to follow up with St Mary's Church**
- 23/152.4 Clerk to respond to inform Shinfield Players Trust about the grant application
- This had been done and gratefully accepted by the Shinfield Players. who had confirmed that they would carry an acknowledgement of the grant in their programmes for 2024.
- 23/152.4 Clerk to make payment of £20,000 to Shinfield Players Trust subject to receipt of the information requested
- ACTION – Clerk to arrange payment to Shinfield Players Trust in January 2024**
- 23/152.4 Clerk to request that recognition is received for awarding the grant to the Shinfield Players Trust
- Shinfield Players had confirmed that they would carry an acknowledgement of the grant in their programmes for 2024.

23/159 Reports from Borough Councillors

- 159.1 Members NOTED the written reports from Borough Councillors Glover, Munro and Rance
- 159.2 It was suggested that:-
- The issue relating to the naming of the spur off Basingstoke Road as a 'service road' be referred to the Planning and Highways Committee meeting in January 2024.
 - The issue of waste bins be referred to the Facilities Committee.
 - Cllr Peer had enquired about the 'Customer, Community and Partnership Team' that had been announced early in 2023. BCLr Glover had reported that Jackie Whitney, who would be leading the team, was keen to improve relationships with parish and town councils and would be interested to hear of specific failures in communication.

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- WBC had acknowledged that an additional seven classes were required across the borough's schools. Money would be directed to Bohunt School, however, members were concerned that this was being directed to just one academy. This would be referred to the Education Working Party.

ACTION –

- Clerk to add 'Service Road' on Basingstoke Road to the Planning and Highways Committee meeting in January 2024
- Clerk to add 'waste bins' to the Facilities Committee meeting in February 2024
- Clerk to raise the issue of funding to Bohunt School for the creation of additional classes at the next Education Working Party

20:14 BCllr Rance left the meeting

23/160 Reports from Committees and associated working Parties

160.1 Minutes of the Facilities Committee 29th November 2023

Cllr Clarke reported that -

- Work would start on the High Copse Pavilion in January 2024. Following a question by Cllr Hoyle, it was expected that Shinfield Parish Council would manage the new pavilion once it has been completed and it was anticipated to be a financially viable resource.
- The committee had agreed to honour bookings by the existing hirers of the Spencers Wood Pavilion Community Room.

Members notes the minutes of Facilities Committee

Sports Working Party

Following a meeting with Wokingham Borough Council (WBC), the working party may need to reconfigure some of the proposed elements of Millworth Lane recreation ground.

School Green Working Party

The bollards for the School Green had been installed. It was confirmed that vehicle access was still available to enable the fairground and other pre-booked organisations to operate events on the green. The planning application was being prepared for the installation of the screening.

Café Working Party

The Clerk reported that fourteen expressions of interest has been received, five were from existing caterers and hospitality providers. An advertisement would be placed in 'Wokingham Today' requesting expressions of interest.

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160.2 **Minutes of the Arts, Culture and Events Committee 30th November 2023**

Cllr Tatla reported that -

- Charlotte Haitham Taylor, Chair of Arts4Wokingham attended the meeting. She had much experience in public art installations and experience of raising funds. The working party will be creating a design brief with input from Arts4Wokingham.
- The Festive Fayre and Rockin' Around the Christmas Tree had a good attendance and was very successful. Cllr Johnson had provided some excellent ariel shots of the occasion.
- Cllr Johnson suggested that the trees on the green be covered with lights for next year. This would be considered by the Committee.

Members **NOTED** the minutes of the Arts, Culture and Events Committee meeting held on 30th November 2023.

Events Working Party

- Events Working Party continued to work on the Arts Exhibition for October/November 2024

160.3 **Minutes of the Planning & Highways Committee 6th December 2023**

Cllr Peer reported that there was concern over planning applications for new builds within the Designated Emergency Planning Zone (DEPZ). The committee were waiting to hear the outcome of the court case relating to the 'The Hollies' in Burghfield and judgement was believed to be imminent. The Clerk had requested an extension to the deadline for PA233038 for the development of 148 properties and this would be discussed at the committee meeting in January 2024.

Members **NOTED** the minutes of the Planning and Highways Committee meeting held on 6th December 2023

Traffic Working Party

There was no further update

160.4 **Minutes of the Finance and General Purposes Committee 13th December 2023**

Cllr James reported that a detailed five-year plan had been prepared. The current year forecast was for a surplus, there was a balanced budget for 2024/25 followed by two years of predicted deficits after which time the budget would return to surplus. This was due to the fact that income from the redevelopment of Millworth Lane and High Copse would lag behind any necessary expenditure. The detailed budgets would be submitted to Full Council in January 2024 for approval.

