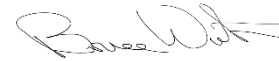


To all members of Shinfield Parish Council

Notice is hereby given and you are summoned to attend a meeting of the Full Council on Wednesday 24th April 2024 at the School Green Centre, commencing at 19:30



Bruce Winton, Parish Clerk
18th April 2024

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

Agenda

1. Public Questions

- 1.1 To **RECEIVE** and **CONSIDER** any 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 held on 27th March 2024

- 3.1 To **APPROVE** the minutes of the Full Council meeting held on 27th March 2024* as a correct record of the meeting
- 3.2 To **RECEIVE** information on matters arising

4. Reports Borough Councillors

- 4.1 To **RECEIVE** reports from the Borough Councillors*
- 4.3 To raise any questions to WBC via the Borough Councillors

5. Reports from Committees and associated Working Parties

- 5.1 To **NOTE** the draft minutes of the Facilities Committee dated 3rd April 2024* and update from the Chairman of the Committee including updates from:
 - Sports Working Party
 - School Green Working Party
- 5.2 To **NOTE** the draft minutes of the Arts, Culture and Events Committee dated 4th April 2024* and update from the Chairman of the Committee including updates from:
 - Events Working Party

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

*** indicates papers to follow*

- 5.3 To **NOTE** the draft minutes of the Planning & Highways Committee dated 17th April 2024* and update from the Chairman of the Committee including updates from:
 - Traffic Working Party
- 5.4 To **NOTE** the draft minutes of the Finance and General Purposes Committee dated 17th April 2024**
- 5.5 To **RECEIVE** and **CONSIDER** an update from the Engagement Working Party
- 5.6 To **RECEIVE** a verbal report from the Chairman
- 5.7 To **RECEIVE** reports from outside bodies

6. Annual Grants

- 6.1 To **RECEIVE** and **CONSIDER** the annual grants scheme for 2024 as approved by Finance and General Purposes Committee*

7. School Green Centre

- 7.1 To **RECEIVE** and **CONSIDER** a verbal update from the Chairman on the installation of the screening facility in the Ryeish Green room at the School Green Centre
- 7.2 To **RECEIVE** and **NOTE** a verbal update from the Clerk on progress with the new café provider

8. Millworth Sports Park

- 8.1 To **RECEIVE** and **CONSIDER** the updated costings for Millworth Sports Park

9. Oakbank School

- 9.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk on the current situation of the school

10. Correspondence

- 10.1 To **RECEIVE** and **CONSIDER** any external correspondence received

11. Invoices for Payment

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

12. Date of Next Meeting

- 12.1 The date of the Annual Council Meeting will be Wednesday 22nd May 2024 followed by the Full Council Meeting

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

*** indicates papers to follow*

Minutes of a meeting of Full Council
Held on Wednesday, 27th March 2024
At School Green Centre commencing at 19:30

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

Attending: BCllrs Glover, Gray, Rance,
B Winton (Clerk), S Herring (Deputy Clerk)
1 member of the public

24/24 Public Questions

24.1 There were no public questions

24/25 Apologies and declarations of Members' Interest

25.1 Apologies had been received from Cllrs Jahromi & Peer and BCllr Munro

25.2 There were no declarations of interest

25.3 There were no changes to members' declarations of pecuniary interests

24/26 Minutes of the Meeting held on 28th February 2024

26.1 The minutes of the Meeting held on 28th February 2024 were approved and signed by the Chairman as a correct record

Proposed: Cllr Montgomery

Seconded: Cllr Lias

Approved: Unanimously

26.2 **The following matters arising were discussed:**

24/3.2 Clerk to arrange a visit to Oakbank School and report back to the appropriate
23/158.3 meeting of the Children and Young Adults Committee

The Clerk had written to the school again requesting a date for this visit.
Realistically this was now likely to be after exam season.

ACTION – Clerk to follow up arranging a visit to Oakbank School

24/3.2 Clerk to set up a working party to explore the idea of community amenities
23/161.2 further

The first meeting took place on the 5th March and further meetings will be required before a report can be made to Full Council covering all the options.

ACTION – Clerk to set up a meeting for the community amenities (to include Shinfield North) working party

19:33 *Cllr Hoyle joined the meeting*

24/9.2 Clerk to include meeting schedule for June 2025 to May 2026 for consideration at the Annual Full Council Meeting in May.

This will be done and the Clerk will send out electronic invites once the dates were set.

ACTION – Clerk to add meeting schedule for June 2025 to May 2026 to the agenda of the Annual Full Council Meeting in May

24/13.1 Clerk to draft and circulate a letter to the Regional Director at DfE

This had been done. No response had been received.

24/17.4 Clerk to add Annual Grants Process to the agenda for the March Full Council meeting

This was on the agenda.

24/20.1 Clerk to progress the initiation of the public art project

This was underway.

24/27 Reports from Borough Councillors

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

19:35 *BCllrs Glover and Rance joined the meeting*

27.2 The following questions were raised to the Borough Councillors

The Chairman expressed concern that there had been two events relevant to Shinfield Parish Council (SPC) being discussed at Borough Council meetings that had not been brought to the attention of Shinfield Parish Council

- 1 School Places Strategy
- 2 Road Safety

The Clerk reported that he had attempted to raise questions at Wokingham Borough Council (WBC) meetings on behalf of SPC and had been told that “there was no provision for town and parish councils to ask questions”. The Clerk had advised that under the Localism Act 2011, the General Power of Competence gives a local authority the power to do anything that individuals generally may do.

The question for BCllrs was to ensure that WBC changed their constitution to allow town and parish councils to ask questions.

The Chairman also requested that WBC be asked to give consideration as to how to make town and parish councils aware when there were items on WBC agendas that were likely to be of interest to one or more of those councils.

ACTION – Clerk to contact WBC Democratic Services and request that their constitution be amended to allow parish councils to raise questions

Cllr Clarke wished to record the good work that had been carried out at the flat at Frensham Green and was saddened that Wokingham Borough Council now wished to transfer this to housing. Cllr Montgomery reported that a similar situation had occurred in Gorse Ride the previous year.

19:43 Cllr Masseron joined the meeting

19:44 BCllr Rance left the meeting

24/28

Reports from Committees and associated working Parties

28.1 Minutes of the Facilities Committee 6th March 2024

24/FC/24.3 High Copse – Cllr Lias had previously requested that the project plan for the building be circulated. The Clerk advised that he had requested but not received a project timetable from the builders or University of Reading (UoR).

Members **NOTED** the minutes of Facilities Committee

Sports Working Party

Cllr Clarke reported that the High Copse pavilion was well under way. The quality of the football and cricket pitches were intended to be of an excellent quality and were intended to meet regional level standards.

School Green Working Party

The planning application for the screens on the school green had been submitted.

28.2 Minutes of the Arts, Culture and Events Committee 7th March 2024

Cllr Tatla reported that a test of the panels for the art exhibition had been successful. It was expected that there would be capacity for approximately 300 pieces of art to be displayed in the Pound Green and Ryeish Green rooms.

The Cinema had been approved and would be installed in the Ryeish Green room during July/August 2024.

Members **NOTED** the minutes of the Arts, Culture and Events Committee meeting

Events Working Party

The committee were exploring events for Shinfield North and were proposing a 'Friday Funday' style outdoor event.

28.3 Minutes of the Planning & Highways Committee 13th March 2024

Cllr Peer reported that they had commissioned ET Planning to respond to a planning application for 149 houses east of Hayes Drive.

A project group had been set up to review the Shinfield Parish Neighbourhood Plan and the first meeting was held on 26th March.

Members **NOTED** the minutes of the Planning and Highways Committee meeting

Traffic Working Party

The working party had drawn up a list of outstanding actions with WBC and were awaiting a meeting to discuss further.

28.4 Minutes of the Children and Young Adults Committee 14th March 2024

The Clerk had written to BCllr Mickleburgh expressing the concerns of SPC in relation to education in the parish but had not received a response.

Members identified a number of issues that required addressing in order to reduce the level of anxiety for parents and students that was experienced in 2023 regarding school transport.

- Information was required at a much earlier date than the previous year
- Information on the numbers of children attending schools outside of the parish
- Information on the number of statutory and non-statutory places
- Requirement for statutory places to be registered early
- Clarity to be given to parents so they understand the process

It was reported that more students had been offered places at Bohunt this year, and only 20% of those living in Shinfield were going to Oakbank.

ACTION –

- Clerk to publish information in the SPC Newsletter to encourage parents to apply for bus places early
- Clerk to request that WBC give clarity to parents regarding bus places
- BCllr Gray to bring to the attention of all concerned at WBC regarding clear and early information being communicated to parents
- Clerk to set up a meeting with BCllr Bray and Director of Education after the elections in May

Members **NOTED** the minutes of the Children and Young Adults Committee

28.5 Engagement Working Party

The Clerk was still investigating a suitable provider for a training course for councillors and officers on engagement.

ACTION – Clerk to continue to investigate

28.6 Chairman's Report

Cllr Grimes reported

- He had attended School Green Centre for a visit from RIBA – British Architects competition
- Borough Parish liaison forum – WBC had agreed to meet with SPC
- SPC need to respond to the Local Plan Update (LPU) when published
- Finalised the screening facility in the Ryeish Green Room
- Attended a meeting with SOLVE regarding the proposed development at Hall Farm
- Attended UoR Court and noted the proposed school at Hall Farm is not going to help students in Shinfield Parish Council (SPC) in the near future.

ACTION – Clerk to set up a project group to respond to the LPU

28.7 Reports from Outside Bodies

The Chairman reported that Spencers Wood Village Hall committee was now stable and working well.

24/29

Annual Grants

29.1 A request had been made at the last Full Council meeting to consider the arrangements that had been approved by Finance & General Purposes committee.

The Clerk advised that the issues experienced had been with capital grants and not revenue grants and the system applied in 2023 had proven to be successful. His recommendation was therefore that the scheme was repeated in 2024 with some tightening of wording.

Members requested that the wording be revised to show three levels

- 1 Minor Grants for annual spending for community activities, for example, regular support for Spencers Wood Carnival and Readibus
- 2 Funding Grants up to £5,000
- 3 Capital Grants for over £5,000 (one off grants)

The wording on page one be changed from 'multiple years' to 'successive years'

ACTION – Clerk to amend the wording of the annual grants policy and resubmit to the next meeting for approval

24/30

Shinfield Screening Facility

- 30.1 The Chairman reported that the screening facility would be installed in the Ryeish Green room at the School Green Centre. This would be for the capacity of 80 seats (60 raked seats and 20 free-standing seats allowing accessibility spaces).

The Clerk showed slides of the plan. This could be utilised for a cinema, lecture theatre, gaming room, etc.

The equipment would be installed in July/August when the normal 'regular hirers' of the room had no bookings thus eliminating any disruption to hirers.

