

To all members of Shinfield Parish Council

Notice is hereby given and you are summoned to attend a meeting of the Full Council on THURSDAY 26th January 2023 at the School Green Centre, commencing 19.30



Bruce Winton
Parish Clerk
19th January 2023

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

Agenda

1. Public Questions

- 1.1 To **RECEIVE** and **CONSIDER** questions from the public

2. Apologies and declarations of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
- 2.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
- 2.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest

3. Minutes of Meeting on 15th December 2022

- 3.1 To **APPROVE** the minutes of the Full Council meeting on 15th December 2022* as a correct record of the meeting
- 3.2 To **RECEIVE** information on matters arising

4. Reports

- 4.1 To **RECEIVE** reports from the Borough Councillors* (some to follow)
- 4.2 To raise any questions to WBC via the Borough Councillors
- 4.3 To **NOTE** the draft minutes of the Recreation and Amenities Committee 5th January 2023* and update from the Chairman of the Committee
- 4.4 To **NOTE** the draft minutes of the Planning & Highways Committee 12th January 2023* and update from the Chairman of the Committee
- 4.5 To **RECEIVE** and **NOTE** verbal reports from Working Parties
- 4.6 To **RECEIVE** a verbal report from the Chairman
- 4.7 To **RECEIVE** reports from outside bodies
- To **REAPPOINT** Cllr Jahromi as a trustee of Shinfield United Charities

5. Correspondence

This has been brought forward in the agenda to allow Borough Councillors to be involved in the discussions

- 5.1 To **RECEIVE** and **CONSIDER** Thames Valley Police proposals regarding Local Policing Areas*
- 5.2 To **RECEIVE** and **CONSIDER** Reading Borough Councils proposals on Houses in Multiple Occupation*
- 5.3 To **RECEIVE** and **CONSIDER** the email from Paul Fishwick to BCllr Frewin regarding cr parking charges for School Green Car Park*

6. Budgets for 2023/24

- 6.1 To **RECEIVE** and **CONSIDER** the proposed budget recommendation for 2023/2024 as considered by the Finance & General Purposes Committee on 22nd December 2022*
- 6.2 To **RECEIVE** and **CONSIDER** the proposed Precept recommendation for 2023/2024 as considered by the Finance & General Purposes Committee on 22nd December 2022*

7. Land Swaps

- 7.1 To **RECEIVE** and **CONSIDER** a verbal report from the Chair of Finance & General Purposes Committee on Land Swaps

8. School Green Centre

- 8.1 To **RECEIVE** and **CONSIDER** a verbal report from Cllr Grimes on the School Green Centre

9. Invoices for Payment

- 9.1 To **CONSIDER** and **RESOLVE** to approve Lloyds Bank payment of invoices *
- 9.2 To **CONSIDER** and **RESOLVE** to approve Barclaycard payment of invoices *

10. Dates of Next Meetings

- 10.1 To **NOTE** that the next Full Council Meeting is on Thursday 16th February 2023 at 7.30 p.m.

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

*** indicates papers to follow*



Minutes of a meeting of
Full Council
Held on Thursday 15th December 2022
At School Green Centre commencing at 19.30

Present: I Clarke, P Emmet, A Grimes (Chair), P Jahromi, L James, M Jones,
D Lias, N Masseron, I Montgomery, D Peer & R Tatla
Wokingham Borough Councillors J Frewin & J Rance

Attending: B Winton (Clerk)

22/111 Public Questions

There were no public questions.

22/112 Apologies and declarations of Members' Interest

112.1 Apologies had been received from Cllr Bowyer
Apologies had been received from Borough Cllrs Batth & Munro

112.2 There were no declarations of members' interests

112.3 There were no changes to members' declarations of pecuniary
interest

112.4 Cllr McDowell's last attendance was Full Council on 20th June 2022.
There had been no apologies for meetings or any other
correspondence since even after a hand delivered letter. This now
marked 6 months without attendance. Therefore, in accordance with
the Local Government Act 1972 s85, Cllr McDowell would be
disqualified as a councillor for Shinfield Parish Council.

22/113 Minutes of the Previous Meeting

113.1 The minutes of the meeting of 24th November 2022 were approved
as a correct record and signed as such by the Chairman.

Proposed: Cllr Emmet
Seconded: Cllr Jahromi
Approved: Unanimously



113.2

The following matters arising were discussed:

- 103.3 Cllr Clarke to supply BCllr Frewin with the details of the complaint from a resident in Clements Close to establish if the person in question was accommodated in a Council property as WBC may be able to act in that case.

Borough Councillors were aware of the person in question.

- 103.4 BCllr Batth to express the concerns of the Council in respect of the crossing at Crosfields School at the meeting on 28th November.

No feedback had been received from BCllr Batth on this matter.

ACTION – Clerk to ask BCllr Batth for an update

- 104.3(i) Clerk to write to secondary schools to ascertain activities that would engage teenagers.

The Clerk had written to four schools that took pupils from the parish and three had responded with offers for him to meet with their Youth Councils in the New Year (Oakbank, Emmbrook & Holt (12th January at 10.00))

ACTION – Clerk to pursue request with Forest School

- 104.3(ii) BCllrs Frewin to write to Prue Bray, Executive Member for Children's Services of WBC and ask her and relevant officers to meet with SPC to discuss these issues

Cllr Frewin wrote to Prue Bray on 25th November, and she has agreed to a meeting.

ACTION – BCllr Frewin and Clerk to follow up and arrange a meeting with Prue Bray



- 104.3(ii) Clerk to invite Prue Bray to meet members of SPC either at Full Council or a specially convened meeting

It was agreed that ideally this would be as part of a wider meeting involving the Police Commissioner.

Discussions to cover education service planning for Shinfield Parish and youth services provision in the parish to minimise youth anti-social behaviour

ACTION – Clerk to follow up and arrange a meeting with Prue Bray and the police commissioner

Clerk to request from WBC data on the number of children bussed to schools and related costs

The Clerk had requested this data from Prue Bray on 25th November and had chased for a response. He has been advised that this would not be possible “due to the high pressure that staff are under at the moment trying to sort out the budget and the school places.”

ACTION – Clerk to follow up in the New Year directly with Rebecca Brooks

Clerk to ask Oakbank Secondary School if there were any plans for sixth form provision and whether the Education Funding Agency could assist

The Headmaster of Oakbank has advised that “We would be thrilled to have a sixth form but in the plans, we have for school growth this would not be possible until 2026 at the very earliest.”

Cllr James suggested that SPC create a Working Party on Education. This could examine issues such as WBC position on post-16 education. The Clerk was asked to arrange a meeting of Cllrs, BCllrs and the Executive Member and Officers from WBC.

ACTION - Clerk to arrange a meeting on Education issues as they relate to the parish



- 104.4 Clerk to add an item regarding the footpath that ends on Fullbrook Road to the next meeting of the Planning & Highways meeting.

This will be on the agenda for the meeting on 12th January 2023.

- 104.5 Clerk to arrange the next meeting of the Traffic Working Party to include Borough Councillors, Cllr Grimes, Councillors from Swallowfield Parish Council.

It has been difficult to find a date that works for all the parties required. Following the highways meeting with WBC it was felt that the priority should be to arrange a meeting with them to discuss the Traffic Working Party proposals.

ACTION – Clerk to arrange a meeting with WBC Highways Department

- 104.7 Clerk to write a letter of congratulations to the committee of Grazeley Village Hall Memorial Hall.

The Clerk had written to the committee and the Chairman of the hall committee thanked the Parish Council for our kind words. The Clerk will be fixing a meeting to go and see the hall in the New Year as part of building relationships.

- 105.1 Clerk to share the proposals of land swaps between SPC & WBC with the BCllrs.

The Clerk apologised for not sending this information to the Borough Councillors sooner but he had sent it to them today.



- 106.1 Facilities Manager to provide quotes to F&GP committee for either reseeding the courtyard or changing to an artificial grass.

Work is in hand to change the grass ramps to a different turfed solution that will allow them to be used as emergency exits and include a path up to the gate at the far end of the courtyard. The Facilities Manager advises waiting until this has been done and assessed before deciding on what additional work may be required.

- 107.1 Facilities Manager to provide further details on the expenditure to Oltco Resin

The Clerk advised that this payment was for three elements of work including repairs to two playgrounds (Millworth Lane £7.4k for a gouge in the tarmac and Spencers Wood Recreation ground £3.5k) and the replacement of the shingle at the pavilion £1.4k.

- 107.1 Clerk to request background data from WBC on how many households in the Parish; to include a breakdown of housing by Band and the number of resident.

Not yet done. The Clerk advises that the 2021 Census information by Parish should be available in early 2023

ACTION – Clerk to ask Democratic Services for this information

22/114

Reports

114.1 Reports from Borough Councillors

Members **NOTED** the written reports from Borough Councillors

Cllr Peer praised in particular the efforts of BCllrs Frewin and Rance on tackling so many issues for residents.



114.2 Questions for Borough Councillors

The Chairman noted that Wokingham Today had published WBC's intention to introduce parking charges for a number of car parks including the School Green Car Park. The Chairman and other councillors were concerned that there had been no advance notice of this given to the council. Neither of the Borough Councillors present had been aware of these proposals. Of particular concerns were the impact on the School Green Centre (built on the basis that the School Green Car Park would be available to users of the building) and the impact on school drop off and pick up times where parents would park inappropriately to avoid paying a charge. This was expected to increase the risks of a traffic accident.

ACTION – Clerk to add to agenda for Planning & Highways

Borough Councillors left the meeting at this point

114.3 Minutes of Recreation & Amenities Committee 8th December 2022

CLlr Clarke gave the following update:

- a. Looking at the division of R&A. This is likely to come to Full Council as a formal proposal in March most likely for implementation after elections in May. Members were asked to let CLlr Clarke know if they had any thoughts on the proposed division.
- b. The sports consultation would be taking place at the School Green Centre on Saturday 28th January. Members were keen to ensure that any new sports provision was available to all.
- c. The Clerk and Facilities Manager were looking at ideas for telling the history of the parish and displaying a record of the Parish Council chairmen.

Members **NOTED** the minutes of the Recreation & Amenities Committee meeting on 8th December 2022.

114.4 Minutes of the Planning & Highways Committee 1st December 2022

CLlr Peer gave the following update:

- a. It was noted that the Lidl planning application had been approved although it was disappointing that the issue of crossing Beke Avenue (when opened) had not been addressed.
- b. Kingfisher Drive appeal had closed on 22nd November but no decision had been published.



There was a discussion regarding Nullis barn and the Clerk was asked to identify who had responsibility for the building within Wokingham Borough Council

ACTION – Clerk to confirm responsibility for Nullis Barn within Wokingham Borough Council

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

114.5 **Working Parties**

School Green Working Party:

The R&A Committee will be reviewing the draft proposals at their next meeting.

Traffic Working Party:

Cllr James reported that we now had a viable set of proposals. The main initiatives were to reduce the volume of traffic travelling through the parish and the speed at which traffic moved. John Russell from Motion had reviewed and had an input to the proposals. The intention had been to share with Borough Councillors and Swallowfield Parish Council, but this had been difficult to schedule. However following the most recent meeting with the Highways department at WBC it was felt that sharing the proposals with them would be particularly useful and this would now be the priority for scheduling early in January.

ACTION – Clerk to arrange meeting with WBC Highways Department

114.6 **Chairman's Report**

Cllr Grimes advised of the following:

- a. He had attended tree lighting ceremonies at School Green and Spencers Wood and noted the Parish Councils provision of a tree in Frensham Green
- b. He had stepped back from Chairing Spencers Wood Memorial Hall Committee which now had a workable budget. SPC would continue to have two members of the committee, but they would not actively participate and were there for governance only.

114.7 **Reports from Outside Bodies**

Cllr Montgomery advised that he had enquired about the arrangements for children who travelled to school on buses should there be an incident within the DEPZ. The Clerk was asked to check with local schools about what plans they may have for evacuation if there is an incident within the DEPZ.

ACTION – Clerk investigate action plans for incidents within the DEPZ

22/115 Land Swaps

115.1 The Clerk had written to WBC offering to accept the swap including the Ryeish Green Pavilion on the basis that SPC had no viable use for it but WBC with a wider remit may be able to identify more options.

The Clerk had sent two chasers and most recently had been advised that the lead for WBC was checking with colleagues in other departments to see if they had any viable options for use of the pavilion.

