

Date Paid	Supplier / Payee	Amount Paid	Description
10/01/2022	Trade UK	69.63	Balance to Clear Trade Uk Account (Facilities)
10/01/2022	Simon Smith	100.00	Refund Deposit S Smith
10/01/2022	Ajit Singh	55.78	A Singh Refund
14/01/2022	Alphabet (GB) Ltd	1,406.55	Initial Rental Van
17/01/2022	Alphabet (GB) Ltd	937.70	Van Contract Rental (December and January)
17/01/2022	Telefonika UK Ltd	164.15	Mobile Phones January (3)
19/01/2022	Sign Wise UK Ltd	20.45	Car Park Sign
19/01/2022	Haslams Chartered Surveyors	1,200.00	Valuations
19/01/2022	SSE Southern Electric	78.54	Electricity Est Qtr 2
19/01/2022	Office Depot International (UK	134.60	Stock of Stationery for Office
19/01/2022	Office Depot International (UK	71.98	Laser Pointers
19/01/2022	involve Community Services	50.00	Introduction Managment & Leadership Training (KY)
19/01/2022	Ellis Whittam Ltd	5,687.40	HR Advice - Legal Employment Law
19/01/2022	Select Environmental Services	2,297.44	Litter Bins and Commercial Waste Collections December
19/01/2022	SSE Southern Electric	581.46	Est Read Qtr 3 Millworth
19/01/2022	Absolute Brilliance Cleaning Ltd	7,521.69	Cleaning SGC December
19/01/2022	Window Flowers Limited	1,605.00	6 Mth Rental/Maint 5 Planters
19/01/2022	Gavin Fullbrook (Window Cleaner)	495.00	Window Cleaning SWP & SGC
19/01/2022	Royal Mail Group Ltd	1,159.43	Newsletter 27/12/2021
19/01/2022	Alexandra	66.24	Polo Shirts Facilities
19/01/2022	Euroloo Portable Toilets	345.44	December Hire Temp Toilet Millworth Lane
19/01/2022	BWH Events	86.04	Balloons for Community Event
19/01/2022	SAS Land Services	1,680.00	Clearance Allotments
20/01/2022	Shinfield Baptist Church	250.00	Grant
20/01/2022	H F Tindall	25.00	Refund of Hall Hire
21/01/2022	Zoom Video Communications	43.16	Subscription Zoom App
24/01/2022	SSE Energy Solutions	712.33	Electricity New Part SGC December (est)
24/01/2022	Nirupa Gumani	100.00	Refund Deposit Nirupa Gumani
24/01/2022	Desta Wheeler	70.00	Refund Wheeler
24/01/2022	L Chesterman	100.00	Chesterman Refund
24/01/2022	Local Government Resource Centre	6,120.00	Deposit Locum Clerk
26/01/2022	Employees	14,332.26	Net Pay January 2022
01/02/2022	HMRC	4,334.45	NI & PAYE Jan
01/02/2022	Nest Pension Contributions	1,241.06	Pensions January
01/02/2022	Trade UK	28.04	Purchases Trade Uk
01/02/2022	Lloyds Bank plc	11.25	Bank Fee & Charges December
07/02/2022	Wokingham Borough Council	1,947.82	Cash Collected for Waste Bags During Office Closure (banked)
08/02/2022	POST OFFICE	50.94	Postage Agendas
08/02/2022	KBS Depot Ltd	2,263.20	Notice Board SGC (by Bin Store)
08/02/2022	MFG UK Ltd	3,078.48	Mthly IT Charges & New Lap Top
08/02/2022	A & E Fire & Security	1,429.70	Fire Safety Checks Millworth
08/02/2022	SPY Alarms	519.60	Intruder Alarm Maintenance
08/02/2022	Seton UK	19.74	HSE Poster for School Green
08/02/2022	Office Depot International (UK)	54.55	Paper & Batteries Office
08/02/2022	Findel Education Resources	242.56	Whiteboard Cleaner
08/02/2022	SSE Southern Electric	1,278.34	Qtr 3 SWP
08/02/2022	Select Environmental Services	57.36	Commercial Waste Service SGC
08/02/2022	Meta Fencing and Gates	6,621.06	Grd Works, Base, Shed, Fence SGC
08/02/2022	Quadriga Health and Safety Ltd	1,404.00	Risk Assessment SGC
08/02/2022	Urban Planet Communications	751.00	Printing - 14, 805 Newsletters
08/02/2022	SSE Southern Electric	52.25	Est Usage Ryeish Pavilion
08/02/2022	Dyno Rod	198.00	Emergency call Out Toilet SGC (New Building)
08/02/2022	Rialtas Business Solutions Ltd	736.80	Bookings & Allotments Systems
08/02/2022	Kreatif Design Ltd	59.99	Kreatif Web Hosting February
08/02/2022	Fcc Recycling (UK) Ltd	88.13	Waste Disposal RE3
08/02/2022	Advanced Disclosures Limited	93.00	DBS Checks Staff
08/02/2022	Berkshire Pest Control Ltd	600.00	New Annual Contract Recreation Lane Allotments
08/02/2022	Euroloo Portable Toilets	345.44	Portable Loo Millworth
08/02/2022	Delta Air Conditioning	1,950.92	Service Air Conditioning SGC & SWP
	Total	<u>77,024.95</u>	