24/31

Millworth Sports Park

- 31.1 Full Council approved an overall budget of £861k at its meeting in October 2023. The initial plan had now been revised after discussions with WBC. Costs were still being finalised, however, there was an additional cost of £60k to achieve the new configuration. It was anticipated that the additional predicted revenue would offset this amount. The Clerk confirmed that this would still leave an £80k contingency within the overall budget.

Members approved the request for an additional £60k to enable the revised configuration.

Proposed: Cllr Bowyer
Seconded: Cllr Tatla
Approved: Unanimously

ACTION – Clerk to update the budget for expenditure on developing Millworth Sports Park

24/32

High Copse Pavilion

- 32.1 Request to fund additional solar panels to the Pavilion

The Clerk advised that currently the University of Reading were building High Copse pavilion with the minimum solar panels required to meet the BREEAM standard. There was however an option to completely cover the roof of the pavilion with PV panels which had been costed at £157k. Excess electricity generated could be fed back into the grid and used to offset the energy consumption at other buildings, most noticeably School Green Centre.

However, while the council currently pay 33p kWh at School Green Centre it would only receive 15p kWh hour using the offset. This is a difference of 18p kWh. For context the daytime energy consumption at School Green Centre (net of the existing PV panel contribution) is approximately 68,000 kWh.

As an investment installing maximum PV panels at High Copse would have a pay back period of 15 years (£157,000 divided by £10,200 (68,000 kWh x 15p offset). This ignores the effect of inflation.

It would be more cost effective to max out PV at the School Green Centre. The architects had advised that they “think there is a very easy way to tidily add to the existing array on School Green Centre, and indeed install another array on the old parish hall.”

The Clerk therefore recommended that:

- a) We establish what additional PV provision at High Copse would be best to reduce that building’s anticipated draw from the grid to effectively zero
- b) We actively investigate maximizing PV provision at School Green Centre and
- c) Any proposals for additional PV panels at School Green Centre (and if appropriate High Copse) are brought back to Full Council when ready

ACTION – Clerk to report back on the best options for SPC facilities to minimise electrical costs through microgeneration opportunities

24/33

Correspondence

33.1 Natural History Museum Steering Group

The Natural History Museum had invited Shinfield Parish Council to nominate a councillor to join the Steering Group that will guide the development of a community engagement plan. The first meeting is planned for April 2024.

Cllr Fernandes volunteered to join the Steering Group and Cllr Matic was willing to deputise when necessary. The Clerk would also like to join the Steering Group.

ACTION – Cllr Grimes to inform the NHM of the proposed nominee(s)

24/34

Invoices for Payment

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

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

34.2 Payments outside the Clerk’s financial delegation

There were no payments made outside the Clerk’s financial delegation

24/35

Catering at the School Green Centre

- 35.1 It was **RESOLVED** that in accordance with the Public bodies (Admission to Meetings) Act 1060 the press and public be excluded from the meeting as discussions on catering at the School Green Centre may be prejudicial to the special nature of the business.

The Clerk presented commercial information relating to the process the Café Working Party carried out to arrive at the recommendation that was subsequently supported by the Facilities Committee at their meeting held on 20th March 2024.

From the three tenders received, it was **RESOLVED** that the parish council would appoint Crumbs Café as the new provider of catering at the School Green Centre.

Proposed: Cllr Boyer
Seconded: Cllr Lias
Approved: Unanimously

ACTION – Clerk to inform ‘Crumbs’ of the decision of Full Council and to work with Crumbs to facilitate commencement of opening

24/36

Date of Next Meeting

- 36.1 The date of the next meeting was Wednesday, 24th April 2024

Meeting ended at 21:15

List of Actions

24/26.2 24/3.2	Clerk to follow up arranging a visit to Oakbank School	Clerk
24/26.2 24/3.2	Clerk to set up a meeting for the community amenities (to include Shinfield North) working party	Clerk
24/26.2 24/9.2	Clerk to add meeting schedule for June 2025 to May 2026 to the agenda of the Annual Full Council Meeting in May	Clerk
24/27.2	Clerk to contact WBC Democratic Services and request that their constitution be amended to allow parish councils to raise questions	Clerk
24/28.4	Clerk to publish information in the SPC Newsletter to encourage parents to apply for bus places early	Clerk
24/28.4	Clerk to request that WBC give clarity to parents regarding bus places	Clerk
24/28.4	BCllr Gray to bring to the attention of all concerned at WBC regarding clear and early information being communicated to parents	BCllr Gray
24/28.4	Clerk to set up a meeting with BCllr Bray and Director of Education after the elections in May	Clerk
24/28.5	Clerk to continue to investigate a suitable provider for a training course for councillors on engagement	Clerk
24/28.6	Clerk to set up a project group to respond to the LPU	Clerk
24/29.1	Clerk to amend the working of the annual grants policy and resubmit to the next meeting for approval	Clerk
24/31.1	Clerk to update the budget for expenditure on developing Millworth Sports Park	Clerk
24/32.1	Clerk to report back on the best options for SPC facilities to minimise electrical costs through microgeneration opportunities	Clerk
24/33.1	Cllr Grimes to inform the NHM of the proposed nominee(s) for the Natural History Museum Steering Group	Cllr Grimes
24/35.1	Clerk to inform 'Crumbs' of the decision of Full Council and to work with 'Crumbs' to facilitate commencement of opening	Clerk

Borough Councillor Reports

Councillor Glover

'Unfinished footpath' parallel with Hyde End Lane

The fences were removed last week and they have now started working on the path. I have asked for an up-to-date quote from Volker Highways.

Flooding etc

Kybes Lane was pumped out and the pot-hole fixed on 5 April.

I'm not sure whether I've reported on the flooding in Benham Drive before (as even I usually think of it as being in Swallowfield). This was affecting the block of flats in Benham Drive and potentially some residents' garages. WBC finally tracked down ownership of a ditch to Bovis/Vistry and they agreed to come and clear it. They came last Friday (19 April) and, weirdly, proceeded to clear WBC's part of the ditch, but not the bit they were thought to own. Letters have now been sent to Grant and Stone (who previously did not take responsibility), and a firm called 'LONG TERM REVERSIONS (DULWICH) LIMITED'.

However, I suspect that the source of much of the water is poor drainage in Lambs Lane, which then flows under the Builders Yard, and I will keep on at WBC to do something about it.

A lady in Woodcock Court reported that Woodcock Lane (by-way) is dangerously rutted – dangerous for horses. I walked along it and it certainly is badly rutted, but I could walk it, and met a runner who thought it was OK. I am keeping an eye on the report on the WBC web site. Its 10 days was up today (23 April) and it has not been answered. I'll follow this up

Burst water main in Ryeish Lane

There was a certain amount of concern about how Thames Water handled this, with ambiguous signage at the Shipridge Drive end (this was dealt with by WBC, at my request), and a 'Road Closed' sign at the bottom of Hyde End Lane, which The Laurels were upset about. There were reports of people driving the wrong way along the one-way part of Hyde End Lane. Perhaps if it happens again, it should be handled differently, but the only suggestion was to block off Hyde End Lane altogether.

Road Safety Improvements

The 30mph speed limit implementation started without any warning and was badly executed. Most of the serious problems have now been fixed, although there are still two 40mph repeaters in Hyde End Road (one is barely visible, and was reported by the resident whose house it faces, the other was inaccessible due to Gigaclear's fencing) and 40mph signs as you leave Lambs Lane and enter Beech Hill Road.

The pedestrian improvements along Basingstoke Road and Hyde End Road have started, and the bus stop and footpath at Three Mile Cross seem to be complete. Works have now moved on to the corner of Clares Green Road.

I have asked about the feasibility of moving the pedestrian crossing from the junction with Mayflower Meadow nearer to the bus stop and newly remade footpath (see above), where it might do more good.

I have been approached by Grazeley School about whether there are any traffic calming measure that can be put in place there. There seem to be children having to travel to this school (presumably ineligible for school transport) who might possibly benefit from some kind of community transport (just a thought)...

School places and school transport

It is hoped that fare-payers will be able to apply for places on the buses about 10 May.

I spoke to Connor Corrigan and he confirmed that they are preparing a planning application for a one-form school at the corner of Fullbrook Avenue and Hyde End Lane, as Taylor Wimpey are not prepared for the funds to be used elsewhere.

Meanwhile, Cllr Hoyle's FOI request about primary school allocations shows that we are about two forms short of places in Shinfield/Swallowfield.

House for the Homeless

Revd Nathan Hunt and I met with Cllr Stephen Conway at Shute End, to discuss the House 4 the Homeless. Shinfield Community Church raise the investment to buy a house (£220,000 currently committed, more in the pipeline). Tenants are given practical and social support by the Church. WBC have committed to officially endorse this and will help to introduce the Church to developers – they would like to be able to buy a house at cost. (More info at <https://reading.hopeintoaction.org.uk>).

Litter Bin Task and Finish Group

No meetings since the last report.

ASB

Female resident of Fullbrook Ave whom we canvassed expressed concerns about public safety, doesn't feel safe walking around Croft Gardens. Bushes around the outside need trimming. Smells of cannabis in the evenings. Concerned about influence on her son.

Other residents complained of a potential HMO in Packer Close.

Last night travellers were parked opposite the Science Park bus stop.

I have reported all these to the ASB team.

There have been reports of car sales taking place at School Green Car Park, together with other parking infringements. I have asked for traffic officers to attend next weekend.

Tonight (23 April) canvassed houses in Mayflower Meadow, where there are two abandoned vehicles, apparently untaxed, but according to the resident, police and WBC each claim that the other should do something. Also the SANG is being used as a place to smoke cannabis. Residents are worried about the safety of their children. Reported to ASB team.

Councillor Gray

Councillor Johnson

Councillor Munro

Councillor Rance

18.3.24 Held a coffee and cake evening to meet and greet the Hong Kong people that have moved to Shinfield. It was a very happy, friendly 2 hours.

20.3.24 Reported a non-functioning street light on the houses side of Arborfield Road. Given a Ref No, and by 25th March contractors visited and reported back to me. There is a problem with underground power supply. Query passed to SSE. Target date (not given to me) but was told that SSE prioritise repairs to homes and businesses over streets.

21.3.24 WBC Full Council. My last of a 3 year stint as Conservative BC for Shinfield South. Lots of changes ahead. I may not be a Shinfield representative from May onwards, so I will say au revoir here. I have enjoyed SPC meetings/chatting with you all/helping out where I could. The meeting was tense and lively. Handed in a petition signed by 160 parents to back up SPC regarding muddy path leading from Lailey to School. Was part of the team that lost the Motion for a crossing outside Crosfields. And I appreciate totally the need for crossings and improvements ‘elsewhere’ as a priority to Crosfields.