ACTION – Clerk to continue to follow up with WBC

22/116 School Green Centre

116.1 The recent severe cold spell had created problems with heating and hot water for the School Green Centre. As an interim measure portable oil radiators had been obtained and investigations were underway regarding the air source heat pump.

22/117 Invoices for Payment

117.1 Cllr Lias questioned whether we should continue with the annual subscription to Locality and Cllr Montgomery advised that they had helped with the development of the Neighbourhood Plan. It was agreed that this would be reviewed prior to the next renewal. The Clerk was asked to provide a list of other annual subscriptions.

Payment of the Lloyds Bank invoices were **APPROVED**.

Proposed: Cllr Lias
Seconded: Cllr Jahromi
Approved: Unanimously

ACTION – Clerk to provide a list of annual subscriptions



117.2 Payment of the Barclaycard invoices were **APPROVED**

Proposed: Cllr Montgomery
Seconded: Cllr Jahromi
Approved: Unanimously

22/118 Correspondence

118.1 There was no correspondence.

22/119 Dates of Next Meeting

119.1 The next meeting of the Full Council will be on Thursday, 26th January 2023.

110.2 The Clerk advised that Planning & Highways and Recreation & Amenities Committees would swap their order in the month with effect from January 2023 to allow the former to receive Enforcement notice data in time for consideration at the meeting. A revised meeting schedule had been issued.

The meeting ended at 21.10



List of Actions

- | | | |
|-----------|---|----------------------------|
| 103.3 | Cllr Clarke to supply BCllr Frewin with the details of the complaint from a resident in Clemments Close to establish if the person in question was accommodated in a Council property as WBC may be able to act in that case. | Cllr Clarke & BCllr Frewin |
| 103.4 | BCllr Batth to express the concerns of the Council in respect of the crossing at Crosfields School at the meeting on 28 th November. | BCllr Batth |
| 104.3(i) | Clerk to write to secondary schools to ascertain activities that would engage teenagers | Clerk |
| 104.3(ii) | a) BCllrs Frewin to write to Prue Bray, Executive Member for Children's Services of WBC and ask her and relevant officers to meet with SPC to discuss these issues | BCllr Frewin |
| | b) Clerk to invite Prue Bray/Police Commissioner to meet members of SPC either at Full Council or a specially convened meeting | Clerk |
| | c) Clerk to request from WBC data on the number of children bused to schools and related costs | Clerk |
| | d) Clerk to ask Oakbank Secondary School if there were any plans for sixth form provision and whether the Education Funding Agency could assist | Clerk |
| 104.4 | Clerk to add an item regarding the footpath that ends on Fullbrook Road to the next meeting of the Planning & Highways meeting | Clerk |
| 104.5 | Clerk to arrange the next meeting of the Traffic Working Party to include Borough Councillors, Cllr Grimes, Councillors from Swallowfield Parish Council | Clerk |
| 104.7 | Clerk to write a letter of congratulations to the committee of Grazeley Village Hall Memorial Hall | Clerk |
| 105.1 | Clerk to share the proposals of land swaps between SPC & WBC with the BCllrs | Clerk |
| 106.1 | Facilities Manager to provide quotes to F&GP committee for either reseeding the courtyard or changing to an artificial grass | Facilities Manager |
| 107.1 | Facilities manager to provide further details on the expenditure to Oltco Resin Floor Specialists | Facilities Manager |
| 107.1 | Clerk to request background data from WBC on how many households in the Parish; to include a breakdown of housing by Band and the number of residents. | Clerk |

Borough Councillor Reports

Councillor Batth

To Follow

Councillor Frewin

To Follow

Councillor Johnson

To Follow

Councillor Munro

To Follow

Councillor Rance

HAPPY NEW YEAR

11.12.22 Resident approached regarding Land at Croft Road. The owner had applied to build a house on it. WBC Planning refused due to emergency zone now brought further out. The resident hopes to purchase all or half as an extension to his garden.

14.12.22 Resident asked me to chase up Council re Graffiti around Blackthorn, Carnation Estates, Hollow Lane. He also would like CCTV installed in those areas. This cannot happen because of WBC financial constraints.

16.12.22 Resident concerned about Herbicides and the use of spray toxic pesticides “everywhere”, parks, playgrounds. He said vast majority of local council use herbicides for ‘cosmetic’ reasons. Also said regular exposure to even small amounts is harmful to human health. They also have negative impacts on pets and on biodiversity.

I put this to **Cleaner and Greener** who swiftly replied to him, and I report here as it is useful to know:

‘WBC Contractors use a Glyphosate based non-residual weed spray which is not classified as harmful to animal life. A Licensed horticultural, industrial forestry and aquatic herbicide for control of all foliage. But to reduce the amount used, only manual spraying is carried out to directly target weeds taking place in dry, non-windy weather preventing unnecessary spread of weedkiller.’

17.12.22 Resident of Montgomery Drive, whom I have helped before, contacted me about the same persistently badly behaved neighbour who leaves vast amounts of rubbish outside the back and side of the property. This is Anti-social behaviour. I reported it to the ASB Team and already the back has been cleared.

18.12.22 Young single mother of one contacted me from Spencer’s Wood area. She had a lot of problems with Scottish Power. The upshot is that her and her next-door neighbour’s meter are

mixed up. She pays by SO but 'her' power goes on the next doors. Her neighbour is in arrears, and Scottish Power intercepted the power cutting off the wrong person. She could not get through to Scottish Power. I wrote, and at the end of December got a reply with the promise that SP would sort. The young mother is now getting full power.

20.12.22 Attended Shinfield Full Council – very festive and cordial with wine and mince pies. At this meeting it was revealed that Shinfield Parish Council found out about the proposed car parking charges from the newspaper Wokingham Today. They had not had the courtesy of being informed by WBC. I wrote to Chris Easton on 21.12.22 receiving a reply 5th January 2023 quote:

“The Off-Street TRO which you refer to will enable the Council to administer control over those car parks listed in the Order, primarily for the benefit of those using them. It is basically a consolidation order too, for all our car parks, and is the correct way to manage our car parks for a number of reasons. Just because a car park is included in the order does not mean members will introduce charges.

The Order-making process for example will allow for enforcement of any disabled bays and EV charging bays in car parks that have no enforcement abilities. It will also provide for restrictions being introduced, such as time limits. to ensure the bays are being used for the right reasons and not say for commuters etc.”

Xmas Eve A resident emailed – worried about a missing bollard in Cutbush Lane East near the farm entrance. I took photos. Highways Assets whom I contacted are looking into the matter, saying they are not sure it is adopted yet!! Who knows if they don't?

A resident of **Croft Road** complained of piles of Horse Manure strewn along Croft Road and Hyde End Lane. This is a nuisance for one and all, particularly at night (for dog walkers). I wrote to the Burley Lodge Equestrian Centre, who were sympathetic, but said (logically) you can't stop a horse when it “wants to go and you can't stop it in mid-flow either” (to move it to the side of the road.) So no solution really, but a bit of a laugh, and a 'strange one' in terms of the queries I get.

29.12.22 Resident wrote that fencing is broken just after the University Bridge, on A327 leading to Hollow Lane. I had previously noticed it, but difficult to take a photo when driving. I ventured out, parked up and walked back. There is also a very large signpost leaning backwards at a dodgy angle, so I took a photo of that too, and contacted Highways Assets. They have already sent out 'their man', who agrees all needs to be put right. The fence panels are 'special' and will need to be ordered so it may be a while before completion. New Poles will be fixed to the sign so that it will stand up properly.

30.12.22 Contacted by Martin Prodger, Chairman of Arborfield Aces regarding support for a new Arborfield Green Sport and Wellbeing Pavilion. After 8 years Cres Nicholson have put forward a proposal which is considered outdated. Mr. Prodger and others have put forward a new proposal. He has my support which he asked for and I am going to meet him in due course.

06.01.23 Resident notified me there was one deer dead to the side of the Eastern Relief Road, but didn't pinpoint exactly where. I went to see so that I could properly inform WBC. Sadly there were 2 deceased young deer on the verge. I contacted Cleaner and Greener at 10 am and by 12 noon the deer had been taken to Deer Heaven.

Whilst there, I walked up and down the grass verge, on the Bellway building side. Rubbish is strewn all along, and it is pretty clear it has been thrown there from the Bellway site. Ordinary walkers/pedestrians cannot walk along there. It is merely grass, not concrete either side of the Eastern Relief Road with 50mph traffic. Simply not safe. Therefore, the amount of rubbish there cannot have come from walkers. I have written to Bellway to ask for a “Clear up”.

09.01.23 I met two gentlemen residents who live at Three Mile Cross 9 months ago about problems with people lurking near their house, drug-dealing/rubbish and other. I drive across the M4/J11 Bridge many times a week and around 4th Jan I (accidentally) hit a huge pothole. I was worried for my vehicle and others who must hit this. Coincidentally these two gentlemen contacted me. They have been in corresponding with Reading Council about these huge potholes and relining-painting. In support, I have followed up with questions to Highways Reading.

Within Shinfield Parish Council’s area, I have been supporting 5 families at **Clements Close**, and 1 at **Hyde End Road**. All are overcrowded, living in horrendous conditions of the flats, all are on medication for stress. I have written/made complaints on their behalf numerous times over the past 12 months, but always the answer comes back “Your complaint is not upheld”. Housing clearly has a script by which they answer all. ‘We’ are fighting an Institution and no one can ever ‘win’ if that’s the right word. They read the complaint, and reply within 6 weeks, but **always** they will have it that the Tenant has not done this/that/filled in forms on time/not answered or answered incorrectly/can’t expect a move after merely 3 years/no properties available and on and on.

However I am not giving up and I have prepared a **Question for Full Council on 19th January 2023**

“.....Clements Close.....chronic housing.....leaks, water cascading down walls, sinks falling over.....overcrowded. All on medication.....Please could the Administration tell me what is being done imminently to help the families?”

10.01.23 Resident who lives off Woodside Way (across the Mway) and whose children go to School Green Infants wrote in high dudgeon about the proposed charges. He cannot walk or cycle with them!! He feels he would be penalised twice a day for parking. Other families feel similarly. I asked WBC if I could set up an E petition in which I proposed a Compromise. FREE PARKING morning and evening for half an hour so that parents could park to fetch the kids.

However, since then there has been notification that we need to concentrate on the wording! “Controls” as opposed to “Charges”. I asked for clarification from Executive Member for Highways

The draft TRO states Parking “controls”, not “Charges”. The controls allow for Parking Enforcement Officer to enforce the controls on WHERE people park, eg. Blue Badge Holders. Schedules 2 & 3 are for the proposed ‘charges’ where they apply now and what is planned. School Green has FREE PARKING now and therefore the schedule does not apply. (hopefully)

12.01.23 Visited resident in **Croft Road** during a very heavy rainfall. Just outside his property and two others, there was an enormous pool of water. He said this is caused by the ditches all along Croft being full of dead bushes/trees. Where the Council had cut them, the debris was all left spilled into the ditches, and this is stopping the rainfall running away properly.

I took photos and have written to the Council. I await hearing.

Fullbrook Lights – Where Fullbrook ends and goes into a bus lane leading to Bolton, there are numerous road lights/bollards. These have not been working properly since inception. A kindly

resident has been monitoring the lights at different times when walking their dog. The total time the lights are On is 20 minutes and from then on (particularly through the winter it is pitch black).

I have written to Taylor Wimpey who I believe are the developers responsible. Will report back.

Pleased to be able to report that appeals over planning permission for Land at Croft Road have been refused. Jim and I both supported the residents over this.

17.01.23 I had a referral from Woodley Volunteers about a lady who is deaf suffering extreme domestic verbal and violent abuse, living in Spencers Wood. I met with her and we communicated well. I have put her on the Homesless/Cranstoun/Domestic Abuse Helpline path, and within a few hours of my reporting the issues, she has been contacted by ladies from WBC. I certainly hope she gets the help she desperately needs.

Minutes of a meeting of
Recreation & Amenities Committee
Held on Thursday 5th January 2023
At School Green Centre commencing at 19.30

Present: Cllrs N Boyer, I Clarke (Ch), P Emmet, L James, M Jones, N Masseron,
D Peer

Attending: B Winton (Clerk), S Herring (Deputy Clerk), P Gudge (Facilities Manager)
1 member of the public

The meeting opened with the announcement of Cllr Eddie Brown's death and recognition of the dedication and hard work he had carried out as a parish councillor. 1 minute's silence was observed.