Barclaycard Payments between 8th January 2022 and 11th February 2022

7.2

Date Paid	Payee Name	Amount Paid	Description
10/01/2022	Staples UK Ltd	1,495.56	New Office Chairs
12/01/2022	Burlington Uniforms	88.45	FOH Uniforms
14/01/2022	Burlington Uniforms	-151.13	FOH Credit Note
20/01/2022	The National Training Academy	30.00	Minute Taking Course K Young
21/01/2022	The Post Office	12.81	Postage for Agendas
25/01/2022	Adobe Creative Cloud	39.95	Subs - Adobe Creative Cloud
27/01/2022	Amazon EU	39.99	Lap Top Desk for Lynda Hope
27/01/2022	Middleton Hill Ltd	8.97	Screen Pointer
03/02/2022	Costco	145.31	Catering 03/02/2022
09/02/2022	Text Magic	120.00	Purchase of Credit to Text Allot Hldrs
	Total	<u>1,829.91</u>	

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The Public Sector Deposit Fund

UK domiciled short-term LVNAV Qualifying Money Market Fund rated AAmmf
Fact Sheet – 30 April 2021

Investment objective

To maximise the current income consistent with the preservation of capital and liquidity.

Investment policy

The Fund will be invested in a diversified portfolio of high quality sterling denominated deposits and securities. All investments purchased will have the highest available short term credit rating and a correspondingly strong long term rating.

The weighted average maturity of the investments will not exceed 60 days. There will be no exposure to derivatives or to other collective investment schemes.

Target investors

The Fund is aimed at local authorities and public sector investors seeking a high level of capital security and a competitive rate of interest for their short-term investments.

Who can invest?

The Fund is open to all public sector investors.

Responsible investment policy

We monitor our counterparties' environmental, social and governance risk management on a regular basis. Our research utilises external data resources and our in-house Ethical and Responsible Investment Team.

Key risks

Investors should consider the following risk factors before investing: Issuer/Credit Risk (issuer/financial institution may not pay), Market Risk (investment value affected by market conditions), Operational Risk (general operational risks), Maturity Profile (timings of investment maturity), Liquidity Risk (investment in non-readily realisable assets), Concentration Risk (need for diversification and suitability of investment) and Interest Rate Risk (changes to interest rate affecting income). Please see the Fund Prospectus for further details.

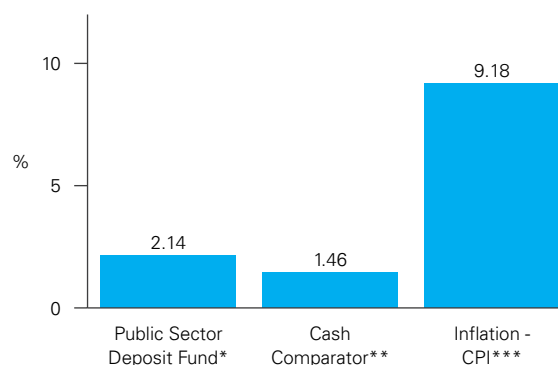
Top 10 counterparty exposures (%)