Been on **Licensing Ct** these 3 years. Heads up for anyone using a taxi in the Borough. There have been reports of ‘some’ drivers facilitating the movement of drugs, with the drivers actually asking young passengers if they ‘were interested in some gear’. Anyone experiencing this should first and foremost contact the Police with licence plate details, driver description if poss, and if booked thru an Operator – time, date, names. Then report same details to WBC Licensing Dept.

23.3.24 Reported 5 chronic incidents of ASB (piles of furniture/goods/tyres/bottles/cars in gardens that can be seen from the road.

23.3.24 Reported seeping hole (with rubbish strewn around it) at the border of Shinfield/Earley/Lower Earley Way B3270 which is on the pavement, surrounded by plastic blue fencing for 2 1/2 years. Stopped, took photos Received immediate reply from Drain Specialist. 8th April, drove past and saw lorry with huge tube going into hole and WBC engineers stood by. Mr. Napper tells me ‘there is a blockage’! which will require excavation to find cause. A Works Order has been raised. Good news if the seeping water can be stopped.

13.4.24 Resident contacted me 2 months ago. Not receiving help for her autistic son. Made enquiries and pointed her in the right direction as did Catherine G. Pleased to report WBC SEND ‘will’ be carrying out an EHCP needs assessment on the boy pdq.

14.4.24 Resident who has persistently emailed me over 2 year period – very stressed about people parking near his home to go to the allotments at Hayes Drive. He wants Yellow Lines laid.

15.4.24 Shinfield Studios has been “weekend working again” I have been informed from resident of Cutbush Lane East. WBC replied that a warning has been given, and if it continues SS will be issued with an Enforcement Notice.

15.4.24 Decided to have a ‘catch up’ re some issues I had dealt with but not had info back.

Paraplegic gentleman was due to move into bungalow way back, then in March, now the end of April!!

Sign in **Cutbush Lane West** 67-73 is wrong. There is a No 65. Followed up and officer said the Bellway person dealing with this has left. Therefore new instruction gone out!!

Croft Gardens Play area – everything back in use. Swings replaced, bench repaired. Parts for Zip Line ordered weeks ago (was told they were ordered a year ago!) still not delivered. The Officer will chase up!!

University Bridge Fence Panels – I requested these 2 years ago, then one year ago, then this past January. Followed up today – still not ordered! But Officer says he will pursue and get back to me!!

Three promises and a Maybe there! All rather typical.

Lastly, Pastor Nathan Hunt has a meeting with Stephen Conway and Catherine Glover 16th April to discuss the **House 4 Homeless Project** about which I am very pleased to hear. He asked me to come along but I already had 2 appointments booked so cannot attend. Hope to hear more on this.

Minutes of a meeting of
The Facilities Committee
held on Wednesday 3rd April 2024
at School Green Centre commencing at 19:30

Present: Cllrs Boyer, Clarke (Chair), Jahromi, James, Masseron, Peer & Tatla

Attending: S Herring (Deputy Clerk) and P Gudge (Facilities Manager)

24/FC/31 Public Questions

31.1 There were no public questions

24/FC/32 Apologies and declarations of Members' Interest

32.1 Apologies for absence had been received from Cllr Johnson and B Winton (Clerk)

32.2 There were no declarations of Members' interests

24/FC/33 Minutes of the Previous Meeting

33.1 The minutes of the Facilities Committee meeting held on 6th March 2024 were approved as a correct record and signed as such by Cllr Clarke as Chair of the committee.

Proposed: Cllr Jahromi
Seconded: Cllr Boyer
Approved: Unanimously

33.2 The confidential minutes of the Facilities Committee meeting held on 20th March 2024 were approved as a correct record and signed as such by Cllr Clarke as Chair of the committee.

Proposed: Cllr Peer
Seconded: Cllr Tatla
Approved: Unanimously

33.3 The following matters arising from the meeting held on 6th March were discussed:

24/FC/23.2 Deputy Clerk to arrange a meeting with the Shinfield Rangers Football Club, Cllrs Clarke and James, Facilities Manager and Clerk to confirm the grant monies that were spent on Millworth Lane and the Manor Ground pitches
24/FC/18.2

This had been arranged for 23rd April at 11:00

24/FC/23.2 Clerk to arrange for promotion of the WBC roundabout sponsorship scheme in the SPC Newsletter
24/FC/18.4

This had been done

24/FC/24.1 Facilities Manager to follow up on the arborists report, for the installation of the toilets at Millworth Lane, with Tony Grover

This was on the agenda – minute 34.1

24/FC/24.2 Clerk to check the costs of the Millworth Sports Park with Tony Grover

This had been done

24/FC/24.2 Clerk to share the revised plan of Millworth Sports Park with committee members

This had been done

24/FC/24.2 Clerk to submit updated proposals of the Millworth Sports Park to Full Council in March 2024

This had been done

24/FC/24.3 Clerk to check if the UoR are paying for the kitchen and bar upgrade at High Copse pavilion

This was on the agenda – minute 34.2

24/FC/24.3 Clerk to publish regular updates on High Copse in the monthly SPC newsletters in conjunction with UoR

Clerk had not received a response on the timetable but will do this once the information had been received.

24/FC/24.3 Clerk to send the project plan of the High Copse site to Councillors

This had been done – layout had been sent but no project plan had been received to date

24/FC/25.2 Clerk to arrange an extraordinary meeting of the Facilities Committee on 20th March at 19:00 and circulate the café tender documents to the committee. Cllr Johnson to circulate the summary information of the tender documents to the committee.

This had been done

24/FC/25.3 Clerk to arrange a meeting for 21st March to share more detailed design proposals for the screening facility

A meeting had been held with the design company and subsequently shown to Full Council

24/FC/26.1 Clerk to send the signed lease for Chapel Lane Pre-School to the solicitors

This had been done

24/FC/26.2 Clerk to continue to promote the facilities at Spencers Wood Pavilion

This was continuing

24/FC/28.1 Clerk to pursue the option of purchase and refit of a vehicle for use as a community bus

The Clerk was still investigating options

24/FC/28.2 The Committee asked the Clerk to thank the Grounds Maintenance Officer for all his recent work in tidying around the community.

This had been done

24/FC/28.4 Clerk to contact Nigel Frankland, UoR to discuss the installation of a BMX Track in more detail

The Clerk had written to Nigel Frankland but had not yet received a response

24/FC/28.5 Cllrs Johnson and Masseron to assess the positioning and condition of the existing waste bins around the parish

This was on the agenda

24/FC/28.5 Clerk to provide maps of existing waste bins to Cllrs Johnson and Masseron

This had been done

24/FC/28.6 Clerk to inform the UoR that SPC did not wish to take on the lease for the field at Alder Grove

This had been done

Sports Provision

34.1 Toilets for Millworth Lane

The Facilities Manager reported that the arborists report had been done. We have been advised that the third Oak tree near the tennis court is of a poor quality so it is likely that WBC will accept that it can be taken down when the S73 notice is submitted by BDS. The Facilities Manager would look to have the tree removed as soon as possible after that. There was recognition that the Tennis Club had been patient, and it was reported that the pavilion had been cleaned especially in advance of the club's Easter tennis camps.

The Chairman explained that the Turkish Oak tree on the site for the proposed new netball/basketball courts would need to be removed. There was no objection from Members for this to take place.

ACTION – Facilities Manager to arrange for the removal of the trees

34.2 Millworth Sports Park

It was anticipated that the final costings for Millworth Sports Park would be available in April and would be presented to Full Council at their meeting on 24th April.

High Copse

The internal decisions for the Pavilion had been discussed with the University of Reading (UoR). The kitchen would be of a high specification and the costs for fixed items would be paid for by the UoR. All decisions had been based on the allocated budget up to a sum of £100,000. Shinfield Parish Council would pay for items that were not fixed, for example, crockery and moveable items that could be plugged in. The Paxton entry system would be the same as installed at other sites.

Discussions regarding the Solar Panels had been discussed at Full Council on 27th March.

Cllr Boyer asked if there were any artistic pictures of the building that could be put on the website/newsletter so parishioners were aware of what to expect. He also expressed concern about the pitches being protected from general use and ensuring that there was no access for vehicles. The Facilities Manager reassured members that the pitches would be of a standard that would withstand footfall from members of the public and the pitches would be protected from unauthorised vehicle access.

ACTION – Facilities Manager to obtain publicity material for the SPC website and newsletter

School Green Centre and School Green**35.1 School Green Working Party**

The Facilities Manager had applied for a "Certificate of Lawfulness". If no objections had been received by 21st April the screens could be ordered and installed.

ACTION – Facilities Manager to order the screens for the School Green at an appropriate time

35.2 Catering at the School Green Centre

The new caterers, 'Crumbs', were working with SPC, and planning for the serving area to be installed in the café area. They were getting costings for the cabinets, plumbing (for the coffee machine and moving the sink) and security. SPC would arrange for the electrics and contact the architects regarding installing a hatch in the wall.

The library had been informed that some of the shelving would need to be removed to allow for a hatch in the wall.

The café opening date was dependent on works being completed. The beginning of May was an estimated start date but would be confirmed once the proposed work plan had been established.

ACTION – Clerk and Facilities Manager to continue to liaise with 'Crumbs' on the work proposals

35.3 Screening Facility

Shinfield Studios had appointed contractors to commence work. The Heads of Terms had been agreed and the agreement would be signed in due course.

The Arts, Culture and Events Committee would be looking at the operational side of the screening facility.

ACTION – Clerk to arrange for the agreement with Shinfield Studios to be signed

Manor Ground**36.1 Manor Ground Pavilion**

The Facilities Manager was following up some minor snagging and roof work. The cricket nets had been installed in the autumn and Heras fencing had been put round to assist with ground recovery, this will now be removed as the cricket club would be starting to use the nets. It was noted that heavy rain had been exceptional this year and may delay the start of the use of the pitches.

37.1 Options for community facilities in Shinfield North

It was reported that the Wokingham Borough Council flat in Frensham Green had closed that day and activities were now taking place at St Barnabas Hall. Cllr Masseron suggested that a focus group be set up to work on engaging with the community in Shinfield North to see what was required. The Clerk was exploring options for a community bus. Other options included hiring the St Barnabas Hall.

Options previously explored were a proposal from Whiteknights School but this had not progressed any further, and exploring options on the ECMWF site.

37.2 Development of Volunteer Group

The Deputy Clerk reported that the Clerk would meet with Ian Young to discuss the role of the Shinfield Volunteers. Other volunteers were already involved with the parish, for example, the litter pickers and remedial work at Deardon Orchard. Members suggested that the older youth groups and the Duke of Edinburgh Award organisations be contacted to see if there was any scope in obtaining volunteers for future requirements, for example, stewards for the cinema.