23/RA/1

Public Questions

- 1.1 A member of the public reported an increase in graffiti around the Parish and requested that the Parish Council take steps to have this removed. This was evident in various places around the Parish, an example being on fence panels on Brookers Hill.

Shinfield Parish Council (SPC) does not have the resources or budget to deal with this. If the damage is to SPC property it is removed as soon as possible.

ACTION –

- (i) Report graffiti to Wokingham Borough Council (WBC)
- (ii) Report graffiti as Criminal damage
- (iii) The Clerk to report to the ASB team at WBC

23/RA/2

Apologies and declarations of Members' Interest

- 2.1 Apologies had been received for this meeting from Cllr Tatla
- 2.2 There were no declarations of members' interests
- 2.3 There were no changes to members' declarations of pecuniary interest

23/RA/3

Minutes of the Previous Meeting

- 3.1 The minutes of the committee meeting of 8th December 2022 were approved as a correct record and signed as such by Cllr I Clarke.

Proposed: Cllr Emmment
Seconded: Cllr Boyer
Approved: Unanimously

- 3.2 The following matters arising were covered:

- 22/RA/
94.1 Facilities Manager to ensure that the meeting with Ray Barry and the developer takes place at Orchard Rise as soon as possible

The Facilities Manager reported that the topsoil was still at an unacceptable level. SPC would not take this over until the problem was resolved. A meeting would be arranged with the Facilities Manager, Chairman of the Recreation and Amenities Committee and the developer.

ACTION – Facilities manager to arrange a meeting with the developer and Chairman.

- 22/RA/
94.2 a Allotment improvements: Facilities Manager to prioritise the works to identify the most important elements within a limit of £25k + VAT.

The Finance Committee had agreed the expenditure with the proviso that WBC paid the agreed £13.3K.

- 22/RA/
94.2 b Allotment improvements: Clerk to add to the Finance & General Purposes Committee meeting agenda for 22nd December

This had been done

22/RA/
48.2

Facilities Manager to continue to chase for formal permission from the University of Reading (UoR) for preparatory works at Millworth Lane

This was still in progress

ACTION – Facilities Manager to chase for formal permission from the UoR for preparatory works at Millworth Lane.

22/RA/
57.1

Facilities Manager to continue to chase the University of Reading regarding the Manor Court Pavilion

The schedule had been shared. There was a proposal to plant 25 trees and future responsibility for the trees needed to be discussed with the UoR.

ACTION – Keep on the Agenda for the next meeting

22/RA/
61.3

Clerk to follow up with Whiteknights School regarding providing space for SPC to provide a facility for Shinfield North

The Clerk had written to the school on 18th November and 8th December but not had any form of acknowledgement. He would continue to try and engage with them and write to the Chairman of Governors as well.

ACTION – Clerk to write to the Chairman of Governors at Whiteknights School

22/RA/
73.4 a

Clerk to work with University of Reading to plan and deliver the sports consultation exercise on the 28th January 2023

This was on the agenda

22/RA/
73.4b

Clerk to ensure that relevant interested groups were invited to the sports consultation

This was on the agenda

22/RA/
91.1

Clerk to add the Bookings Report to the agenda for the February 2023

ACTION – Clerk to add to the next agenda

22/RA/
97.1 Clerk to add the paper on the possible division of R&A Committee to the agenda for the January 2023 meeting

This was on the agenda.

22/RA/
98.1 Facilities Manager to continue to monitor the situation regarding the Spencers Wood Multi Use Games Area

This was on the agenda.

22/RA/
98.2 Cllr Clarke to follow up on obtaining a quote for toilets for the Shinfield Tennis Club

Cllr Clarke reported that he would progress this following his meeting with the water treatment plant company used by UoR

ACTION – To be added to the next agenda

22/RA/
99.3 Clerk to ensure that Cllr Tatla receives timely updates on the activities of the Youth Club

The Clerk has written to Mark Sandringham and asked him to provide timely reports

22/RA/
99.4 a Clerk to include the provision of sports facilities for girls and women in the sports consultation exercise

This has been done

22/RA/
99.4 b Clerk to raise concerns regarding the footpath between Dobbies and Shinfield with the University of Reading

The Clerk had written on 12th December, but no response has been received

22/RA/
100.1 Clerk to Inform Lambs Lane Primary School of Grant Award

This had been done

- 22/RA/
100.2 Clerk to inform Berkshire Multiple Sclerosis Therapy Centre of Grant Award
- This had been done
- 22/RA/
100.4 Clerk to add proposal for Annual Grant Award scheme to agenda for Finance & General Purposes Committee
- This had been done
- 22/RA/
101.1 Clerk to include padel tennis in the sports consultation exercise
- This was on the agenda
- 22/RA/
101.2 Clerk to follow up on initial proposal from physical training company
- This was on the agenda
- 22/RA/
101.3 Clerk to include the provision of physical training facilities in the sports consultation exercise
- This was on the agenda
- 22/RA/
101.4 Clerk and Cllr Clarke to set up a Sports Working Party in 2023
- This will be arranged in due course
- 22/RA/
102.1 Clerk to include School Green Working Party initial proposals on next R&A agenda
- This was on the agenda
- 22/RA/
103.1 Clerk to continue to monitor the use of the warm room
- This was on the agenda.
- 22/RA/
104.1 Clerk to continue to develop the event plan for the Help for Ukraine event
- This was on the agenda

22/RA/
105.1 Clerk to report on booking terms and conditions at the next meeting

This was on the agenda

22/RA/
105.2 Clerk & Facilities Manager to investigate options for new community noticeboards

Investigations into LED display boards was in progress.

ACTION – Clerk to put on the next agenda

22/RA/
105.3 Clerk & Facilities Manager to investigate options for displaying history of parish and names of previous Chairs at School Green Centre

The Facilities Manager was exploring designs with Thames Valley Signs (Signwise). The idea was to have a history line of the Parish with acrylic signs and photographs on foamboard. The estimated cost was approximately £1000. The suggested position could be either over the stairs or on the wall of the corridor approaching the entrance to Pound Green Room.

Boards naming previous Chairmen of SPC were also being worked on. It was suggested that the first anniversary of the opening of the building could be a target.

ACTION – Clerk to put on the next agenda

23/RA/4 4.1 Division of the Recreation and Amenities Committee

From the initial discussion there were the following questions:

- a) Where would responsibility for relationship with Shinfield North Flat lie? This would most likely lie with the Arts, Culture and Events
- b) Community Services? Youth club etc more probably in ACE
- c) Timing? View seemed to be May after Council elections

The Clerk suggested that once the election of Councillors had taken place in May we would be in a better position to divide the committee responsibilities as there was no point in dividing the committee if the same councillors were on both. If the two committees met bi-monthly an interim meeting would need to take place with the Clerk and the Chairmen of both committees so momentum was retained.

ACTION – Clerk to add to the agenda for the next meeting

23/RA/5 Works Update

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

The Facilities Manager reported that the planning permission for the change of colour had been approved. Outstanding work included making good the surrounding ground and a hard standing connecting path. Facilities Manager would obtain quotes. The MUGA had not yet been officially handed over. It was suggested that an official opening be planned with ribbon cutting. It was reported that it was already being used by families.

ACTION –

- (i) Facilities Manager to obtain quotes for connecting path
- (ii) Facilities Manager to continue to monitor the situation

22/RA/6

Community Services

6.1 **Verbal report from the Sports Strategy Group**

Sports Consultation

- 6.1(a) 'Wokingham Today' had featured a double page spread outlining and promoting the sports consultation. The Clerk had prepared a list of local organisations that he would write to informing them of the consultation and encouraging participation. Members were invited to give any names of additional organisations to the Clerk.

ACTION –

- (i) Clerk to invite organisations to the consultation
- (ii) Clerk to include the provision of physical training facilities in the consultation exercise.

Clerk to follow up on initial proposal from physical training company

- 6.1(b) The Clerk had a meeting with a sports company and will report back to the Sports Strategy Group.

ACTION – Clerk to report to the Sports Strategy Group

- 6.1(c) Consideration to be given to invite an external member to the Sports Strategy Group

ACTION – Clerk to suggest to the Sports Strategy Group that an external member be added to the constitution of the group

- 6.1(d) Deardon Field

Facilities Manager would investigate the feasibility and cost of picnic tables with accessibility for wheelchair users

ACTION – Facilities Manager to investigate and report back at the next meeting

6.2 Verbal report on the Community Services

There was nothing to report but the item should continue on the agenda.

ACTION – Clerk to put on the agenda for the next meeting

6.3 Verbal report on Pavilion Youth Club and the Flat at Shinfield Rise

Although Marc had reported an improvement in general behaviour, he had reported an incident with one child setting off a fire extinguisher at the Youth Club last night.

ACTION – Clerk to continue to monitor the situation

23/RA/7

Grant Applications

7.1 Application from the Tea Club (Shinfield Volunteers)

Although the intention was to have just one application a year from any given group this one was applied for in March 2022 but not actually paid until April. The Committee recognised the great work the group was doing.

It was agreed to make a grant award of £2125.00

Proposed: Cllr James
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to inform Shinfield Volunteers

7.2 Application from the Link Visiting Scheme

The grant application for £1000 was considered and the request was declined.

Proposed: Cllr Masseron
Seconded: Cllr Emmet
Approved: Unanimously

ACTION – Clerk to inform the Link Visiting Scheme

7.3 Summary of Grant requests

The summary of the grant requests was **NOTED**

23/RA/8

Millworth Lane

- 8.1 Cllr Clarke advised that he had been conducting further research into padel tennis and advised that he felt it should be part of the sports consultation as it was attractive to a wide range of players and could provide a good income stream which would help maintain the standard of all the equipment to be installed at Millworth Lane.

ACTION – Clerk to include in the Sports Consultation

- 8.2 The Clerk had a first meeting with the physical training business on 5th January to start to identify Heads of Terms for any formal agreement with them and he would keep this committee fully informed on progress and ensure that any draft agreement was tabled for formal consideration. It was noted that this would help to improve the security of the area as there would be a visible presence on site all day.

The proposals will also be included in the Sports Consultation

ACTION – Clerk to add to the agenda for the next meeting

- 8.3 It was agreed that once the sports consultation exercise had taken place a Sports Working Party would be set up to develop the ideas from that exercise and to oversee the new sports facilities.

ACTION – Clerk and Cllr Clarke to set up a Sports Working party in 2023

23/RA/9

Shinfield School Green Working Party

- 9.1 The Clerk resubmitted the original proposals of the Working Party
- 9.2 Proposals for the car park may now have been overtaken by Wokingham Borough Councils (WBC) proposals to introduce charging for this area. Queries arose over the ownership of the car park, and it was thought that the Land Registry records showed that it was made over to WBC in 1988 and Crest Nicholson were involved.

ACTION –

- (i) Clerk to request information from the Land Registry
- (ii) Clerk to obtain the facts of the transfer from WBC using the Freedom of Information legislation if necessary.

- 9.3 It was unanimously felt that the recycling bins needed to be moved into a more suitable location.
- 9.4 It was reported that the Consortium would be opening Beke Avenue that would create a lot of work in that area.
- 9.5 School Green North End – Previously there were concerns about hedging or fencing between car park and School Green but it is still felt that some appropriate screening is needed to improve the overall look and feel of the Green and this can be achieved sympathetically and taking into consideration the practical issues

School Green South End – Remove any proposed link between the new tree and naming it for Peter Hughes as Peter should be commemorated in a more appropriate manner

ACTION – Clerk to obtain initial costings for the proposals as presented

- 9.6 A suggestion was made to look at soft lights on the trees on the Green.

ACTION – Clerk to add to the agenda in September / October 2023

23/RA/10

Warm Room Update

- 10.1 Take up remains low and it is intended to have a “relaunch” event to encourage attendance. It was agreed to leave the set up and revisit again in February, but the general feeling was that as the outside temperature was warm for the time of year there wasn’t a need, but this could change.

ACTION – To be put on the next agenda

23/RA/11

Help for Ukraine

- 11.1 The Clerk has circulated a draft Event Instruction which sets out how he believes the event can be delivered and invited thoughts and comments
- Registration in Shinfield Room
 - Offload bags in Grazeley
 - Gather in Pound Green for Welcome & Entertainment
 - Ryeish Green for “Soup Kitchen”
 - Collection box
 - Donations to Charity

A banner had been ordered to publicise the event that would be sited at the School Green Centre reception area. This event would take place on 3rd February 2023.

ACTION – Clerk to continue to develop the event plan and promote the event

23/RA/12

Other Items

- 12.1 Booking terms and conditions

The Clerk reported that due to staff sickness this had not progressed any further and he would give an update at the next meeting.