Members **NOTED** the minutes of the Finance and General Purposes Committee meeting held on 13th December 2023


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160.5 **Chairman's Report**

Cllr Grimes reported that he had turned on the Christmas tree lights on the School Green and at Spencers Wood, both of which had been successful evenings.

160.6 **Reports from Outside Bodies**

There were no reports from outside bodies.

23/161

Land Issues

161.1 Ryeish Green playing fields

The Clerk apologised for not distributing the draft terms of the lease before proposing to WBC. The proposal he had sent was based on replicating the terms of the lease which had now expired for the land at Deardon Way.

ACTION – Clerk to ask Craig Hoggeth, WBC what was WBC's governance on procuring land?

161.2 Community Space in the north of the parish

The Clerk advised that he was continuing to explore potential options. It had been suggested that he explore the possibility of a community space at the ECMWF site when that was redeveloped. WBC had advised that

“as the site is owned by effectively the government, any land disposal will need go through an asset review. This process is unlikely to start until the site is broadly vacated or the work to relocate the facility is well underway. Generally speaking, we have not had any significant input into this process where it has been undertaken in the past and effectively it goes in a silo. Having said that, it would most likely be promoted for housing and be subject to all the normal planning considerations if an application was made.

....generally speaking, it takes a fair bit of time for any site to be disposed of via the asset review process. If a house builder were to take on the site, as it is within the settlement area, the appetite for community use may not be significant as they would not need to demonstrate special circumstances that they may otherwise need to within the countryside. We can however always ask but I suspect they will want to get best value.”

At the last Finance & General Purposes Committee meeting the Clerk had proposed a bus conversion which would provide a facility that could move around the parish as required, act as a centre for youth activities and support community events. The Finance and General Purposes Committee had asked for this option to be explored further.

ACTION – Clerk to explore further and report back in the new year

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161.3 Unfinished Footpath on Hyde End Lane

BCllr Glover had received an update from Alan Lewis, Highways Development Manager, Wokingham Borough Council

'I met Taylor Wimpey last week on a range of issues. In terms of Hyde End Lane, they are content with the approach; but, because of the on-going liability for any trips/falls, they want to make a legal deed to dedicate that part of the land to WBC and relocate the fence – and they want these costs to form part of their contribution. I indicated that provisionally that would be reasonable, but SPC have indicated a maximum value; WBC has a very limited budget (from Safe Routes to School funds); so, these still need to fit with the collective allowances that are potentially available . . . I have verified the cost of the works and Volker Highways are ready to undertake the works, once the above is sorted.'

161.4 Ryeish Green Pavilion

The Clerk advised that as requested costings had been obtained from BDS Surveyors for the potential refurbishment of the pavilion. The two scenarios had resulted in very similar levels of cost in the region of £440,000. The Finance and General Purposes Committee considered these costs too expensive and could not therefore recommend proceeding with a refurbishment of the pavilion.

The Finance and General Purposes Committee had voted on a 5-0 basis (with one abstention) to recommend a sale of the pavilion. At a meeting with WBC on Thursday 14th December to discuss a range of sports related issues WBC had raised their concerns about any potential change of use of the pavilion. They also raised concerns regarding the access arrangements on the road to the pavilion.

Cllr Clarke reiterated the point that access to the sports pitches for emergency vehicles was required via the lane to the Ryeish Green Pavilion.

The Clerk reported that the ongoing costs for the pavilion, without any refurbishment or use, was approximately £1,300 per year and he anticipated that this would increase as the building became more dilapidated.

Members agreed that this should be referred back to the Finance and General Purposes Committee to formulate clarification on planning status, including the issue of the access road.

ACTION – Clerk to investigate the planning status for the Ryeish Green Pavilion

23/162

Shinfield Screening Facility

- 162.1 Shinfield Studios Limited (SSL) had submitted a proposal for a community screening room that set out the agreement between SSL and Shinfield Parish Council (SPC). SSL had requested this be signed by Cllr Grimes as Chairman of the Parish to show that SPC were committed to the project, after which they would apply for the Deed of Variation to S106.


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The Clerk and Facilities Manager had discussed the proposed agreement with solicitors (The Head Partnership) who had advised not to specify the upper limit of legal costs which were not possible to establish at this stage. They also advised that the legal agreement would need to specify software updates (including how SPC keep the system up to date at SSL costs), any provision for increase in insurance provision, costs for future maintenance, and provision to ensure support continues in the event that there is any change of ownership of the studios.

Members agreed that Cllr Grimes sign the proposal with the suggested amendment.