ACTION –

- Clerk to meet with Ian Young to discuss the current Shinfield Volunteers involvement in the community
- Deputy Clerk to contact the Duke of Edinburgh's Award to raise their awareness of the requirement of volunteers in the parish

37.3 Provision of a BMX Track

The Clerk had contacted Nigel Frankland, UoR but had not yet received a response

ACTION – Clerk to follow up with Nigel Frankland, UoR regarding the progression of the installation of a BMX Track

38.4 Waste bins in the Parish

Cllr Masseron had received the relevant maps showing the positioning of the Shinfield Parish Council (SPC) waste bins. She suggested initially that data be collected on how full bins were before a plan of relocation be established, and to relocate one bin, for example, on Deardon Field there are two very close to each other. This would give some indication of the impact of moving the bin and any significant problems arising from the repositioning in terms of usage, emptying and physically moving.

Members proposed that one bin on Deardon field be moved to another suitably identified position as a trial to ascertain any issues.

Proposed: Cllr James
Seconded: Cllr Peer
Agreed: Unanimously

ACTION – Facilities Manager to arrange for the bin to be relocated as a trial to measure the impact

24/FC/39 39.1 Correspondence

There had been no correspondence.

24/FC/40 Date of Next Meeting

40.1 The next meeting would be held on Wednesday, 1st May 2024

The meeting ended at 20:48

List of Actions

24/FC/34.1	Facilities Manager to arrange for the removal of the trees	Facilities Manager
24/FC/34.2	Facilities Manager to obtain publicity material for the SPC website and newsletter	Facilities Manager
24/FC/35.1	Facilities Manager to order the screens for the School Green at an appropriate time	Facilities Manager
24/FC/35.2	Clerk and Facilities Manager to continue to liaise with 'Crumbs' on the work proposals	Clerk and Facilities Manager
24/FC/35.3	Clerk to arrange for the agreement with Shinfield Studios to be signed	Clerk
24/FC/37.2	Clerk to meet with Ian Young to discuss the current Shinfield Volunteers involvement in the community	Clerk
24/FC/37.2	Deputy Clerk to contact the Duke of Edinburgh's Award to raise their awareness of the requirement of volunteers in the parish	Deputy Clerk
24/FC/37.3	Clerk to follow up with Nigel Frankland, UoR regarding the progression of the installation of a BMX Track	Clerk
24/FC/38.4	Facilities Manager to arrange for the bin to be relocated as a trial and to measure the impact	Facilities Manager

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 4th April 2024
at School Green Centre commencing at 19.30

Present: Cllrs Jahromi, James, Jones, Matic, Montgomery, Peer & Tatla

Attending: B Winton (Clerk)

24/ACE/21 Public Questions

21.1 There were no public questions

24/ACE/22 Apologies and declarations of Members' Interest

22.1 There were no apologies for absence. The Clerk advised that Cllr Masseron had stepped down from the committee.

22.2 There were no declarations of members' interests

24/ACE/23 Minutes of the previous meeting

23.1 The minutes of the committee meeting of 7th March 2024 were approved as a correct record and signed as such by Cllr Peer (who had chaired the meeting).

Proposed: Cllr Jahromi

Seconded: Cllr Peer

Approved: Unanimously

23.2 **Actions and Matters Arising**

24/ACE/13.2 Clerk to discuss with Charlotte Haitham Taylor, Chairs of
24/ACE/5.1 Arts4Wokingham regarding possible celebrity attendance at the
 preview evening of the art exhibition

The Clerk had asked for any suggestions Ms Haitham Taylor may have and would continue to consider any other potential candidates.

ACTION – Clerk to consider possible celebrity attendance at the Art Exhibition Preview evening

24/ACE/14.1 Clerk to arrange the next Project Team meeting for the Art Exhibition

This was on the agenda at Item 4.1

24/ACE/14.13 Cllr Matic to check with Wokingham Borough Council (WBC) regarding the HAF programme for 2024

24/ACE/14.13 Clerk to investigate delivering a “Friday Funday” style event on Frensham Green

This was on the agenda at Item 4.2

24/ACE/14.14 Clerk to inform the organisers of the Carnival of the decision of the committee with regards to funding

This was on the agenda at Item 4.3

24/ACE/16.1 Clerk to draft a paper with the various options for the operation of the cinema

This was on the agenda at Item 5.1

24/ACE/17.1 Clerk to propose to JoJo food truck that they could trade at the Spencers Wood Recreation Ground on a Friday and Saturday evening

This was on the agenda at Item 6.1

24/ACE/17.3 Clerk to arrange for the relevant promotion of mobile and takeaway units in the newsletter and website

This has been done previously, and an update would be issued once more information was available regarding the JoJo food truck.

24/ACE/18.1 Clerk to contact Arts4Wokingham to start the process of commissioning a piece of public art

This was on the agenda at Item 7.1

24/ACE/18.1 Clerk to set up a project team to work with Arts4Wokingham

This was on the agenda at Item 7.1

24.1 Art Exhibition

The Clerk advised that there had been little progress from the last meeting, but he intended to arrange the next Art Exhibition Project Team meeting for 4.00 p.m. on Tuesday 22nd April

It had been agreed that this next meeting would focus on the Marketing plan and the Clerk and Media Officer had identified the following elements that would be required to be covered.

- Logo/brand identity
- When and how we launch the event to the public
- What we do to keep the interest alive and buzzing e.g. introduce “Off the Wall”, Workshop/Lecture programme, “More Arts” and Preview Evening (ideally with a “star name”) as separate stories within the overall narrative to keep the interest. Also this will ramp up the nearer we get to the event itself
- Create our own “Pearl & Dean” style adverts for the cinema
- Proximity advertising – display screen in SGC and nearer the time banner in the car park
- Newsletter and website
- Targeted proposals/invitations to specific groups e.g. schools, art groups, SGC users
- Café promotions e.g. table talkers
- Carnival participation including create a piece of art that will end up being displayed at the Art Exhibition
- Promote age groups for children at the exhibition
- Identify other art exhibitions and look to advertise in their literature

The Clerk had reached out to Reading Guild of Artists to see if they would like to become involved in the exhibition or at the very least invite their members to exhibit.

The Clerk had also been working on the application form which can be set up to allow the production of name badges and the artwork labels that are required without double handling data. This will be discussed at the next Project Team meeting.

There was a need for credit card machines, and these would cost approx. £100+ VAT each to hire for the duration of the event (including gala evening). Three would be required (2 for art sales and one to catch donations at the entrance).

ACTION – Clerk to arrange Art Exhibition Project Team meeting

24.2 Sing-along Cinema

This was still planned for the October Half-Term holiday.

24.3 Possible Events for Shinfield North

Cllr Matic had confirmed that there will be a HAF (Holiday Activities and Food) event on Frensham Green, but no exact date had been set. It was proposed that SPC could add additional elements to enhance the event such as paying for a bouncy castle, face-painting etc. as delivered for Friday Fun Days. The SPC gazebo would be a place where people can find out more about what their parish council was doing and for us to ask them about what they would like to see happen.

ACTION – Clerk to follow up with HAF organisers regarding event in Shinfield North

24.4 Arrangements for funding of Spencers Wood Carnival

The Clerk reported that he and the Deputy Clerk had met with the organiser of the carnival on 27th March. They had been informed that SPC would make a contribution of £1,500 for 2024 and that, as discussed at the previous meeting, this level would be maintained in future years.

It was made clear that SPC's position is that funding was only provided to directly support the carnival. If the carnival was passing on any surplus that demonstrated they did not need the level of support previously provided. SPC already supported some of those same bodies through our annual grant scheme.

Regardless of the cash element, SPC would continue to provide support to the carnival in more practical ways such as access to the pavilion.

ACTION – Clerk to continue to support the carnival as appropriate

24/ACE/25

Operation of School Green Centre Cinema

25.1 The Clerk had distributed a first draft model for how the cinema facility might operate and this was considered at length by members.

There was general agreement to the draft document while the following points were discussed:

- It was agreed that the base model of operation should be a cinema that was "open to all"
 - If a group wished to create their own film Club this would be possible through a hire of the room and equipment
 - Provisionally this would be the standard room hire rate and the same again for the use of all the cinema facilities. The Film Club would also be liable for the cost of any film licence required

- Initially the selection panel for choosing films would be organized internally by SPC although this may be extended at a later date. It was suggested that the University of Reading may be a possible source of specialist knowledge and input on this matter. Cllr Matic put himself forward to chair the selection panel.
- It was agreed that the cinema should look to offer a broad range of movies some themed depending on upcoming dates while others may be around a specific theme
 - The Clerk was asked to provide a general philosophy for the films that would be shown
 - It was suggested that a questionnaire about what type of films would be popular should be included in the initial launch newsletter item
 - Bollywood cinema was suggested as being a good option given the diverse nature of the parish population and also that the cinema would be an ideal size for such showings
 - It was also suggested that special screenings of events such as ballet and drama performances should be investigated
- It was suggested that a potential scenario would be for leading personalities who were working at Shinfield Studios might be persuaded to suggest a mini season of their favourite films
- A potential timetable for the coming months was
 - June – Start to raise awareness and recruit volunteer stewards
 - July/August – Build period for the cinema
 - September – Test screenings to bed in equipment and train staff/stewards
 - October – Formal launch event
 - October Half-Term – Singalong Cinema
- Cllr Montgomery had shared the draft model with someone who worked in the film industry, and they had suggested some alternatives to FilmBank as sources of films
- There was general agreement on the proposed pricing structure with the ability to lower prices to help boost demand.
- It was agreed however that the initial launch season would be at a specially discounted price to help attract an audience
- Initially an online ticketing system service would be used while the level of demand and the exact ticketing requirements were established
 - The Clerk would investigate the Lemon Booking system although a concern was that this did not integrate with Rialtas at present

ACTIONS –

- a) Clerk to prepare an overall operational plan for cinema using this draft model as a basis
- b) Cllr Matic to lead a selection panel for movies
- c) Clerk to investigate potential UoR involvement on the selection panel
- d) Clerk to draft a general philosophy for film selection to be considered further

- e) Clerk to arrange Premises Licence for School Green Centre
- f) Clerk to explore potential for Shinfield Studios to arrange celebrity seasons of films
- g) Clerk to arrange film licensing as appropriate
- h) Clerk to arrange a ticketing system/arrangement as appropriate

24/ACE/26

Community Services

26.1 Update on Mobile Catering

The Clerk had advised the operator of JoJo food truck of the decision to offer use of the Spencers Wood car park on a Friday and Saturday subject to the same rules of operation as for the Pizza van.

The operator was still awaiting their licence to trade from WBC.

ACTION – Clerk to follow up with the operator when they had obtained their food licence

24/ACE/27

Public Art

27.1 Next Steps

The Clerk had written to Arts4Wokingham asking them to be a partner in the creation of a piece of public art in the parish

The agreement of Full Council was to underwrite up to a total cost of £50,000 of which £8,000 was to come from the developer. The hope was that the remainder of the money was raised through grants and other specific fund-raising so that there was no actual call on council funds.