ACTION – Clerk to put on the agenda of the next meeting

- 12.2 Spencers Wood Pavilion - Playgroup Contract

The Clerk reported that this was progressing well.

ACTION – To be on the next Agenda

23/RA/13

Future Meetings

- 13 .1 The next meeting would be Thursday, 2nd February 2023

The meeting ended at 21:30

DRAFT

List of Actions

23/RA/1	(i) Report graffiti to WBC (ii) Report graffiti as Criminal damage (iii) Report graffiti to the ASB team at WBC	Clerk
22/RA/94.1	Arrange a meeting with the Chairman of R&A, the developer and the Facilities Manager	Facilities Manager
22/RA/48.2	Chase for formal permission from the UoR for preparatory works at Millworth Lane	Facilities Manager
22/RA/57.1	Chase the UoR regarding the Manor Court Pavilion Keep on the agenda for the next meeting	Facilities Manager Clerk
22/RA/61.3	Clerk to write to the Chairman of Governors of Whiteknights School regarding providing space for SPC to provide a facility for Shinfield North	Clerk
22/RA/91.1	Add Bookings Report to the agenda for the February 2023 meeting of R&A	Clerk
22/RA/98.2	Cllr Clarke to follow up on obtaining a quote for toilets for the Shinfield Tennis Club – to be put on the next agenda of R&A	Clerk
22/RA/105.2	Investigate options for new community notice boards – to be put on the next agenda of R&A	Facilities Manager & Clerk
22/RA/105.3	Investigate options for displaying history of parish and names of previous Chairs at SGC - to be put on the next agenda of R&A	Facilities Manager & Clerk
23/RA/4.1	Division of the R&A Committee to be put on the next agenda	Clerk
23/RA/5.1	MUGA (i) To obtain quote for a connecting path (ii) To continue to monitor the MUGA for official handover	Facilities Manager Facilities Manager

23/RA/6.1(a)	Sports Consultation	
	(i) Invite organisations to the consultation	Clerk
	(ii) To include the provision of physical training facilities in the consultation exercise	Clerk
23/RA/6.1(b)	To report the outcome of a meeting with a sports company to the Sports Strategy Group	Clerk
23/RA/6.1(c)	Suggest to the Sports Strategy Group that an external member be added to the constitution of the group	Clerk
23/RA/6.1(d)	To investigate the feasibility and cost of picnic tables with accessibility for wheelchair users for Deardon Field	Facilities Manager
23/RA/6.2	Report on the Community Services to be added to the next agenda	Clerk
23/RA/6.3	To monitor the operation of the Pavilion Youth Club and the Flat at Shinfield Rise	Clerk
23/RA/7.1	Clerk to inform the Shinfield Volunteers of the outcome of the grant application	Clerk
23/RA/7.2	Clerk to inform the Link Visiting Scheme of the outcome of the grant application	Clerk
23/RA/8.1	To add 'Padel Tennis' at Millworth Lane to the Sports Consultation	Clerk
23/RA/8.2	Physical training company, Heads of Terms, to be added to the next agenda	Clerk
23/RA/8.3	To set up a Sports Working party in 2023	Clerk and Cllr Clarke
23/RA/9.2	Car Park	
	(i) Request information from the Land Registry regarding the ownership of the public car park on School Green	Clerk
	(ii) To obtain facts of the transfer from WBC using the Freedom of Information legislation if necessary	Clerk

23/RA/9.5	Initial costings to be obtained for the proposals for the School Green, North and South end	Clerk
23/RA/9.6	Soft lights on the trees on the Green to be added to the agenda in September / October 2023	Clerk
23/RA/10.1	Warm Room Update to be added to the next agenda	Clerk
23/RA/11.1	Develop the event plan of Help for Ukraine event and promote the event	Clerk
23/RA/12.1	Booking terms and conditions to be added to the next agenda	Clerk
23/RA/12.2	SWP Playgroup contract to be added to the next agenda	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Thursday 12th January 2023
At School Green Centre commencing at 19.30

Present: Cllrs N Boyer, P Emmment, A Grimes, P Jahromi, L James, M Jones,
N Masseron, D Peer (Chair)

Attending: Bruce Winton (Clerk), Sally Herring (Deputy Clerk)

23/PC/1 Public Questions

- 1.1 No public questions had been received

23/PC/2 Apologies and declarations of Members' Interest

- 2.1 Apologies had been received from Cllrs Lias and Tatla
- 2.2 There were no declarations of members' interests.

23/PC/3 Minutes of the Previous Meeting

- 3.1 The minutes of the committee meeting of 1st December 2022 were approved as a correct record and signed as such by Cllr Peer.

Cllr Peer thanked Cllr Lias for deputising during her absence.

Proposed: Cllr Boyer
Seconded: Cllr Emmment
Approved: Unanimously

3.2 **Actions and Matters Arising**

22/PC/
106.5 Clerk to chase the University of Reading regarding the condition of Footpath 17 in relation to the narrowing of the entrance at the bottom part of the field and the barbwire fences on either side

The Clerk had written to Nigel Frankland at University of Reading on 19th November and NF had indicated he would look to have scalplings laid as an interim measure. The Clerk has since chased and will be seeing Mr Frankland on Friday 13th January on another matter and will follow up with him then.

CLlr James asked that the Clerk also follow with Mr Frankland regarding trees to be planted to the rear of the properties in Church Lane

ACTION – Clerk to follow up with Nigel Frankland

22/PC/
102.1 Clerk to contact John Russell regarding the travel plan for Crosfields School

The Clerk had been informed by John Russell at Motion that WBC had discharged the travel condition on Crosfields School. The detailed explanation was not available online via the planning portal and John Russell had asked WBC to provide him with a copy. As yet John Russell has been unable to obtain this.

ACTION – Clerk to have one last attempt at following up with John Russell

22/PC/
117.1 Clerk to respond to the application in support of the residents concerns regarding Planning Application 223897

The Clerk had written to WBC Planning Department on this subject

Clerk to arrange a meeting with Nigel Frankland to discuss the proposal from AWE regarding the relocation of the primary school to outside the DEPZ

The Clerk has written to Nigel Frankland to see if there have been any discussions with the University of Reading on this matter.

ACTION – Clerk to follow up with Nigel Frankland

22/PC/
118.2 Clerk to seek clarification regarding evacuation arrangements from the
DEPZ

The Clerk has written to Harry Williamson, Emergency Planning Manager for WBC asking what the arrangements are within WBC for any evacuation. Mr Williamson had responded to say he would be happy to meet to discuss arrangements further. The Clerk was asked to invite Mr Williamson to the next Planning & Highways meeting and to also include Cllr Montgomery.

ACTION – Clerk to arrange Mr Williamson’s attendance at the next Planning & Highways meeting

22/PC/
119.1 Closed Enforcement Notices

These had been circulated

22/PC/
119.2 Live Enforcement Notices

These had been circulated

22/PC/
119.3 Carney’s Yard Church Lane

Helen Maynard from WBC advised that a planning application had been submitted late in December. Cllrs reported that they appear to have increased the size of their plot and the doors were open for extended hours each day.

ACTION – Clerk to provide this additional information to Helen Maynard

22/PC/
120.1 Clerk to write to Taylor Wimpey regarding Health & Safety concerns in respect of Footpath 20

Jo Murphy from Taylor Wimpey has advised that she was not aware of any safety issues who would make a site visit and report back to the Clerk.

ACTION – Clerk to follow up with Taylor Wimpey

22/PC/
120.2 Street Lighting

This was on the agenda at Item 7.3

22/PC/
121.2 Traffic Working Party

This was on the agenda at Item 8.1

22/PC/
122.1 Clerk to write to Clarke Telecom regarding the positioning of the mast at Three Mile Cross

The Clerk had written to Clarke Telecom but in the meantime planning permission had been granted for the mast in their originally requested location

23/PC/4 Schedule of Deposited Plans

4.1 None Received

23/PC/5 Appeals

5.1 Planning Inspectorate Appeals

It was **NOTED** that there were 9 planning inspectorate appeals currently as “in progress” in the parish.

23/PC/6 Enforcement Update

6.1 Closed Enforcement Notices

The Clerk was asked to follow up with WBC as to the reasoning behind how enforcement notices are deemed to be closed.

ACTION – Clerk to write to WBC regarding how enforcement notices are deemed to be closed

6.2 Live Enforcement Notices

It was noted that the item designated as Pulleyn Transport was actually Carney’s

23/PC/7 Highways, Street Lighting and Footpath Matters

7.1 **Verbal Update on Highways, Street Lighting and Footpath Matters**

There was no update on this topic.

7.2 **Footpath on Fullbrook Avenue**

The footpath that ends on Fullbrook Avenue is incomplete. Taylor Wimpey had apparently offered to complete the footpath if WBC would cover a mutually agreed cost. WBC have declined this proposal.

It was felt that this should be referred to Borough Councillors to assist in finding a resolution.

The Clerk was asked to establish how much S106 funding had been received from work in the parish and how much of it had actually been spent on work in the parish (or was proposed to be spent)

ACTION – Clerk to ask WBC for information on CIL and S106 funds received by them in respect of developments within the parish.

7.3 **Street Lighting**

The Clerk apologised for not sending out a formal report for this meeting. He has been working on mapping all SPC streetlamps in order that they can be compared against WBC provision in the relevant areas as this might provide guidance on what the best approach would be. For example switching off SPC lights in an area where WBC remained on might be inappropriate.

The Clerk took members through a presentation on what streetlamps SPC had and where they were located.

The Clerk was asked to circulate the maps of streetlamps so that members had an opportunity to consider further before the next meeting.

ACTION – Clerk to circulate the streetlamp plans to committee members

ACTION – Clerk to add Street lamps to the next agenda

In discussions at last Highways Meeting, Martin Heath (WBC) had said that he was surprised WBC were not responsible for lighting on Hyde End Road.

ACTION – Clerk to ask Martin Heath if it was possible to take on the streetlamps on Hyde End Road.

23/PC/8

Road Traffic

8.1 Traffic Working Party

The intention had been to arrange a wider meeting including Swallowfield, but this had proven impossible before Christmas. The focus has therefore been on arranging a meeting with WBC Highways to share our thoughts with them.

This was now arranged for Wednesday 18th at 11.00 with Abdul Karim.

The Clerk was arranging to improve the quality of the imagery to be used at the consultation workshop, but this would be based on the latest iteration of the proposals.

ACTION – Clerk to feedback to Working Party meeting on 24th January

Cllr Jahromi left the meeting

23/PC/9

Correspondence

9.1 West Berkshire Council Local Plan Review

West Berkshire Council were reviewing their local plan and members were asked to consider what kind of input SPC should have to that process. There was strong agreement that there should be no new residential building within the DEPZ. Members were asked to review the proposals ahead of the February Meeting where it would be discussed further to allow a submission to be made before the end of the consultation period on 3 March.

ACTION – to be reviewed at next committee meeting

9.2 Wokingham Today article by Borough Councillor Ferris

Members were very interested in the content of this article and made reference to a letter sent by SPC to WBC in 2017 setting out the parish's infrastructure needs. It was proposed that the Clerk draft a letter from the Chairman of the committee to BCllr Ferris inviting him to visit the parish.

ACTION – Clerk to draft a letter from Cllr Peer

- 9.3 Email from Paul Fishwick to BCllr Frewin regarding car parking charges for School Green Car Park

It was **NOTED** that there was no intention of charging for School Green Car Park.

- 9.4 Wokingham Borough Council Call for Gypsy and Traveller Sites

It was agreed that members would be asked to consider sites within the parish that may be suitable for use as a Gypsy and Traveller Site

ACTION – Members to consider possible options for sites

- 9.5 Updates from Cllr Lias

Members NOTED the following update from the Clerk on behalf of Cllr Lias

Deer Leap Park

Area has been strimmed back and installation of playground begun
Footpaths North, South and East are under Taylor Wimpey and FP20 under WBC

Handover arrangements still to be determined

Coronation Garden will be re-established – To be determined at completion of junction work

No update on the junction works

Orchard Rise

ROSPA inspection of MUGA to be completed

Dobbies

The Dobbies redevelopment is now reportedly on hold for 2 years as another store is more in need

Nullis Farm

Cllr Lias had sent the Clerk a copy of the S106 agreement from 2014.

- 9.6 Proposed Diversion of Footpath 3

Members had no objection to the proposal to divert the Footpath as set out in the papers from WBC. This proposal had been discussed a year ago.