Proposed - Cllr Peer
Seconded - Cllr Tatla
Approved - Unanimously

ACTION – Cllr Grimes to sign the proposal with SSL

23/163

Football

- 163.1 Cllr Clarke reported that he had held a meeting with Shinfield Rangers and Spencers Wood Football Clubs to discuss the amount of expected growth in the sport (notes of the meeting had previously been circulated). Currently there were 3 or 4 enquiries a week from ages 4 to 17 and currently they can only offer training. Potentially two new men's teams will be created in the new year.

Current facilities were not suitable for training in the winter as the pitches become waterlogged due to inadequate drainage. Some of the drains are clogged with tree debris and rubbish, making the pitches dangerous. This is something that WBC is duty bound to clear. Cllr Clarke raised the issue of the drainage on the two new football pitches on Hyde End Lane and has been assured that this will be done. Concern was raised that this should have been installed prior to the topsoil being laid.

Exploratory discussions with the Football Association would begin to see if there was any funding available.

Members felt that if WBC did not act to rectify these problems the only alternative would be to involve the press.

Many issues that need the input of WBC have not been addressed. Members requested that the Clerk documents all such requests and forward them to the BClrs to follow up with the new 'Customer, Community and Partnership Team'. WBC should be asked to respond within 21 days so these can be followed up at the next Full Council meeting. If no response is received, then SPC should consider involving the press.

ACTION – Clerk to document all requests for information to WBC, forward these to the BClrs and WBC with a deadline for response.



23/164

Correspondence

164.1 Spring Gardens Lunch Club

Following the previous meeting members felt that there should be a formal committee that manages this club. This should include representatives from WBC, SPC, the lunch club and residents of Spring Gardens. BCllr Glover agreed to instigate a meeting.

ACTION – BCllr Glover to instigate a meeting between the relevant bodies relating to the Spring Gardens Lunch Club

23/165

Invoices for Payment

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

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

165.2 Payments outside the Clerk's financial delegation

The following payments were due to be made outside of the Clerk's delegation.

WJ Hatt Limited - £8,133.60 Improvements to Allotments Infrastructure (pipework and troughs) at Clares Green
(Finance and General Purposes Committee, December 2022 – 22/FGP/44.4)

GW Shelter Solutions Ltd - £9,000.72 for replacement bus shelter
(Finance and General Purposes Committee, September 2023 – 23/FGP/52)

M & D Services - £18,900 for replacement of bollards on School Green
(Facilities Committee, November 2023 – 23/FC/73)

Proposed: Cllr Tatla
Seconded: Cllr Montgomery
Approved: Unanimously

23/166

Date of Next Meeting

166.1 The date of the next meeting was Wednesday, 24th January 2023

Meeting ended at 21:57



List of Actions

23/156.1	The Clerk would investigate the issues the gentleman raised and would keep him informed of any updates	Clerk
23/156.1	The complaint regarding staff at the School Green Centre would be addressed by the Staffing Committee	Staffing Committee
23/158.3 23/146.9	Clerk to draft the process for co-option of councillors	Clerk
23/158.3 23/147	Clerk to contact BCllr Gray regarding the predicted numbers for inward migration	Clerk
23/158.3 23/147	Clerk to arrange to visit Oakbank School and The Forest School	Clerk
23/158.3 23/147	Clerk to communicate the proposed changes to polling stations to residents	Clerk
23/158.3 23/149.3	Clerk to chase WBC for a formal response to his requests for traffic improvements in the Parish, and to copy in BCllrs	Clerk
23/158.3 23/152.2	Clerk to follow up with Grazeley Village Memorial Hall on requested information in relation to their capital grant	Clerk
23/158.3 23/152.3	Clerk to follow up with St Mary's Church on requested information in relation to their capital grant	Clerk
23/158.3 23/152.4	Clerk to arrangement payment of £20,000 to Shinfield Players Trust in January 2024	Clerk
23/159.2	Clerk to add 'Service Road' on Basingstoke Road to the Planning and Highways Committee meeting in January 2024	Clerk
23/159.2	Clerk to add 'waste bins' to the Facilities Committee meeting in February 2024	Clerk
23/159.2	Clerk to raise the issue of funding to Bohunt School for the creation of additional classes at the next Education Working Party	Clerk
23/161.1	Clerk to ask Craig Hoggeth, WBC what was WBC's governance on procuring land	Clerk
23/161.2	Clerk to explore the option of a bus conversion further and report back in the new year	Clerk
23/161.4	Clerk to investigate the planning status for the Ryeish Green Pavilion	Clerk
23/162.1	Cllr Grimes to sign the proposal with Shinfield Studios Limited	Cllr Grimes
23/163.1	Clerk to document all requests for information to WBC, forward these to the BCllrs and WBC with a deadline for response	Clerk
23/164.1	BCllr Glover to instigate a meeting between the relevant bodies relating to the Spring Gardens Lunch Club	BCllr Glover

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