ACTION – Clerk to arrange formal meetings with Arts4Wokingham

24/ACE/28

Correspondence

28.1 There was no correspondence for the committee.

24/ACE/29

Date of Next Meeting

29.1 The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 2nd May 2024 at 19:30

The meeting ended at 21.15

List of Actions

24/ACE/23.2	Clerk to consider possible celebrity attendance at the Art Exhibition Preview evening	Clerk
24/ACE/24.1	Clerk to arrange Art Exhibition Project Team meeting	Clerk
24/ACE/24.3	Clerk to follow up with HAF organisers regarding event in Shinfield North	Clerk
24/ACE/24.4	Clerk to continue to support the carnival as appropriate	Clerk
24/ACE/25.1		
a)	Clerk to prepare an overall operational plan for cinema using this draft model as a basis	Clerk
b)	Cllr Matic to lead a selection panel for movies	Cllr Matic
c)	Clerk to investigate potential UoR involvement on the selection panel	Clerk
d)	Clerk to draft a general philosophy for film selection to be considered further	Clerk
e)	Clerk to arrange Premises Licence for School Green Centre	Clerk
f)	Clerk to explore potential for Shinfield Studios to arrange celebrity seasons of films	Clerk
g)	Clerk to arrange film licensing as appropriate	Clerk
h)	Clerk to arrange a ticketing system/arrangement as appropriate	Clerk
24/ACE/26.1	Clerk to follow up with the operator when they had obtained their food licence	Clerk
24/ACE/27.1	Clerk to arrange formal meetings with Arts4Wokingham regarding public art in the parish	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 10th April 2024
At School Green Centre commencing at 19.00

Present: Cllrs Boyer, Grimes, James, Lias, Masseron, Peer (Chair) and Tatla

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

Chris Howard, Delivery Manager- Planning and Delivery – Wokingham Borough Council
Connor Corrigan, Service Manager, Planning and Delivery - Place and Growth, Wokingham Borough Council

24/PC/33

Public Questions

33.1 There were no public questions.

24/PC/34

Chris Howard and Connor Corrigan responded to questions asked by members of the Planning and Highways Committee:-

34.1

Designated Emergency Planning Zone (DEPZ)

- AWE are now challenging all planning applications within the DEPZ in zones 1 and 2. In the past there were a few unchallenged applications as AWE had taken their 'eye off the ball'. Changes at any one site had impacts across the UK.
- It was recognised that a lot of planning applications were based on case law.
- The Office for Nuclear Regulation (ONR) had changed the area of the zone, and this could be redesignated at any time. The zone tends to follow roads and field boundaries which explains why it is not an exact circle around the core site.
- Applications that had previously been approved would not be challenged. They cannot be retracted or delayed. Spencers Wood Primary School was confirmed as already having planning consent so the DEPZ would not prevent construction. The application for this school should be submitted next month and as it has outline consent it can proceed.
- The Emergency Plan sets out how incidents would be dealt with, especially if this was for an extended period. This was currently being reviewed and WBC were consultees in the process.

- West Berkshire emergency planners work with the ONR, Atomic Weapons Establishment (AWE), the Ministry of Defence (MOD), and emergency services to develop the emergency plan.
- Planning applications submitted by businesses must include an emergency plan. Building plans have to offer facilities to house people for 48 hours.
- Information will be included in the WBC Local Plan Update (LPU).

34.2 Football pitches at Hyde End Lane

WBC were currently resolving issues with Taylor Wimpey regarding drainage on the site which was causing delays.

34.3 Deep Leap Park – public green space

WBC would check on the situation regarding this site as there were a lot of competing objectives.

34.4 Basingstoke Road / Church Lane junction

Work had been delayed due to the ownership of a garage being transferred and registration with the Land Registry.

34.5 Number of houses within the Strategic Development Location (SDL)

3,000 houses were allocated and only a few were now outstanding.

34.6 Outstanding items from the S106 still to be delivered

Basingstoke Road junction / Spencers Wood School / Open space - ecological – Deerleap Park /WBC adopting green spaces in Spencers Wood and Three Mile Cross

19:48 *Chris Howard and Connor Corrigan, WBC left the meeting
3 members of the public left the meeting*

24/PC/35

Apologies and declarations of Members' Interest

35.1 Apologies for absence had been received from Cllrs Fernandes, Hoyle and Jahromi

35.2 There were no declarations of members' interests.

24/PC/36

Minutes of the Previous Meeting

36.1 The minutes of the committee meeting of 13th March 2024 were approved and signed as such by Cllr Peer

Proposed: Cllr Grimes
Seconded: Cllr Lias
Approved: Unanimously

36.2 **Actions and Matters Arising**

24/PC/24.2 Clerk to continue to follow up with Nigel Frankland (UoR) regarding
24/PC/13.2 options for increasing biodiversity within the parish

The Clerk had received the following update from Nigel Frankland

“We have several things in the pipeline that would fit into this category. The most immediate is a scheme being delivered as part of the Langley Mead SANG extension in association with St Mary’s School. I have been talking to the Freshwater Trust and EPR about great crested newt schemes. We are formulating plans in relation to Tanners Copse, High Copse and are implementing a forest classroom scheme in Moor Copse to work with Shinfield Primary School. So as you can see we already have two partnerships and I would been keen to establish more.”

“Tree for life scheme will be coming forward shortly, Community Growing Garden will hopefully be a PreApp discussion with WBC in May and I have been discussing Swallows Meadows with Cllr Andrew Mickleburgh”

24/PC/25.2 Clerk to submit the Council’s objections to PA240307 – plot at
Shinfield Court, Church Lane, Three Mile Cross, RG7 1HP

This had been done.

**ACTION – Deputy Clerk to submit a supplementary response to
request an evacuation plan as the site is within the DEPZ**



24/PC/25.5 Clerk to request ET Planning to write a response to the planning
application 233038 – Land East of Hayes Drive North of 3 Mile Cross,
Wokingham

ET Planning are aiming to have a preliminary draft report ready for review by Friday, 12th April. This will be circulated to members for comment before submitting to Wokingham Borough Council (WBC).

ACTION –

- Clerk to circulate draft report from ET Planning on PA233038 to members of the committee for comment, once received.
- Clerk to submit any comments from members of the committee to ET Planning for incorporation into the report.
- Clerk to respond to PA233038 by 19th April.

24/PC/27.2 Clerk to monitor any changes to RFS/2024/089113, The Lieutenants
Cottage, Basingstoke Road, RG7 1SP

Ongoing.

24/PC/28.1 Cllr Masseron to investigate where the installation of barriers were on Footpath 10

This was ongoing.

ACTION – Cllr Masseron to report back to the next meeting

24/PC/28.2 Clerk to continue to work on arranging for the streetlamps to be turned off between 00:30 and 05:00

This will be added to a future agenda when there is a definitive action for committee.

24/PC/28.3 Clerk to send list of actions from the Traffic Working Party to WBC and request acknowledgement of its accuracy

This had been done and WBC had confirmed that it was an accurate record of the actions. They have indicated we should receive an update on the progress by the end of April. The Clerk had also asked for the date of a meeting with Chris Easton to be confirmed as soon as possible.

24/PC/28.4 Clerk to write to Borough Councillors regarding BCllr Jorgensen's proposal for a pedestrian crossing on the Shinfield Road

This had been done.

24/PC/29.1 Clerk to arrange a meeting of the Shinfield Parish Neighbourhood Plan (SPNP) project group

This had been held on 26th March. The next meeting of the SPNP project group was proposed for 25th April at 19:30.

24/PC/30.1 Clerk to following up with Chris Howard, WBC regarding his proposed attendance at the meeting on 10th April

See minute number 24/PC/34

ACTION – Clerk to thank Chris Howard and Connor Corrigan for attending the meeting and answering questions from members

24/PC/37

Schedule of Deposited Plans

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

37.2 Planning application 240780 and 240781 Wistaria Cottage

The following objections had been outlined in response to the weekly submission to members of the planning application.

- the site is within the special character area of Three Mile Cross and within the DEPZ for AWE Burghfield
- the proposal is totally out of keeping with the listed properties either side of it and on the opposite side of the road; it would have a detrimental impact on these listed buildings
- the style and design of the building is not in character with any other property near by
- the garage spaces seem to be too small to fit the borough's design guide. The additional bulk of a new building on this corner plot will reduce the visibility at the road junction which is planned to be changed to traffic lights which will severely restrict access onto the plot
- there does not appear to be enough room to turn a car around on the site meaning that vehicles would be reversing onto the busy road junction where the traffic lights are proposed to be sited
- it is unclear where the parking that formed part of Wistaria Cottage would now be located
- the removal of the previous trees and hedging has had a significant detrimental impact to the verdant character of the junction

In addition to the above an emergency evacuation plan should be included.

ACTION – Clerk to submit the Council's objections to PA240780

24/PC/38

Appeals

- 38.1 There were no changes to the list circulated in previous months
- Members **NOTED** the report.

24/PC/39

Enforcement Notices

- 39.1 Closed Enforcement Notices
- There was only one item deemed as having been closed in the month relating to unauthorised drainage works but it was found that there was no breach.
- 39.2 Live Enforcement Notices
- Three new cases all of which are self-explanatory.
The Lieutenants Cottage, Basingstoke Road is still awaiting an application.

ACTION – Clerk to monitor any changes to RFS/2024/089113, The Lieutenants Cottage, Basingstoke Road. RG7 1SP

Highways, Street Lighting and Footpath Matters

40.1

Footpath matters

Cllr Masseron had previously circulated a report.

The following points were highlighted:-

- Footpath 4 was closed.
- Langley Mead extension – UoR were working towards installing a path to link to the school.
- Footpath 20 had now been put in place up to the Basingstoke Road
- Cllr Masseron requested that SPC develop a 'Local Active Travel Plan' that could be included in the SPNP.

ACTION –

- Clerk discuss with members 'Local Active Travel Plan' at the SPNP project group
- Clerk to request the University of Reading (UoR) to open Footpath 4 as soon as possible.

Members **NOTED** Cllr Masseron's report

40.2

Traffic Working Party

As reported earlier in the meeting WBC had accepted the list of action points and promised an update by the end of April. The Clerk was also pushing for a date for the meeting with Chris Easton.

The reduction in speed limit on the Basingstoke Road, Church Lane and Hyde End Road had been causing confusion as the signage had not been installed or adapted correctly. A snagging list should be drawn up and given to BCllr Glover to address with WBC.

BCllr Glover requested clarification on how she could support SPC going forwards. It was agreed that a structure be developed on communications with the BCllrs to be discussed at Full Council. This would then form part of a welcome to the new BCllrs after the May elections.