ACTION – Clerk to respond to the consultation accordingly

9.7 National Planning Policy consultation

Responses were due to the consultation by 5th March 2023. The Clerk was asked to include on the agenda for a full discussion at the February meeting. This would include considering whether we wished ET Planning to make a response on our behalf.

ACTION – Clerk to add National Planning Policy Consultation to the agenda for February

9.8 Beke Avenue Bus Gate

Members consider the response from Paul Fishwick, WBC regarding the reasons for the removal of the Bus gate proposed for Beke Avenue. Members felt that the response justified the decision on the basis of traffic modelling but did not take into account any of SPC's concerns regarding public safety.

The Clerk was asked to draft a response to this to come from the Chairman of Planning & Highways

ACTION – Clerk to draft a response on the justification for the removal of the bus gate

23/PC/10

Project Schedule

- 10.1 It was agreed that the various items on the project schedule were now completed, dormant or being considered elsewhere on the agenda. Therefore the Clerk was advised that there was no need to continue with this as an agenda item

ACTION – Clerk to remove Project Schedule as an agenda item

The meeting ended at 21.20

The next meeting is Thursday 9th February 2023

List of Actions TO BE COMPLETED

22/PC/106.5	Clerk to follow up provision of scalplings on Footpath 17 with Nigel Frankland from University of Reading	Clerk
22/PC/102.1	Clerk to have one last attempt with John Russell to confirm the reasons for the discharge of the travel condition on Crosfields School	Clerk
22/PC/117.1	Clerk to follow up with Nigel Frankland regarding the relocation of new primary school to outside DEPZ	Clerk
22/PC/118.2	Clerk to arrange Harry Williamson from WBC Emergency Planning to attend next Planning & Highways meeting	Clerk
22/PC/119.3	Clerk to provide additional information to Helen Maynard at WBC regarding Carney's yard	Clerk
22/PC/120.1	Clerk to follow up on the safety of Footpath 20 with Taylor Wimpey	Clerk
23/PC/6.1	Clerk to write to WBC regarding how enforcement notices are deemed to be closed	Clerk
23/PC/7.2	Clerk to ask WBC for information on CIL and S106 funds received by them in respect of developments within the parish	Clerk
23/PC/7.3a	Clerk to circulate streetlamp plan to committee members	Clerk
23/PC/7.3b	Streetlamps to be on agenda for next meeting	Clerk
23/PC/7.3c	Clerk to ask Martin Heath if it was possible for WBC to take on the streetlamps on Hyde End Road	Clerk
23/PC/8.1	Clerk to feedback on meeting with Abdul Karim, WBC to Traffic Working Party on 24 th January	Clerk
23/PC/9.1	Review of the West Berkshire Council Local Plan to be on next agenda	Clerk
23/PC/9.2	Clerk to draft letter from Cllr Peer to BCllr Ferris regarding article in Wokingham Today	Clerk

23/PC/9.4	Members asked to consider possible options for Gypsy and Travellers Sites for discussion at next meeting	Committee Members
23/PC/9.6	Clerk to respond to consultation on diversion of Footpath 3	Clerk
23/PC/9.7	Clerk to add National Planning Policy Consultation to the agenda for February meeting	Clerk
23/PC/9.8	Clerk to draft a response on the justification for the removal of the bus gate	Clerk
23/PC/10.1	Clerk to remove Project Schedule as an agenda item	Clerk

Thames Valley Police proposals regarding Local Policing Areas

From: Thames Valley Police Strategic Independent Advisory Group (SIAG)

To: The Clerk to Shinfield Parish Council

You may already be aware of the current Force Review in which, among other details, there is an option to reduce from 11 to 5 the number of Local Police Areas (LPAs) across the Thames Valley. I know that Thames Valley Police (TVP) is contacting partners direct, but I thought I would ensure that you have sufficient detail to inform your Parish Councillors. Policing may not often be on your agenda but if TVP decides to reduce the number of Local Policing Areas (LPAs) this might concern those who represent communities at every level throughout the Thames Valley.

Recent history shows that a reduction in LPAs leads to a reduction in the number of local advisory groups viz. the amalgamation of Wycombe LPA with Chiltern & South Bucks LPA. We have specifically asked TVP if this will be the case here. TVP is at pains to explain that no decisions have been made but are keen to hear from all partners and I hope will help with this.

The two documents being circulated by TVP are attached along with the considered response from SIAG. The latter document is somewhat lengthy and, if I may, here is a precis:

It appears clear that what TVP is proposing, or indeed will implement, is a cost cutting exercise. Said somewhat differently, the goals which are otherwise stated to occur as a result of the LPA Review are not evidenced. TVP has not shown how and why what it is proposing will achieve the outcomes designated. Rather, they are 'aims,' not evidenced outcomes which will result from the LPA Review :

First and foremost, it is of vital importance that TVP illustrates where cuts will occur during the LPA Review and what effects these will have. For example, what roles, services, or personnel will be lost and what effect will this have on communities?

Then, it is crucial in terms of TVP's continued commitment to engage with those it serves - to understand how the reduction of LPAs will affect the number of, and operation of, Independent Advisory Groups (IAGs). For example, does a reduction in LPAs mean a reduction in IAGs? Will this dilute community engagement? How "local" will local policing be?

The stated aims are "To emphasise to all partners; the review is looking only to enhance the service we (TVP) provide and no decisions will be made to the detriment of community policing". TVP has yet to explain how this will be delivered let alone discuss with those deemed to be its central point of contact with local communities.

TVP have provided an online Survey which can be accessed here [TVP SURVEY](#) . It is quite anonymous, and you do not even have to state which IAG you are from. Please do as a minimum complete the survey and call for proper consultation with IAGs. Should you wish to comment further, the relevant Officers are contactable at forcereview@thamesvalley.police.uk

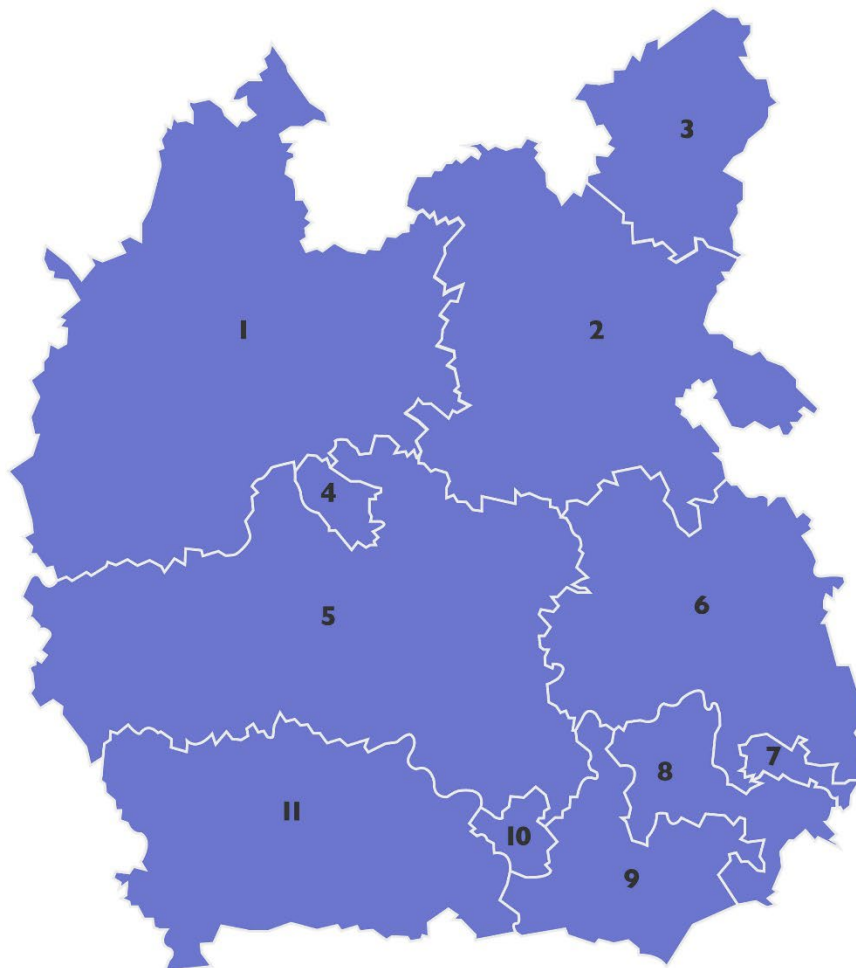
Of course, if I can be of further help, please do contact me at jpbarlow@btopenworld.com

John Barlow

Chair SIAG

Note the Current 11 Local Policing Areas are

1. Cherwell and West Oxfordshire,
2. Aylesbury Vale,
3. Milton Keynes,
4. Oxford,
5. South Oxfordshire and Vale of White Horse,
6. South Buckinghamshire,
7. Slough,
8. Windsor and Maidenhead,
9. Bracknell and Wokingham,
10. Reading,
11. West Berkshire.



Survey Questions

1.What organisation are you responding from?

2.How would you currently rate partnership working with Thames Valley Police?

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Very Poor

3.What element of partnership working do you think currently works best?

Please select one option

- ☐ Collaborative working on shared priorities
- ☐ Communication with partners
- ☐ Attendance and engagement at partnership meetings
- ☐ Information sharing with partners
- ☐ Links with communities
- ☐ Expertise of local issues

4.What element of partnership working do you think could be improved upon most?

Please select one option

- ☐ Collaborative working on shared priorities
- ☐ Communication with partners
- ☐ Attendance and engagement at partnership meetings
- ☐ Information sharing with partners
- ☐ Links with communities
- ☐ Expertise of local issues

5.What rank is your main point of contact within local policing?

- ☐ LPA Commander/Superintendent (Supt)
- ☐ Deputy LPA Commander/Chief Inspector (Ch Insp)
- ☐ Inspector (Insp)
- ☐ Sergeant (Sgt)
- ☐ Police Constable (PC)
- ☐ Police Community Support Officer (PCSO)

6.Considering a possible 5 Local Policing Area model, what are possible benefits for partnership working?

7.Considering a possible 5 Local Policing Area model, what are the possible drawbacks for partnership working?

8.Do you have any further comments?

Reading Borough Council Proposals on Houses in Multiple Occupation

Introduction

The following communication from Reading Borough Council relates to their proposals on detailed planning guidance on proposals to convert houses to flats or to houses in multiple occupation (HMOs).

It is felt that this is worth sharing with Councillors and Borough Councillors in light of the previous discussions regarding HMO's. Included with the papers is an extract of what are hopefully the most relevant sections on HMOs (sections 4-6 (pages 18-29). The full document (45 pages) is included separately for your convenience should you wish to read it.

Initial Email

From: Planning Policy Team, Reading Borough Council

Reading Borough Council - chance to comment on the Draft Residential Conversions Supplementary Planning Document (SPD)

Reading Borough Council is now consulting on a Draft Residential Conversions SPD until 13th February 2022.

With the Reading Borough Local Plan having been adopted in November 2019, the Council is in the process of publishing a number of SPDs which give further guidance on the implementation of policies within the Local Plan. The Draft Residential Conversions SPD provides user-friendly guidance on how planning applications for residential conversions will be decided.

We are seeking comments over the next eight weeks. The draft Residential Conversions SPD is on the Council's website at: [Draft Residential Conversions Supplementary Planning Document - Reading Borough Council - Citizen Space](#).

We welcome any comments that you have. Please provide written responses to the consultation by **5 p.m. on Monday 13th of February 2022**. Responses should be sent by e-mail to: planningpolicy@reading.gov.uk or by post to: Planning Policy Team, Reading Borough Council, Civic Offices, Bridge Street, RG1 2LU.

We intend to take your comments into account in producing a final draft of the SPD that will be considered for adoption in Spring 2022. Once adopted, it will be used in making decisions on planning applications. We look forward to receiving your comments.

3. Flats

- 3.1 The Council's policies seek to deliver appropriate residential conversions whilst maintaining a supply of family housing and protecting the character and amenity of the surrounding area.
- 3.2 The NPPF highlights the need to deliver a wide choice of high quality homes, widen opportunities for home ownership and create sustainable, inclusive and mixed communities. When determining an application for a house conversion, the provision of choice will be an important issue to consider and the provision of only one-bed units will fail to provide that choice for potential occupants. Instead, such a development will result in the loss of a family-sized unit and is likely to lead to an undesirable intensification of the use of the property in terms of noise and activity. It may also dilute the existing character of the street; many of which are currently characterised by a mix of family dwellings and smaller households. To achieve this aim, the following considerations should be taken into account when considering planning applications:
- 3.3 Note: In order for a conversion to a flat the residential building must have four bedrooms or measure more than 120 square metres. See checklist point 6 above.

Provision of Family Accommodation (maintaining supply of family housing).

Checklist 24 (H8): At least one unit of accommodation created should be suitable for family occupation with a minimum of two bedrooms.

- 3.4 There may be exceptional circumstances where the retention of a family unit is not physically possible and, in these cases, the Council will consider such applications on their own merits. The onus will be on the applicant to demonstrate that a building cannot be converted in accordance with the above Checklist Note.
- 3.5 This requirement may result in non-family sized units being approved without direct access to amenity space, although these units will still benefit from an enhanced outlook. On balance, the Council believes that conversions which provide family-sized accommodation with direct access to a useable area of private amenity space will result in the 'best use' of amenity space. All units should meet the requirements of policy DM10: Private and Communal Outdoor Space. Also, see general section on useable outdoor amenity space.

4. Sui Generis HMOs

- 4.1 The Council will expect any proposals for non self-contained accommodation to be of good standard with an appropriate level of facilities. To this end full consultation will be undertaken with the Council's Environmental Health and HMO Team when considering proposals for non self-contained accommodation and regard will be had for the standards set out in their code of practice. All units of accommodation shall have access to a kitchen or cooking facilities that are conveniently accessible, suitable and sufficient for the number of occupants.

- 4.2 Planning applications for the change of use of properties into large HMOs will be assessed using the threshold limit as discussed in Section 2 of this SPD.
- 4.3 Planning permission will be required to change the use of a small HMO to a large HMO, or to intensify the use of a lawful large HMO (without any physical extension or external alteration to the property) by increasing the number of occupiers. In this instance the threshold limit will not be triggered as the HMO has already been established in the street and, therefore, have no further effect on the concentration of HMOs and balance and mix of households in the local community.
- 4.4 These types of planning applications will be assessed on their own individual merits on a case by case basis against the Council's relevant policies and guidance, including mixed and sustainable communities, character of the area, residential amenity, parking standards, cycle storage and bin storage, as set out in adopted policy and in this SPD.
- 4.5 To achieve these aims; the following points should be taken into account in the determination of such an application:

Minimum Size of Property for Conversion (maintaining supply of family housing)

- 4.6 See checklist point 6 above, in the general part of the SPD about residential conversions which sets out that properties need to be a minimum size to be considered appropriate for such conversions in addition to other considerations as set out in this SPD.

Appropriate Balance Between Communal and Private Areas

- 4.7 The amount of communal space in larger HMOs that is considered appropriate will depend on the number of bedrooms and the size of the bedrooms proposed.
- 4.8 Communal rooms will be expected to have an acceptable outlook and meet the amenity standards as set out in policy CC8 in particular, in terms of access to sunlight and daylight, noise and disturbance and artificial lighting to ensure the standard of accommodation meets the needs of the occupants using this space.
- 4.9 If the bedrooms provided as part of the HMO are at the minimum size considered appropriate, then a standard of one communal room per four bedrooms as a guide would be sought. Each communal room must provide sufficient space for four occupants, given that bedrooms are likely to have little or no room for any living space. It is not sufficient to have one large room, as with a significant number of residents living together this is considered more likely to result in conflict between the users. It should be assumed that the provision of a communal room is in addition to the provision of a kitchen, particularly where the kitchen provides no seating area or space to relax and is purely a functional area.
- 4.10 Where all bedrooms significantly exceed minimum room standards and Environmental Health confirms that any licence demonstrates the rooms are

intended for single occupancy only, as a guide, one communal room per six bedrooms, may be considered appropriate.

- 4.11 All units of occupation shall have independent access to the communal areas. Proposals which rely on access through another unit of occupation will not be accepted.

Checklist 25 (H8): A standard of one communal room for every 4-6 bedrooms (depending on the size of the bedroom) will be provided, which will have acceptable amenity standards and appropriate access for all residents.

- 4.12 The applicant will be required to fully provide all communal spaces as approved prior to first occupation by the tenants and, thereafter, retained unless otherwise agreed in writing with the Council. Where appropriate, it may be required that a proper agreement is in place to secure acceptable management of the HMO which will cover all internal and external communal areas.

Checklist 26: A proper agreement may be required to ensure acceptable management of all communal parts of the HMO.

5. Applications for HMOs within Areas Covered by Article 4 Direction

Local Background and Context

- 5.1 In Reading, 6.9% of dwellings, which is higher than the national average, are estimated to be Houses in Multiple Occupation (HMOs) as defined under the Housing Act 2004, distributed unevenly across the Borough. In wards with higher concentrations of HMOs the complex and often conflicting issues surrounding these properties can at times be keenly felt by residents.
- 5.2 A map showing the distribution of all HMOs across the Borough, based on Environmental Health data is included at Appendix 1.
- 5.3 Reading is home to the University of Reading, as well as Reading College. Residential conversions, often in the form of houses in multiple occupation, provides suitable accommodation sought by students who often spend some time at University in shared houses. Over recent years, there has been substantial growth in university places. Housing areas close to universities have seen an expansion in houses being bought and converted for let to students. It is unclear if this trend will continue, given changes to fees on one hand and changes to housing benefits for single people under 35 years on the other, plus other factors including the recession. Nevertheless, students and other more transient populations currently have, and are likely to continue to have, a significant effect on several parts of Reading Borough.
- 5.4 The issues surrounding residential conversions including conversions to houses in multiple occupation (HMOs) are complex and often conflicting. On the one hand, such conversions contribute to the provision of reasonably affordable rented accommodation, meeting an important need in the market. They can also contribute to the need for small, flexibly let accommodation reflecting household formation

trends in the population and the more transient nature of some households, e.g. student households and parts of the labour market.

- 5.5 On the other hand, where there are concentrations of flats and HMOs, they are often perceived as being the cause of environmental and social problems, impacting on the character and appearance of an area or street, bringing increased pressure for parking and other issues associated with the more intensive use of properties. In addition, there are concerns about the mix of communities along with various social and anti-social behavioural problems.

Background of Article 4 Direction

- 5.6 HMOs are treated differently under planning law according to their size. Larger HMOs of 7 or more unrelated individuals are categorised as ‘sui generis’, of its own use class, and a conversion from a house to a larger HMO always requires planning permission. A small HMO of 3-6 unrelated individuals is classed as the C4 use class⁸. There are permitted development rights under the General Permitted Development Order (GPDO) to convert a dwellinghouse (C3 use) to a small HMO (C4 use) without requiring planning permission, which means that permission would not be required unless those rights have been removed.
- 5.7 There are powers for local authorities to remove permitted development rights through making an ‘Article 4 Direction’. In Reading, there are two Article 4 Directions that apply to changes of use from a dwellinghouse to a small HMO, and within these areas planning permission will be required to make such a change:
- Parts of Redlands, Katesgrove and Park wards (in force since May 2013); and
 - Jesse Terrace (in force since February 2017).
- 5.8 The SPD will be used to assess applications that are required as a result of the ‘Article 4 Direction’ that was made in May 2012. This Direction removes permitted development rights to convert from a dwellinghouse (C3 use) to a house in multiple occupation (C4 use) in parts of Redlands, Katesgrove and Park Wards.
- 5.9 As set out above in paragraph 4.3, in cases where small HMOs are proposed to be converted to a larger, sui generis HMO, they will not trigger the threshold criteria. Paragraph 4.3 explains how they will be considered.
- 5.10 A map of the Article 4 Direction in Reading covering parts of Redlands, Park and Katesgrove Wards is included at Appendix 2. This Article 4 Direction came into force on 16 May 2013.
- 5.11 Adopted policy H8 in particular will form the basis for consideration of such applications. The SPD will provide detail on the interpretation of policy H8 in particular with regard to applications required as a result of the Article 4 Direction.

⁸ A property, which is occupied by 3-6 unrelated individuals, who share one or more basic amenities, is an HMO under the new Use Class C4: Houses in Multiple Occupation. See also footnote 1. If there are more than 6, it is likely to be classed as a ‘large HMO’ (sui generis) which will be outside Use Class C4.

Securing a Mixed and Sustainable Community - Significant Loss of Single Family Housing/ Background

- 5.12 As set out both in the introduction to this SPD and general section on ensuring a mixed and sustainable community:

‘Residential conversions have an important role to play in housing land supply in Reading and contributing to the provision of reasonably affordable rented accommodation. However, conversions, either individually or cumulatively, can have a harmful impact through unduly diluting mixed and sustainable communities.’

- 5.13 There is therefore a need to identify what proportion of properties an area can accommodate as HMOs and what proportion of properties would represent a ‘significant loss of single family housing’ which would result in ‘unduly diluting or harming an existing mixed and sustainable community’.
- 5.14 This proportion is defined as a ‘tipping point’, i.e. when the concentration of HMOs becomes over-dominant and the community is no longer considered to be mixed and sustainable. Some streets within the area covered by the Article 4 Direction have already exceeded this ‘tipping point’. In those areas, it is unlikely that further HMOs would be permitted. If properties in an HMO use are converted back to a single family use, it may be possible to start to redress the balance over time. However, residents that have lawfully converted their property prior to the Article 4 Direction coming into force will be entitled to continue to use their property as an HMO.

Defining the Tipping Point

- 5.15 It is difficult to identify precisely what constitutes a mixed and sustainable community. It is evident that areas with high concentrations of HMOs experience negative impacts on the sustainability of the communities (especially as perceived by permanent residents).
- 5.16 Paragraph 62 of the NPPF states that:
- *“the size, type and tenure of housing needed for different groups in the community should be assessed and reflected in planning policies (including, but not limited to, those who require affordable housing, families with children, older people, students, people with disabilities, service families, travellers, people who rent their homes and people wishing to commission or build their own homes).”*
- 5.17 In order to help define a tipping point, various considerations have been taken into account including:
- Changes to the population structure of households in the three wards have been compared over a 10 year period using Census data from 2001 and comparing this to Census data from 2011.
 - Reviewing Environmental Health and Council Tax data to establish known levels of HMOs.
 - Feedback from consultations within the Article 4 Direction area.

- 5.18 The Census data indicates that across England there are around 3.6% of multi-person households. This figure is just over 80% higher in Reading at 6.6% of households in 2011.
- 5.19 For Reading as a whole, the proportion of multi-person households has remained virtually the same throughout the 10 year period from 2001 to 2011 at 6.6 and 6.7% respectively. Breaking this figure down further, Redlands Ward has seen the largest increase in the total number of multi-person households with an increase from 14.8% of the total households in 2001 to 20.5% in 2011, representing a 37.9 percentage increase.
- 5.20 Multi-person households are split into two sub-sections in the Census data; a) All full time students; b) Other multi-person households.
- 5.21 When the statistics are broken down further, England, the South East and Reading Borough have seen an approximate 50% percentage increase in the multi-person households occupied by full time students. In Redlands, this percentage increase is over double that amount at 126%. In Park ward there has been a percentage increase of multi-person households occupied by full time students of 30.9%.
- 5.22 In Redlands there is almost three times the proportion of HMOs compared to Reading Borough. Park has just over double the proportion compared to Reading Borough and Katesgrove has just under double this figure. Reading Borough itself has almost double the proportion compared to the proportion in England as a whole.
- 5.23 The 2011 Census data therefore demonstrates that the levels of HMOs in these three wards are significantly higher than the average mix for other parts of the Borough and country.
- 5.24 Furthermore, research carried out when considering the area for the Article 4 Direction identified that large numbers of respondents, when questioned about the impacts of HMOs and what happens to an area when there are lots of HMOs, responded that there is the breakdown of the community and lack of interest by student tenants in the local community. There is a loss of families and children in the area, which are replaced by transient tenants. The social structure changes affect shops, schools and other amenities and there is a loss of a sense of community due to the increasing numbers of transient tenants.
- 5.25 This is contrary to the aims of the NPPF and the Local Plan. Both the Census data and research collected from residents demonstrate that in parts of these wards, levels are such that the community is already considered to no longer be mixed and sustainable.
- 5.26 The definition of a tipping point must take into account historical data and a comparison of that data with current data and consideration of the impacts of the changes to the population.
- 5.27 The figures in the 2011 Census data represent the entire ward. As shown in Figure 1 above, there are definite hotspots of HMOs within certain parts of these three wards, with larger more concentrated hotspots in Redlands and Park wards. In terms of levels of HMOs, Council Tax and Environmental Health information indicates that

levels of HMOs in some of these roads in Redlands and Park Ward are in excess of 40%. These roads are already suffering severe impacts in terms of the breakdown of the community structure as highlighted through feedback from residents during consultation carried out in these areas as well as various physical impacts on the character of the area.