ACTION –

- Clerk to collate a snagging list relating to the reduction of speed limit in Spencers Wood and Three Mile Cross and send to BCllr Glover
- Clerk to send BCllr Glover the list of action points from the Traffic Working Party that had been agreed with WBC
- Clerk to put on the agenda of the Full Council meeting a suggested reporting structure and welcome package for new BCllrs

40.3 Traffic issues on Hawthorn, Shinfield

A resident in Hawthorn, Shinfield, had raised concerns over the speed and amount of traffic using the road as a cut through. The problem had become worse since Longacre had been opened. It was never intended that Hawthorn would be a through road and the initial 'busgate' intended should now be installed.

ACTION – BCIlr Glover to raise the issue with WBC

40.4 Village Gates

A report by WBC Traffic Management Team on possible 'gateway locations' in 2021 had been circulated to members. Members agreed that this would be discussed at the next meeting of the Traffic Working Party.

ACTION – Clerk to add to the discussion list for the next Traffic Working Party

24/PC/41

Renewal of Neighbourhood Plan

41.1 Shinfield Parish Neighbourhood Plan (SPNP)

The Clerk reported that the first meeting of the project group had taken place where lengthy discussions had taken place on approximately half of the current plan. The next meeting was due to take place on 25th April at 19:30.

Areas identified for inclusion were:-

- A policy on the DEPZ
- Local active travel plan

The Chairman advised that the plan be referred to ET Planning for review to ensure that the final plan would be adopted by WBC

24/PC/42

Correspondence

- 42.1 Members **NOTED** the response from NALC on the consultation from the Department for levelling up, Housing and Communities consultation on Permitted Development Rights*

24/PC/43

Date of the next meeting

- 43.1 The date of the next meeting will be Wednesday, 8th May 2024

The meeting ended at 21:08

List of Actions

24/PC/36.2 24/PC/25.2	Deputy Clerk to submit a supplementary response to PA240307 – plot at Shinfield Court, Church Lane, Three Mile Cross, RG7 1HP - to request an evacuation plan at the site	Deputy Clerk
24/PC/36.2 24/PC/25.5	Clerk to circulate draft report from ET Planning on PA233038 to members of the committee for comment, once received	Clerk
24/PC/36.2 24/PC/25.5	Clerk to submit any comments from members of the committee to ET Planning for incorporation into the report	Clerk
24/PC/36.2 24/PC/25.5	Clerk to respond to PA233038 by 19 th April	Clerk
24/PC/36.2 24/PC/28.1	Cllr Masseron to report back to the next meeting on where the barriers are on Footpath 10	Cllr Masseron
24/PC/36.2 24/PC/30.1	Clerk to thank Chris Howard and Connor Corrigan for attending the meeting and answering questions from members	Clerk
24/PC/37.2	Clerk to submit the Council's objections to PA240780, Wistaria Cottage	Clerk
24/PC/39.2	Clerk to monitor any changes to RFS/2024/089113, The Lieutenants Cottage, Basingstoke Road. RG7 1SP	Clerk
24/PC/40.1	Clerk to discuss with members 'Local Active Travel Plan' at the SPNP project group	Clerk
24/PC/40.1	Clerk to request the UoR to open Footpath 4, as soon as possible	Clerk
24/PC/40.2	Clerk to collate a snagging list relating to the reduction of speed limit in Spencers Wood and Three Mile Cross and send to BCllr Glover	Clerk
24/PC/40.2	Clerk to send BCllr Glover the list of action points from the Traffic Working Party that had been agreed with WBC	Clerk
24/PC/40.2	Clerk to put on the agenda of the Full Council meeting a suggested reporting structure and welcome package for new BCllrs	Clerk
24/PC/40.3	BCllr Glover to raise the issue of traffic on Hawthorn and request installation of the previously intended 'bus gate' with WBC	BCllr Glover
24/PC/40.4	Clerk to add 'gateway locations' to the discussion list for the next Traffic Working Party	Clerk

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 17th April 2024
At School Green Centre commencing at 19.30

Present: I Clarke, A Grimes, L James (Chair), I Montgomery, D Peer & R Tatla

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

24/FGP/18

Public Questions

18.1 There were no public questions.

24/FGP/19

Apologies and declarations of Members' Interest

19.1 There were no apologies for absence.

19.2 There were no declarations of members' interests.

24/FGP/20

Minutes of the Previous Meeting

20.1 The minutes of the committee meeting of 21st February 2024 were approved as a correct record and signed by Cllr. James as Chairman of the Committee

Proposed: Cllr Peer
Seconded: Cllr Montgomery
Approved: Unanimously

20.2 Actions and Matters Arising

23/FGP/60 Clerk and Facilities Manager to develop a long-term maintenance plan

The Clerk advised that a long-term maintenance plan was being developed and he would seek professional advice on the plan to ensure that all aspects were covered.

ACTION - Clerk and Facilities Manager to continue to develop a long-term maintenance plan and seek professional support as required.

- 23/FGP/60 Clerk to offer the school prize scheme to all schools in the parish
- The Clerk advised that he had now written to the schools in the parish to advise them that this scheme was being offered to them realistically this would be with effect from the start of the new academic year.
- ACTION - Clerk to instigate the school prize scheme with effect from the start of the next academic year**
- 23/FGP/65.3 Clerk to investigate options for a community building on the ECMWF site with WBC
- The Clerk confirmed that we had registered an interest in the site in case any property may become available.
- 24/FGP/7.1 Clerk to investigate potential grant funding for PV panels
- This was on the agenda (Minute 24/FGP/29.1)
- 24/FGP/8.1 Clerk to arrange a budget briefing session for all councillors as part of the budget process for 2025/26
- This would be scheduled in for October 2024
- ACTION – Clerk to arrange a budget process briefing session for all councillors in October 2024**
- 24/FGP/10.2 Clerk to confirm approval of the Heads of Terms for Ryeish Playing Fields and Deardon Field with Wokingham Borough Council (WBC)
- The Clerk had confirmed this with WBC and was awaiting further input from them.
- 24/FGP/10.2 Chairman of the Committee and Clerk to complete an analysis of S106 expenditure within the parish
- This was on the agenda (Minute 24/FGP/23.3)
- 24/FGP/10.3 Clerk to write to WBC to express disappointment at the closing of the Frensham Green flat
- This had been done.
- 24/FGP/10.3 Clerk to add to the closure of Frensham Green flat to the agenda for Full Council meeting
- This had been done.

- 24/FGP/10.3 Clerk to develop business case and options for provision of community space in the north of the parish
- This was on the agenda (Minute 24/FGP/25.3)
- 24/FGP/10.4 Clerk to continue to establish access requirements to Ryeish Green Pavilion
- This was on the agenda (Minute 24/FGP/25.4)
- 24/FGP/10.5 Clerk to proceed with the formal extinguishing of the lease on the parish hall
- This was on the agenda (Minute 24/FGP/25.5)
- 24/FGP/11.1 Clerk to add the provision of a screening facility at the School Green Centre to the agenda for Full Council
- This had been done.
- 24/FGP/12.1 Clerk to add the provision of public art to the agenda for Full Council
- This had been done.
- 24/FGP/14.1 Clerk to arrange for Cllrs Grimes and Clarke to receive a note on the details of the proposed redecoration of the Grazeley Room
- This had been done.

24/FGP/21

Risk Register

- 21.1 The Clerk advised that he had reviewed the Risk Register and had no recommended changes to any of the risk items for consideration at this meeting. There would be a full formal review of the Risk Register on the agenda for the Annual Council Meeting in May 2024.

ACTION – Clerk to add the ‘Risk Register’ to the agenda of the Annual Council meeting in May 2024

24/FGP/22

Financial Reports

- 22.1 Bank Reconciliations

Chairman of the Committee confirmed that he had reviewed the bank reconciliations to the end of March 2024 on 12th April and that all was in order. A copy of the reconciliation was presented to members, and this included the NS&I statement.

Members **NOTED** the report.

22.2 Update on Bookings

The Clerk advised that he had produced a booking report to the end of the Financial Year.

The final outturn for the School Green Centre improved slightly from the end of January projection to finish at £125.9k (VAT Inc) up £5.9k/4.96% compared to a budget of £120k. The budget for 2024/25 had been set at £132k

Spencers Wood Pavilion was also ahead of budget. The final outturn was £50.5k (VAT Inc) up £2.5k/5.2% compared to a budget of £48.0k. The budget for 2024/25 had been set at £49.0k (including Pre-school rent)

Members **NOTED** the report.

22.3 Actual compared to Budget and Forecast

Chairman of the Committee advised that the final outturn for FY 23/24 was £82,480.00 favourable compared to the budget. This would be included in reserves and offset against the projected budget shortfalls for 2025/26 and 2026/27.

The Chairman thanked the Clerk and Finance Manager for the work they had done.

24/FGP/23

Financial Reserves & CIL as at 31st March 2024

23.1 Total CIL receipts for the parish were now £3,468.8k of which £2,165.0k had been spent leaving a balance of £1,303.8k.

The balance on current projects was £913.3k for Millworth Lane, £242.0k for Traffic Improvements and £54.8k for School Green with £93.7k yet to be allocated to a specific purpose.

There is approximately £563.7k anticipated in respect of future receipts. If these materialise this would result in a total of £657.4k yet to be allocated to projects.

It was anticipated that there would be some capital expenditure regarding microgeneration of electricity for council buildings.

It was agreed that there should be a regular item on this committee's agenda for the consideration of suitable future CIL projects which may include the purchase of land within the parish if suitable land was available and there was an appropriate community use or benefit to the purchase.

Members **NOTED** the report.

ACTION –

- Clerk to add a regular item to the agenda to discuss the potential acquisition of land
- Cllr Clarke to provide the name of a potential land agent to assist in a review of identifying potential land

- 23.2 The balance of reserves as at 31st March 2024 comprised CIL of £1,303.8k and other reserves of £226.2k giving a total of £1,530.0k. It was agreed that £1,568 currently in the Highways Reserve would be moved to the Planning Reserve.

Members **NOTED** the report.

- 23.3 Historic S106 funds

The Clerk had started to produce a table detailing the amounts of S106 money generated by development in Shinfield Parish which was in the region of £110m. He was continuing to collate more detailed information.

The Chairman of the Committee was keen to establish exactly how the money had been allocated for the benefit of the parish and that the promised benefits had actually been delivered.

The Clerk was asked to provide an update at the next meeting with a view to have completed the work by the August meeting.

ACTION - Clerk to continue to accumulate information on the S106 funds that had been received from developments in Shinfield Parish

24/FGP/24

Internal Audit Review 2023/24

- 24.1 The auditor's interim report had been circulated with the papers. A final audit visit was arranged for Tuesday 14th May and would be attended by Chairman of the Committee, the Clerk and Finance Manager.