- 5.28 The tipping level, or threshold, needs to be set significantly below the current levels of some hotspots of HMOs in these areas given that these are already considered to be severely suffering from the effects of a community that is no longer mixed and sustainable.
- 5.29 The threshold needs to recognise that many streets are already suffering severe impacts and are no longer considered to be balanced and unsustainable, whilst also acknowledging the proximity of the university to the area covered by the HMO Article 4 Direction.
- 5.30 A threshold of 25% meets this balance. This level would fall well below these concentrated hotspot levels, but would be above the average level for each of the wards as identified in the 2011 Census data.

Implementing the Threshold

- 5.31 Having considered different radii, a 50m radius provides a fair and balanced area to create a meaningful sample size that will also respond to area specific concentrations.
- 5.32 The centre of the radius will be the front door of the property. A 50m radius will be drawn from this point and any properties or any part of a building falling within the radius will be taken into account in the assessment. If a part of a building falls within the circle and partly without, then the property will form a part of the assessment.⁶
- 5.33 This approach provides a consistent method of identifying the area surrounding the application site affected by a concentration of HMOs. A radius of 50m defined in this way, will almost always include the immediate neighbours to the application site and will typically include some properties on nearby streets.
- 5.34 Where the radius includes properties that are within Reading Borough's administrative boundaries but outside the area covered by the Article 4 Direction, they will be taken into account in the assessment.⁹
- 5.35 Where the radius includes properties that lie outside Reading Borough's administrative boundaries (for example they fall within Wokingham Borough boundary), they will not be taken into account in the assessment and only those properties in Reading Borough will contribute to the assessment.

⁹ Where a garage is attached to a property, it will be taken as a part of the property and where it is detached, it will not be taken into account in the assessment. Outbuildings will be considered in the same way. Extensions that have been completed and result in a property falling within the 50m radius, the property will be taken into account in the assessment. Where there is any doubt as to whether an extension is completed, it will also be taken into account.

- 5.36 Where the radius includes entire buildings falling within an A, B, C1 or C2 use class, D or Sui Generis Use Class apart from a Sui Generis HMO they will be discounted from the total number of buildings in the radius¹⁰. Similarly, purpose built flats will be discounted from the total number of buildings in the radius. Any existing flat conversions will be included in the number of C3 dwellings (with the residential building being counted as opposed to the individual flats) and will not be included in the number of HMOs for the purposes of the threshold calculation. Any concern about how the number of flats contributes to the mixed and sustainable community will be considered in the general section about mix above.

Identifying types of properties

- 5.37 The Council will use information available to it to identify which of these properties is within an HMO use (either C4 or Sui Generis). It is anticipated that the information to calculate the percentage will initially be based primarily on environmental health and council tax information. Given data protection and other regulations preventing the use of certain information, these will form the principal sources of information. As part of data protection controls, the council tax information will be unable to identify specific properties in any public report, but will be able to refer to percentages of known HMOs within the defined area. However, it is intended that the evidence base would be built up over time from other available sources such as estate agency information.
- 5.38 The applicant should also undertake their own estimate of the number of HMOs to accompany the planning application and provide all of their supporting data. It is advised that pre-application advice is sought prior to submitting any planning application. It should also be noted that where the threshold in an area already is at, or exceeds, 25%, there will be a presumption against permitting any further HMOs within the Article 4 Direction area.
- 5.39 Using the above information and other sources as they emerge, the concentration of HMOs within the defined area will be calculated. The concentration of HMOs in the area surrounding the application site is calculated as a percentage of the 'total estimated number of existing HMOs' against the 'total number of residential properties', following the methodology set out above under 'Implementing the Threshold'.
- 5.40 Any extant but as yet unimplemented planning permissions will be counted as being in that use. For example, where a Sui Generis HMO has been granted planning permission, this would count towards the proportion of HMOs, even if it had not yet been implemented.
- 5.41 There may be existing HMOs which are occupied but unknown to the Council. Prior to 2013, the reclassification of existing dwellings to C4 use within these areas did not require planning permission and therefore will not be registered on the Council's register of planning applications.

¹⁰ For clarification, if a building is partly within an B, C1 or C2 use class, E, F or Sui Generis Use Class (apart from a Sui Generis HMO) and partly used as a C3, C4 or sui generis HMO, the C3, C4 or sui generis HMO use will still count towards the threshold calculation.

- 5.42 Environmental health, council tax information and planning records provide a reasonable indication of the numbers and location of HMOs in a street. Further investigation of individual properties may be required by the planning officer to provide greater confidence in the estimate, but it is emphasised that it will not be possible to guarantee a 100% accurate count in all cases. Where there is significant doubt as to whether a property is an HMO, it will not be counted towards the threshold.
- 5.43 The Council does not have a comprehensive database or register of HMOs and it would be impossible to create or maintain one with the resources available.

Threshold Guidance

- 5.44 In implementing policy H8 and ensuring that any change of use to a HMO within the area covered by the Article 4 Direction, either individually or cumulatively, does not unduly dilute or harm an existing mixed and sustainable community through the significant loss of single family housing, the following guidance will be used to determine a planning application:

Planning permission will not normally be granted for a change of use from a dwelling to HMO where the proportion of HMOs (either C4 or Sui Generis) will result in HMOs representing 25% or more of the residential properties within a circle of 50m radius measured from the application site.*

**Paragraph 5.31 explains how the radius would be measured and paragraph 5.35 explains how various building uses would be taken into account in calculating the percentage and additionally which buildings would be discounted from the calculations.*

- 5.45 For clarification in interpreting the threshold guidance; if by permitting a planning application, it would result in the proportion of HMOs being taken from below 25% to 25% or over, then planning permission will not normally be granted. For the avoidance of doubt, the application property will be taken into account in calculating this percentage of properties.
- 5.46 A worked example of the threshold approach is included at Appendix 3.

6. Applications for HMOs and flat conversions outside areas covered by Article 4 Direction

- 6.1 Local Plan policy H8 states that in all areas proposals to convert properties into self-contained flats or multiple occupation would only be acceptable where they “would not, either individually or cumulatively, unduly dilute or harm an existing mixed and sustainable community through the significant loss of single family housing”. Whilst, unlike for the areas covered by Article 4 direction, policy H8 includes no specific threshold approach to proposals for flat conversions or HMOs in other areas, it is nevertheless clear that the same concerns around harming a mixed and sustainable community apply.

- 6.2 There is therefore a need for this SPD to give further clarity on how this policy criterion is to be applied outside the areas covered by an Article 4 direction relating to changes of use of C3 dwellinghouses to C4 small HMOs.

Outside the areas covered by an Article 4 direction relating to small HMOs, planning permission for a conversion of a dwellinghouse to flats or to a large HMO will not normally be granted where any of the following apply:

- The proportion of houses within a 50m radius of the application site that are in use as HMOs or which have been converted to flats would not exceed 50%;
- The application is for an HMO and the area falls within the 30% most deprived areas in England according to the Indices of Multiple Deprivation; or
- There is other evidence of dilution or harm of a mixed and sustainable community.

Threshold approach

- 6.3 The previous section has established a tipping point for identifying a tipping point of when a community is no longer mixed and balanced, and defined this as 25% of residential properties within 50m of the application site being HMOs. This is an appropriate tipping point within the Article 4 Direction areas, which represent particular hotspots of HMOs. However, outside this area the picture is somewhat different because it is not purely the proportion of HMOs which is the issue, rather it is the combined effect of HMOs and, in particular, flat conversions. In some parts of Reading, whilst the proportion of HMOs is relatively low by comparison with some of the areas within the Article 4 area, the number of flat conversions is very high, and it means that the overall proportion of houses which have been converted to either flats or HMOs exceeds 80% and, in some cases, 90%.
- 6.4 Therefore, outside the Article 4 areas, it is important that a threshold approach reflect not only the number of HMOs but also the number of flat conversions. In this case, it is considered that the appropriate threshold is 50%. This represents a clear-cut situation where family housing has become outnumbered by flats and HMOs and is clearly a situation where a mixed and sustainable community is likely to have been harmed or diluted.
- 6.5 The threshold is to be applied in the same way as outlined for the approach within the Article 4 area as described in section 5. Of particular relevance:
- The proportion is to be calculated as a proportion of current (or former) residential houses. Purpose-built flats are to be excluded, as are any uses not within use classes C3, C4 or sui generis HMOs.
 - The 50m radius is to be measured from the front door of the application site.
 - A building is to be included within the calculation where any part of the building falls within the 50m radius.
 - Buildings that fall within the 50m radius but outside Reading Borough are excluded.

- Any extant permitted conversions to flats or HMOs will be counted as being in that use for the purposes of the threshold.
- 6.6 It is also important to note that, although changes of use to C4 HMOs do not require planning permission outside the Article 4 Direction area, where there is evidence that a property outside the Direction area is a C4 HMO, this will count as a HMO for the purposes of calculating the threshold.
- 6.7 Appendix 3 contains a worked example of how to calculate the threshold.
- 6.8 The threshold is not the sole determining factor, and consideration must also be given to the matters below as well as other matters in both policy H8 and this SPD. Compliance with the threshold alone does not indicate that a proposal is acceptable.

Deprivation

- 6.9 One important criterion to take into account could be the level of deprivation in the local area. Recent research into the topic of HMOs impact on deprivation suggests there are significant impacts where a particularly high concentration exists. Research has found that:
- High concentrations of HMOs are linked with a ‘broken window effect’ where poorly maintained HMOs impact the perceptions of other people living nearby causing average or decent sites to suffer from increased wear and tear. This effect has been shown to reduce the overall quality of housing upkeep in an area impacting residents and the quality of housing overall.
 - High concentrations of HMOs are also linked with a reduction in overall social cohesion of a community as residents are typically more transient than average renters.
 - HMO adult residents over 30 are frequently recently divorced and or single parents with children living with them. Concentration of low-income residents geographically ties into other concerns relating to the “post-code lottery.”
- 6.10 Outside London, Reading has one of the highest proportions of residents living in HMOs. This is likely due in part to University students, but also due to the concentration of deprivation within the Borough compared to the Greater Reading area. Reading has areas that are relatively affluent, and others which fall within some of the most deprived areas in England. Many parts of Reading have actually seen their relative levels of deprivation worsen from 2015 to 2019. Stacking HMOs into such areas can serve to further exacerbate issues relating to access to services and educational opportunity.
- 6.11 A number of areas within Reading fall within the 30% most deprived in England according to the Indices of Multiple Deprivation, the most recent version of which was produced in 2019. Not only are these areas deprived in absolute terms, but the contrast with other areas of Reading is particularly stark given the overall affluence of the area.

- 6.12 For reasons of the exacerbating effect that HMOs can have on the experience of deprivation, it will not generally be considered appropriate for additional HMOs to be located within these areas that fall within the 30% most deprived. Information on relative deprivation levels can be seen on a map on the website¹¹.

Other evidence

- 6.13 There may be other indications in the local area that there is a particular threat to a mixed and balanced community as a result of a loss of family housing, and this matter should be considered on a case-by-case basis. For instance, there may be evidence that local services upon which certain sections of the community depend, such as nurseries or primary schools, health services or community centres, are under threat or have been lost. In these cases, it may indicate that further loss of dwellinghouses should be avoided.

7. Conversions of flats to a dwellinghouse

- 7.1 This document is mainly focused on conversions from houses to HMOs or to flats, but proposals for conversions back to houses are received on a relatively regular basis. These are primarily judged against policy H7 in the Local Plan, which states that:

“Planning permission will not be granted for any loss of residential accommodation or land unless there are exceptional circumstances. Planning permission will not be granted for a net loss in the number of residential units or gross floor area.”

- 7.2 A conversion from an HMO to a dwellinghouse will not conflict with this policy, but a conversion from flats (or other smaller dwellings) to a single dwelling or a reduced number of dwellings will lead to a net loss in the number of residential units and will therefore need to be considered against policy H7. Indeed, as has arisen in recent appeal decisions, the compliance with policy H7 is in fact relevant to whether or not such proposals require planning permission at all.
- 7.3 The supporting text to policy H7 (4.4.56) notes some exceptional circumstances where a net loss may be appropriate, such as where it *“would help to meet other key identified needs, for instance for a specific identified need for accommodation for vulnerable groups (see policy H6) or to reinstate a use more appropriate to the significance of a heritage asset”*. This list is not however exhaustive, and there are other possible exceptional circumstances where such a conversion would be appropriate. These include:
- Where the proposal would help to meet another identified need, such as a net gain in family accommodation of three bedrooms or more or affordable housing;
 - Where an application for the original conversion to flats would not be considered appropriate under current policy in the Local Plan and this SPD were it determined today; or

¹¹ [Indices of Deprivation 2015 and 2019 \(communities.gov.uk\)](https://communities.gov.uk)

Charging for School Green Car Park

From: Paul Fishwick
To: Jim Frewin
Copy To: Jackie Rance, Chris Johnson, Andrew Grimes, Bruce Winton

Good afternoon Jim and thank you for your mail.

There are no plans to charge in Shinfield Green car park. The draft Traffic Regulation Order shows in schedule 1 all the car parks where the off-street parking controls apply, such as it enables the officers to enforce the controls where people who have parked in a blue badge space without a blue badge permit.

Schedules 2 and 3 indicate the change in parking charges where they currently apply, for example, Headley Road Woodley 1 hour is currently 80p with the proposed charge of £1.

I hope that the above is of assistance.

Kind regards
Paul

Paul Fishwick
Executive Member for Active Travel, Transport and Highways
Borough Councillor for the Winnersh ward of Wokingham Borough Council

From: Jim Frewin
To: Paul Fishwick
Copy To: Jackie Rance, Chris Johnson, Andrew Grimes, Bruce Winton

Paul

I have been attempting to respond to a Wokingham e petition and yet again find myself unable to access, most frustrating. Can I please ask that you ensure my support for the petition against the proposed car park charges is registered. Confirmation of this would be appreciated.

This car parking capability has been included in the approval considerations for planning approvals for the care home, community hall, school extension, permission for the cafe and the reduction in parking for the proposed supermarket. All of these approvals have been made with the assumption of the accessibility of parking at School Green. Now that it is proposed to charge for parking will the planning approval assumptions be revisited?

As examples the community hall, care home and cafe were approved with less than the required parking spaces on the understanding that parking existed and was freely available on the green. If it

had been known that this parking was to be charged then planning may well have insisted on a different design that included provision for more spaces.

This proposal will mainly impact care home visitors and community hall users. There is no real benefit to access retail or any other amenities. Given this proposal will have a focussed community impact I would ask that you reconsider the proposal to introduce charges at this site and invite you to visit with myself and the other Shinfield South Cllrs to see for yourself the site, to better understand the potential impacts.

Regards

Jim Frewin
Independent Cllr Shinfield South
Wokingham Borough Council

	Outturn 2021/2022	Budget 2022/23	Actual November 2022	Forecast Variation 2022/2023	Proposed Budget 2023/2024	Change in Budget
101Parish Council Administration	-225,446	-216,400	-130,126	-194,100	-194,070	22,330
102Precept	488,797	0	552,370	552,300	0	0
103Council Received	2,079,520	150,000	115,915	115,915	185,200	35,200
103TFR to Reserve	-2,079,520	-150,000	-115,915	-115,915	-185,200	-35,200
104Sinking Fund Contribution	-12,000	-30,000	0	-30,000	-30,000	0
201School Green Centre	-74,797	-49,900	-63,700	-110,185	-137,840	-87,940
202Ryeish Pavilion & sports pitch	-514	-1,000	-954	-1,300	-1,300	-300
203Spencers Wood Pavilion	-16,226	2,300	1,882	2,830	800	-1,500
204Playgrounds	-8,477	-6,000	-13,233	-4,300	-6,400	-400
205Recreation Grounds and Street Furniture	-36,356	-72,000	-38,128	-69,500	-72,300	-300
206Allotments	-4,475	-8,200	-9,203	-5,100	-1,500	6,700
207Deardon Field	-1,668	0	-1,200	0	0	0
208Youth Services	-8,370	-15,200	-8,218	-15,000	-15,100	100
209Facilities Management Team	-40,293	-71,400	-41,012	-70,200	-94,350	-22,950
210Millworth Recreation Grd	-4,190	-1,100	-2,660	-14,500	-2,100	-1,000
211Planning and Surveys to Implement Sports Strategy	-700	-10,000	-2,450	-2,500	0	10,000
212MUGA	0	0	-261		0	0
301New Community C Build						0
304Feasibility Costs of Potential New Schemes	-5,532	-10,000		0	0	10,000
401Communications	-11,770	-12,000	-4,963	-5,700	-6,000	6,000
402Community Development	-22,179	-7,100	-2,756	-5,100	-4,000	3,100
501Street lighting	-4,732	-3,300	-3,551	-8,000	-8,700	-5,400
502Planning reviews	-14,749	-11,000	-5,064	-5,100	-6,700	4,300
601Community Grants	-38,890	-30,000	-19,037	-30,000	-20,000	10,000
Grand Total	-42,567	-552,300	207,736	-15,455	-599,560	-47,260

**Shinfield Parish Council - Proposed Precept , Tax Base
And Band D Equivalent**

Item 6.2

2023/2024			
Confirmed Tax Base	7,613.2	257.1	3.5%
Band D Equivalent	£78.75	£3.66	4.9%
Precept / Budget Requirement	£599,570	£47,200	8.5%

2022/2023

Tax Base - Estimate	7,356.1	652.9	10.0%
Band D Equivalent	£75.09	£2.17	3.0%
Precept / Budget Requirement	£552,370	£63,573	13.0%

2021/22

Tax Base	6,703.2	407.3	6.0%
Band D Equivalent (No change)	£72.92	£0.00	0.0%
Precept	£488,797	£29,697	6.0%

2020/21

Tax Base	6,295.9	639.1	11.0%
Band D Equivalent (No change)	£72.92	£0.00	0.0%
Precept	£459,100	£46,600	11.0%

2019/20

Tax Base	5,656.8	285.1	5.0%
Band D Equivalent	£72.92	£6.62	10.0%
Precept	£412,500	£56,356	16.0%

2018/19

Tax Base	5,371.7	227.7	4.0%
Band D 18/19	£66.30	£0.00	0.0%
Precept	£356,144	£15,097	4.0%

2017/18

Tax Base	5,144.0	363.3	8.0%
Band D 17/18	£66.30	£0.00	0.0%
Precept	£341,047	£24,087	8.0%

2016/17

Tax Base	4,780.7	159.5	3.0%
Band D 16/17	£66.30	£6.16	10.0%
Precept	£316,960	£39,041	14.0%

2015/16

Tax Base	4,621.2	29.9	1.0%
Band D 15/16	£60.14	£2.54	4.0%
Precept	£277,919	£13,460	5.0%

2014/15

Tax Base	4,591.3		
Band D 14/15	£57.60		
Precept	£264,459		

Increase in Tax Base Since 2014/15 3,021.90 Band D Equivalents
66%

Date Paid	Supplier / Payee	Amount Paid	Description
16/12/2022	Alphabet (GB) Ltd	468.85	Van Rental December 2022
16/12/2022	Arthur J Gallagher Insurance	833.74	Van Insurance 1 Year
20/12/2022	Telefonika UK Ltd	221.98	Mobile Phones December 4 December 2022
23/12/2022	Furniture@work	180.00	Black Mesh Chair for Office
23/12/2022	Somerville Glass & Windows	360.00	Repair Vandalised Window at SWP
23/12/2022	Octagon Home & Business Protec	450.00	Security Servicing SGC
23/12/2022	Select Environmental Services	474.97	Trade Waste - all sites
23/12/2022	Air It Limited	3,996.72	Monthly Core Service Agreements & Phones - November
23/12/2022	Project Audio Visual	329.64	Brightsign 12mth Network Pass - Screens
23/12/2022	Gavin Fullbrook (Window Cleaners)	790.00	Window Cleaning December (£760 SGC , £30 SWP)
23/12/2022	Nigel Jeffries Landscaping Ltd	2,640.00	Install Christmas Tree - Frencham Green
23/12/2022	Fcc Recycling (UK) Ltd	98.70	Visit to RE3 - Grounds Waste
23/12/2022	Silver Supply Limited	1,479.00	November Silver Supply - Security School Green Centre
23/12/2022	Camcloud Contractors Ltd	8,088.00	Repair Accident Damage
23/12/2022	Ricoh UK Ltd	505.52	3 months - Office Rental and Copies/printing
23/12/2022	Alexandra	430.50	Fleeces & Polo Shirts
23/12/2022	A & E Fire & Security	735.32	Install Fire Relay to Access Control - SWP
23/12/2022	SAS Land Services	120.00	Clearance Allotment Plots
23/12/2022	Office Depot International (UK)	2,291.93	Display Equipment for SGC (£2,052) & Office Stationery
23/12/2022	Lambs Lane Primary School	200.00	Grant
23/12/2022	Me2 Club	500.00	Grant
23/12/2022	3rd Shinfield Guides	1,000.00	Grant
23/12/2022	Berkshire MS Therapy Centre	850.00	Grant
28/12/2022	Employees	15,221.31	Net Pay December
31/12/2022	Chargemaster Limited	51.64	VAN Charging Nov/Dec
01/01/2023	Lloyds Bank plc	14.40	Fees £7.00 and Charges £7.40 November
03/01/2023	Wokingham Borough Council	1,455.00	Business Rates January 2023 (SGC £1,209 SWP £157 & Ryeish £89)
04/01/2023	Nest Pension Contributions	1,643.50	Pension Contributions December
13/01/2023	Chargemaster Limited	60.86	Electric Charging Dec/Jan - Van
16/01/2023	Jonathon Piggott	144.00	Call Out to Toilets - School Green Centre
16/01/2023	SPY Alarms	790.80	Annual Contract Maintenance & Monitoring SWP Alarms
16/01/2023	Worknest Limited	5,946.90	HR Legal Support & Health & Safety
16/01/2023	Worknest Limited	185.00	Second Year Worknest 4 mths - Legal Insurance
16/01/2023	mea Consultants Ltd	864.00	Fees - Ongoing Work SGC
16/01/2023	Wokingham Borough Council	2,675.00	Legal Costs/Land Registry Fees
16/01/2023	Select Environmental Services	4,146.88	November & December Litter Bins
16/01/2023	Silver Supply Limited	1,591.20	School Green Centre Security 3/12 - 24/12
16/01/2023	Lister Wilder	256.65	Mower Service & Repairs
16/01/2023	Air It Limited	2,775.38	Monthly Core Service Agreements
16/01/2023	A1 Locksmiths (Berkshire) Ltd	274.00	Additional Master Keys SGC - For New Staff
16/01/2023	Absolute Brilliance Cleaning Ltd	5,073.69	Cleaning SGC December
16/01/2024	Absolute Brilliance Cleaning Ltd	1,784.79	Cleaning SWP December (£517 charged to Pre School)
16/01/2023	Josh Chamberlain Arborist	500.00	Recreation Lane Allotments - Remove Dead Elms & Brambles
16/01/2023	Rialtas Business Solutions Ltd	159.01	"Making Tax Digital" - VAT Software
16/01/2023	SLCC Enterprises Ltd	723.60	Deputy Clerk Job Advert (July)
16/01/2023	Alphabet (GB) Ltd	468.85	Van Rental January
18/01/2023	Shinfield Parish Volunteers	2,125.00	Grant 22/RA/113.1
18/01/2023	Ian Montgomery	13.50	Mileage Claim
18/01/2023	HMRC paye	5,144.58	NI & PAYE Contributions December
18/01/2023	Multiple Hall Hirers	2,757.50	Refunds of Damage Deposits
18/01/2023	Telefonika UK Ltd	223.42	Mobile Phones Staff 4 - January 2023
	Total	<u>84,115.33</u>	

Barclaycard Payments December 2023**Item 9.2**

Date Paid	Supplier / Payee	Amount Paid	Description
05/12/2022	Screwfix Ltd	199.96	Oil Filled Radiators SGC
06/12/2022	ESE Direct	62.34	Storage Bins - SGC
07/12/2022	Adobe	51.98	Creative Software - Mthly Fee
08/12/2022	Makro	21.23	Toilet Rolls - Millworth Lane Pavilion
08/12/2022	Vistaprint	17.49	Business Cards - Paul Gudge
09/12/2022	ESE Direct	182.34	Heavy Duty Dustbins
13/12/2022	Vistaprint	13.59	Business Business Cards - Sally Herring
	Total	<u>548.93</u>	