24/FGP/25

Land Issues

- 25.1 Land Registrations

There had been no change to the status of any of the land registrations since the last meeting.

25.2 Draft Heads of Terms for a lease of Ryeish playing fields

WBC had been advised of our formal acceptance of the Heads of Terms and the matter was currently with them.

25.3 Provision of Community Space in the North of the Parish

It was recognised that there was more than one community in Shinfield North and any community amenities should be inclusive for all generations. Cllrs Montgomery and Tatla reported that they were meeting with the curate of St Barnabas Church. WBC were planning for the existing groups that were previously using the flat in Frensham Green to the Earley Library and St Barnabas Hall.

Members and officers would consider ideas on other ways to support the community in North Shinfield.

ACTION – Clerk to add to the next agenda

Community Bus

The clerk reported that he was still investigating this option and would report back once he had further information.

ACTION – Clerk to report back to the committee regarding a community bus once he had further information.

25.4 **Future of Ryeish Green Pavilion**

The Clerk reported that he had chased for an update on clarifying the legal access rights to the pavilion.

ACTION – Clerk to continue to establish access requirements to Ryeish Green Pavilion

25.5 **Parish Hall Lease**

The Clerk had not progressed this item

ACTION – Clerk to complete form AP1, to formally extinguish the lease on the parish hall, and send to the Land Registry

24/FGP/26**Live Project Teams**

- 26.1 The Chairman of the Committee had asked the Clerk to produce a summary position of all Project Teams within the council to provide greater clarity on the work of these groups. It was agreed that some additional information would be useful and to add in the Public Art working party. Cllr Grimes suggested that this could also be used to draw up a work plan for items going to Full Council meetings to ensure that the number of major items on the agenda for each meeting was manageable and the agenda allowed adequate time for effective consideration of the topic.

ACTION –

- Clerk to add the Public Arts Project Group to the list
- Chairman of Committee and the Clerk to produce a project programme

24/FGP/27**Annual Grant Awards Scheme**

- 27.1 Full Council had requested a revision to the wording that was presented to the Committee.

The Committee **RECOMMENDED** that the revised version be submitted to Full Council for approval.

Proposed: Cllr Peer
Seconded: Cllr Clarke
Approved: Unanimously

ACTION – Clerk to add Annual Grant Awards Scheme to the agenda of the Full Council Meeting

24/FGP/28**More effective working with ward Borough Councillors**

- 28.1 Members agreed that there would be a benefit in more effectively engaging with borough councillors e.g. in helping to follow up items that have received no response from WBC officers. The Clerk was asked to provide a summarised list of questions and actions for borough councillors following each Full Council meeting.

It was recognised that Shinfield Parish Council (SPC) may have up to six new ward Borough Councillors within its area after the elections in May. The Clerk suggested that he could offer an induction session to new Borough Councillors and give them some guidance as to what the parish councillors would like to see in their reports.

Members were willing to offer a room for Borough Councillors and WBC officers to use as office space free of charge when required, subject to availability.

It was suggested that any actions that required following up with WBC would be tabled and followed up with the relevant Borough Councillor.

ACTION – Clerk to arrange a list of questions and actions for borough councillors to be produced following each Full Council meeting

ACTION – Clerk to draft an induction programme for new Borough Councillors

24/FGP/29

Electricity Microgeneration for parish buildings

- 29.1** The Clerk was investigating the best options for increasing PV Panels on the roof at the School Green Centre as well as at High Copse with a view to reducing the need to draw on the National Grid. It was agreed that this should extend to considering any other practical forms of micro-generation and other suitable council locations. It was also agreed that this was most appropriately handled by the Facilities Committee.

ACTION –Clerk to add to the agenda of the next Facilities Committee

24/FGP/30

Date of Next Meeting

- 30.1** Next meeting was scheduled for 19th June 2024.

The meeting ended at 21.17

List of Actions

24/FGP/20.2 23/FGP/60	Clerk and Facilities Manager to continue to develop a long-term maintenance plan and seek professional advice.	Clerk and Facilities Manager
24/FGP/20.2 23/FGP/60	Clerk to instigate the school prize scheme at the start of the next academic year	Clerk
24/FGP/20.2 24/FGP/8.1	Clerk to arrange a budget process briefing session for all councillors in October 2024	Clerk
24/FGP/21.1	Clerk to add the 'Risk Register' to the agenda of the Annual Council meeting in May 2024	Clerk
24/FGP/23.1	Clerk to add a regular item to the agenda to discuss the potential acquisition of land	Clerk
24/FGP/23.1	Cllr Clarke to provide the name of a potential land agent to assist in a review of identifying potential land	Cllr Clarke
24/FGP/23.3	Clerk to continue to accumulate information on the S106 funds that had been received from developments in Shinfield	Clerk
24/FGP/25.3	Clerk to add provision of community space in the north of the parish to the next agenda	Clerk
24/FGP/23.3	Clerk to report back to the committee regarding a community bus once he had further information	Clerk
24/FGP/25.4	Clerk to continue to establish access requirements to Ryeish Green Pavilion	Clerk
24/FGP/25.5	Clerk to complete form AP1, to formally extinguish the lease on the parish hall, and send to the Land Registry	Clerk
24/FGP/26.1	Clerk to add the Public Arts Project Group to the list of live project teams	Clerk
24/FGP/26.1	Chairman of Committee and the Clerk to produce a project programme	Cllr James Clerk
24/FGP/27.1	Clerk to add Annual Grant Awards Scheme to the agenda of the Full Council Meeting	Clerk
24/FGP/28.1	Clerk to arrange a list of questions and actions for borough councillors to be produced following each Full Council meeting	Clerk
24/FGP/28.1	Clerk to draft an induction programme for new Borough Councillors	Clerk
24/FGP/29.1	Clerk to add PV Panels to the agenda of the Facilities Committee Meeting	Clerk

Annual Grant Scheme

Introduction for Full Council

The paper below was considered and approved by Finance & General Purposes Committee at their meeting on 21st February 2024. At the Full Council meeting on 28th February members requested that the report be submitted to Full Council. Further discussions took place at the March Full Council meeting and revisions to the process and documents were requested.

Category A Grant Awarding Policy - 2024

Introduction

In 2023 Shinfield Parish Council adopted a new annual grant award approach and has decided to continue that approach for 2024.

The Aims and Objectives of the Award Scheme

The Grant Award Policy is intended to help local organisations (or regional/larger organisations with clear activities within the Parish) provide benefits for local residents.

The council is prepared to make grants where:

- Category A
 - The funding is for a specific purpose or activity up to a maximum value of £5,000
- Category B
 - Ongoing regular support for specific activities and causes approved by Full Council
 - For example, Spencers Wood Carnival and the Voluntary Car Service
- Category C
 - Capital grants more than £5,000
 - Any such grants are separate to and not covered by this policy

Categories A & B are funded from the council's annual budget which for 2024 has been set at £30,000.

Category C does not have any specific funding set aside and each request within this category must be considered individually.

Please contact the Clerk in the first instance if you wish:

- To have your charity/activity considered under Category B
- To make an application under Category C

Category A Applications

The remainder of this document refers to Grant applications that fall within Category A.

Please note that it is the council's preference to help launch new initiatives or activities that would not otherwise take place and that support as many residents as possible. Therefore those applications will be given priority in the decision process.

Timetable

Applications must be received by midnight on Sunday 30th June 2024.

Meeting to consider applications to take place in July (date TBC) – applicants will be offered the opportunity to attend and make presentation no longer than five minutes

Applicants will be advised of the outcome no later than 31st July 2024.

Information Checking

If applications are received by the Clerk no later than noon on Friday 21st June, they will be reviewed to ensure that they have included all relevant information and to allow any additional information that may be useful to be provided before the deadline for receipt of applications. If you submit your application after noon on Friday 21st June, the Clerk will not be able to guarantee to review the application.

The Awards Panel

The Awards Panel will be a specially convened meeting of the Council's Finance & General Purposes Committee.

Who is Eligible for a Category A grant

- SPC awards grants, at its discretion, to
 - Charities
 - With preference given, in order, to
 - Local charities
 - National Charities with a significant parish presence
 - Other national charities with a parish presence
 - Volunteer organisations
 - Sports Clubs
 - Not for profit organisations
 - Social Enterprises
 - Religious organisations
 - If for a purpose which does not discriminate on grounds of belief
 - For the avoidance of doubt financial support will only be provided in circumstances where the benefits will be accessible by the community at large and not restricted to members of a religious group
 - For example support may be given for expenditure on a church run hall where many groups hire the hall but not for repairs to the church itself
 - Other worthy causes (as determined by SPC)
 - This may include residents coming together purely for a specific cause

Who is Not Eligible for a Category A grant

- SPC will NOT award grants:
 - To private individuals
 - To commercial organisations
 - For a purpose for which there is a statutory duty upon other local or central government departments to fund or provide
 - To political parties
 - To religious organisations unless for a purpose which does not discriminate on grounds of belief (as set out above)
 - To any organisation which in the view of SPC has racist, extremist or other policies which SPC deems to be unacceptable.
 - This list is not exclusive and may be added to at the council's discretion

Terms and Conditions for Category A grants

Financial Need

- Applicants must demonstrate
 - A clear need for financial support (by providing bank accounts and financial information)
 - That the grant does not solely or largely support their normal ongoing operations

Benefit to the Parish and/or its residents

- Applicants must demonstrate (as fully as possible) that the requested grant will benefit the residents of the parish by achieving one or more of the following:
 - Providing a service for all, or specific groups of, residents
 - Enhancing the quality of life for all, or specific groups of, residents
 - Improving cultural, recreation or sports facilities in the parish
 - Improving the environment (by activities within the parish)
 - Promoting the parish in a positive way

Financial Criteria

- Grant awards will not exceed £5,000
 - Any organisation wishing to request a grant of more than £5,000 should contact the Clerk for further information
- Grant payments will only be made to named organisations
 - Grants will be paid by bank transfer to the organisation (no payments made to individual bank accounts)
 - Where residents come together to make a grant application, they must, if successful, create a bank account for the purpose before any funds are paid over
- The applicant will be responsible for the administration (including monitoring and reporting back to SPC) and accounting of any grant awarded

Other Criteria

- A successful award in any financial year does not guarantee that a grant would be made in any subsequent year
- Any grant must only be used for the purpose(s) specified in the grant application
- Any unspent portion of the grant should be returned to SPC no later than 12 months from the date of the awarding of the grant
 - F&GP committee may approve the grant award to be carried over beyond the 12 month period.
 - The maximum extension will be 12 months (i.e. to no later than 24 months from the date of the award)
 - No further extension will be permitted
- Grants will not be made retrospectively
- Successful applicants will be required to submit a feedback report in respect of their grant no later than 12 months after notification of the grant award
 - Should the activity continue beyond that period, interim updates should be provided every six months

Right of Appeal

- There is no right of appeal for any application which:
 - Is deemed not to have met the application criteria
 - It is the applicant's responsibility to ensure they submit a valid application and if they have any doubts or concerns to seek clarification from the Clerk no later than one week before the deadline for submission
 - Is not awarded a grant, or
 - Is awarded a grant of less value than the sum requested

Category A - Grant Award Application Form - 2024

*Please ensure that you have read Shinfield Parish Council's Category A Grant Awards Policy and the notes at the end of this application form. The boxes will expand to fit all your response. Please complete all boxes where you see **X***

Please note that the maximum amount for any grant awarded under this scheme is £5,000. Should you wish to request a grant for above that amount you must contact the Clerk directly – do not use this form

Core Information
Name of Organisation requesting the grant
X
Amount of Grant Requested
X
Summary of grant purpose <i>(we will ask for more information later in this document)</i>
X
Do you have a constitution if so, say yes below and provide a copy with your submission
X

Contact Information <i>(this is who we will communicate with regarding this application)</i>
Name of Contact
X
Your position in the organisation requesting the grant
X

Unless specifically agreed, email will be the principal method of communication

Information about your organisation

Do you have a website? If so, state the address here

X

Briefly describe your organisations **existing** activities (tell us about your grant application in the next section)

X

What services do you already provide within the Parish of Shinfield.

*You should describe all **existing** activities, which group(s) of residents benefit from those activities, how many residents benefit etc.*

X

What other sources of funding have you applied for or received in respect of your **existing** activities in the last 12 months and not included in the above?

X

Information about this Specific Application

Tell us what you would like to do

X

Have you carried out this type of activity elsewhere and if so, what was the outcome?

X

Which group(s) of residents will benefit from this activity or service?

X

How many resident(s) will benefit from this activity or service?

X

How will you measure or establish the benefit(s) for residents?

X

What may stop you from achieving these outcomes?

X

What other sources of funding have you received for this activity or are in the process of applying for?

X

Declaration
I apply for Grant Award funding from Shinfield Parish Council on behalf of
Insert name of organisation
X
I confirm that: ➤ I am authorised to sign on behalf of the organisation named in this application ➤ I have noted the terms & conditions under which grants are awarded by Shinfield Parish Council ➤ I confirm that if successful, I and the organisation which I represent, will comply with the grant conditions I undertake, on behalf of the organisation, that any grant or such part as Shinfield Parish Council may determine, will be repaid if: ➤ The organisation is found to be in breach of the criteria and conditions applied to the grant ➤ The grant ceases to be used for the purpose(s) for which it was given
Name (this section should be signed by someone in the organisation who has the authority to act on behalf of the organisation)
X
Signature (please include in box below)
Position in the organisation
X
Date of Application
X

INFORMATION TO BE REDACTED – This information is required for the application process but will not be made publicly available

Address to be used for correspondence
X
Email
X
Telephone Number
X

Unless specifically agreed, email will be the principal method of communication

Financial Information (this information will not be shared with anyone else)
Income & Expenditure (as per your most recent set of accounts – please also submit separately a copy of your most recent accounts)
Income X Expenditure X
Balance Sheet Items (as per your most recent accounts – please also submit separately a copy of your most recent accounts)
Cash at Hand X Debtors X Creditors X Major Assets (e.g. buildings or items of equipment over £5,000) X
Any other financial information relevant to this application
X
Name of Bank
X
Name of organisations bank account
X
Account Number
X
Sort Code
X

Application Checklist	
Have you provided all relevant information about the service you wish to provide in the parish?	X
Have you provided a copy of your constitution or governing document?	X
Have you provided a copy of your latest Annual Accounts? Have you completed the summary of financial information? (This may not be possible for new organisations)	X
Have you attached any other information in support of your application (e.g. Annual Report)? (Please only attach information that is specific to the activity you are requesting funds for)	X

Now return the complete form and any attachments in an email to
Clerk@shinfieldparish.gov.uk

Data Protection:

The information provided on this form will not be used for any purpose other than that pertaining to the process and consideration of your application. The personal data supplied on this form together with other information will be held securely by the Shinfield Parish Council. However, the Grant Recipient gives its consent for Shinfield Parish Council to publish the Grant Application and/or agreement in any medium in its entirety (but with any information which is Confidential belonging to the Council, or the Grant Recipient redacted) You may have access to your personal information upon request.

Ref	Date Paid	Supplier / Payee	Amount Paid Inc VAT £	Description
1	20/03/2024	HMRC paye	5,699.74	PAYE & NI Contributions - February
2	20/03/2024	Councillor	7.30	Mileage Claim February
3	20/03/2024	Telefonika UK Ltd	151.55	4 Mobile Phones - March
4	20/03/2024	Everflow Utilities	378.00	Water - April (SGC, SWP, 6 Allotment Sites)
5	22/03/2024	Select Environmental Services	86.88	General Waste , March SWP
6	22/03/2024	Select Environmental Services	126.79	General Waste , March Millworth Pavilion
7	22/03/2024	Select Environmental Services	9.19	Feminine Hygeine Bins, March , SWP
8	22/03/2024	Select Environmental Services	47.17	General Waste, March, Manor Ground Pavilion
9	22/03/2024	Air It Limited	34.93	Phones Pre School - January
10	22/03/2024	Air It Limited	48.39	Phones - Car Scheme January
11	22/03/2024	Air It Limited	299.70	Phones - School Green January
12	22/03/2024	Air It Limited	33.45	Phones Pre School - February
13	22/03/2024	Air It Limited	43.69	Phones - Car Scheme February
14	22/03/2024	Air It Limited	294.50	Phones - School Green February
15	22/03/2024	Air It Limited	1,263.60	Microsoft 365 & Back Ups, E Mail - March
16	22/03/2024	Air It Limited	1,280.27	Managed IT Support - March
17	22/03/2024	Air It Limited	51.59	Internet - SGC - March
18	22/03/2024	Air It Limited	378.17	Cloud Back Up - March
19	22/03/2024	Air It Limited	51.59	Internet - SWP - March
20	22/03/2024	Rialtas Business Solutions Ltd	203.16	Cloud Subscription - 1 mth
21	22/03/2024	Berkshire Pest Control Ltd t/a	444.00	Annual Charge for Pest Control SWP
22	22/03/2024	Office Depot International (UK	128.31	Stationery for Office
23	22/03/2024	Dyno Rod	247.00	Clear Blocked Drain - School Green Centre
24	22/03/2024	Baker Ross Ltd	64.34	Easter Crafts for Fun Day
25	22/03/2024	London Hearts	900.00	Fully Auto Defibrillator for Spencers Wood Pavilion
26	22/03/2024	British Gas Lite	936.92	Electricity - SGC (Nth) - February
27	22/03/2024	British Gas Lite	999.56	Electricity - SGC (Sth) - February
28	22/03/2024	British Gas Lite	482.96	Electricity - SWP - February
29	22/03/2024	British Gas Lite	92.96	Electricity - Millworth Pavilion - February
30	25/03/2024	Chargemaster Limited	7.85	Fee for Fuel Card March
31	27/03/2024	Employees	19,706.76	Net Pay All Employees - March
32	27/03/2024	CCLA Property Investment Fund	103,000.00	Investment in Public Sector Deposit Fund
33	27/03/2024	British Gas Lite	33.60	Electricity - School Green External - Feb/March
34	28/03/2024	Councillor	800.00	Chairmans Allowance - 1 year 2023/2024
35	31/03/2024	St Marys Church Hall	7,902.00	Grant - St Mary's Community Hall
36	02/04/2024	Wokingham Borough Council	41.16	1/10 th Business Rates - Millworth Pavilion - April
37	02/04/2024	Wokingham Borough Council	84.73	1/10 th Business Rates - Ryeish Pavilion - April
38	02/04/2024	Wokingham Borough Council	158.85	1/10 th Business Rates - Spencers Wood Pavilion
39	02/04/2024	Wokingham Borough Council	1,218.50	1/10th Business Rates - School Green Centre
40	02/04/2024	Lloyds Bank plc	21.63	Bank Charges - February/March (£7 Fee, Chgs, £14.63)
41	03/04/2024	NEST Pensions	1,872.32	Pension Contributions - March
42	05/04/2024	Fibrenew	37.00	Broadband - The Manor - April
43	12/04/2024	Lee Mathews & Son	2,757.28	Decorating Grazeley & Corridors - SGC
44	15/04/2024	Go Cardless - BP Pulse	7.85	Fee for Fuel Card - Council Van
45	15/04/2024	Nigel Jeffries Landscaping Ltd	1,090.80	Grass Cutting March 24
46	15/04/2024	Select Environmental Services	161.97	Collections February 2024
47	15/04/2024	Lister Wilder	80.30	Ear Defenders (£30.30) & 2 Stroke for Mower (£50.00)
48	15/04/2024	Claire Connell	237.50	Interim Audit & Report - February 2024
49	15/04/2024	SPY Alarms	268.50	Installation of CCTV Monitor - SGC
50	15/04/2024	E T Planning Ltd	1,500.00	Drafting Objection Letter - Land East Hayes Drive
51	15/04/2024	Thames Valley Signs (Berkshire)	147.06	Signage Allotments
52	15/04/2024	MCFT Food Equipment Service	1,542.00	Catering Equipt SGC - 6 mth Service
53	15/04/2024	Tree Solutions Arboricultural	720.00	Tree Works Deardon Way
54	15/04/2024	Larkstel Ltd	960.00	Manor Ground - Supply/Apply Fertilizer March to outfield
55	16/04/2024	Alphabet Van Rental	468.85	Monthly Rental Council Van - April
Total			159,612.22	

Ref	Date	Supplier	Amount		Description
			Paid	£	
1	04/03/2024	Amazon EU	93.90		Youth Club Activities - Board & Card Games, Craft Materials & Confectionery
2	06/03/2024	Adobe	51.98		Software Licence March
3	13/03/2024	Coop	13.33		Youth Club - Purchase of Food & Tuck
4	15/03/2024	Amazon EU	26.78		Leads for Equipment - SGC
5	18/03/2024	Screwfix Ltd	4.79		Glue Fixing Gun for Facilities
6	19/03/2024	Amazon EU	5.26		Office Stationery
7	19/03/2024	Asda	8.30		Cleaning Items for SGC
8	20/03/2024	AO Business	413.00		Replacement Fridge Freezer for Hirers' Kitchen - SGC
9	24/03/2024	Tesco Stopres	5.35		Black Bin Liners for SGC Kitchen
10	28/03/2024	Amazon EU	67.52		Games for Youth Club Activities
11	28/03/2024	Guardian Newspaper	690.00		Advert Facilities Manager
Total Expenditure			1,380.21		

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

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