8.8%	Landesbank Baden-Wuerttemberg
8.2%	Coventry Building Society
8.2%	National Bank of Canada
8.2%	Nationwide Building Society
8.2%	Rabobank
7.3%	KBC Bank N.V.
6.8%	DBS Bank Limited
4.1%	Mizuho Bank
3.7%	BNP Paribas
3.7%	Lloyds Bank Corporate Markets plc

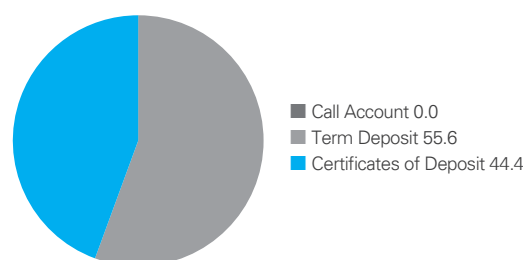
Share class 4 yield as at 30 April 2021

0.0177%

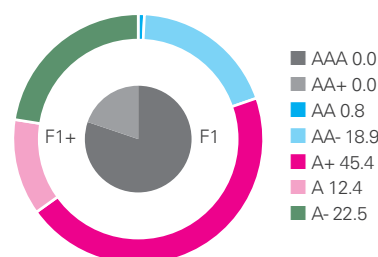
5 years cumulative performance



Asset type (%)



Credit rating† (%)



Top 10 country exposures (%)

32.6%	United Kingdom
9.9%	Canada
9.7%	Japan
8.9%	Germany
8.2%	Netherlands
7.8%	Singapore
7.3%	Belgium
5.9%	France
3.4%	Sweden
2.6%	Switzerland

*Source: CCLA - Net performance shown after management fees and other expenses with gross income reinvested. The yield on the Fund will fluctuate and past performance is not a reliable indicator of future results. Holders of the Fund are not covered by the Financial Services Compensation Scheme. **Comparator Benchmark - Sterling Overnight Index Average (SONIA) from 1 January 2021. Prior to that, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate (7-Day LIBID). ***CPI is lagged one month. †Using Fitch Ratings methodology.

Income - period to end April

Average yield over the month	0.0326%
Yield at the month end	0.0177%

Discrete year total return performance

12 months to 30 April	2021	2020	2019	2018	2017
The Public Sector Deposit Fund	+0.12%	+0.69%	+0.69%	+0.29%	+0.33%
Comparator Benchmark	-0.03%	+0.50%	+0.53%	+0.24%	+0.18%
Relative	+0.15%	+0.19%	+0.16%	+0.05%	+0.15%

Annualised total return performance

Performance to 30 April	1 year	3 years	5 years
The Public Sector Deposit Fund	+0.12%	+0.50%	+0.43%
Comparator Benchmark	-0.03%	+0.33%	+0.28%
Relative	+0.15%	+0.17%	+0.15%

Net performance shown after management fees and other expenses with gross income reinvested. Comparator Benchmark - SONIA from 1 January 2021. Prior to that, the comparator benchmark was 7-Day LIBID. Past performance is not a reliable indicator of future results. Source: CCLA

Market update

Initial estimates of UK GDP in the final quarter of 2020 were revised up, reflecting stronger trade flows and a higher level of investment. This prompted hopes that the first three months of this year, despite lock-down and Brexit, may not have been quite as bleak as feared. January was certainly a poor month, but growth was back in February and early March data looks better too.

Certainly, trade activity showed a strong bounce-back from a weak start to the new relationship with the EU. Exports in February were up by 46.6% after a 42% decline in January, total volumes however remain 12% below pre-pandemic flows. Unemployment dipped to 4.9% from 5.0% although 5 million workers, 14% of the workforce, remain furloughed. The underlying picture is confused not just by uncertainty over the true status of this group, but also by c.800,000 foreign workers who have left the UK and another 300,000 UK citizens who have left the workforce but who could try to return if conditions improve. We still expect the jobless total to rise as the furlough scheme is withdrawn, reaching perhaps 6% in the final quarter. Inflation rose to 0.7% in March from 0.4% in February. Higher petrol prices were the main factor, but shop closures meant that 8% of the data was estimated which will build a degree of volatility into the numbers as real prices become available to the index once again. Price pressures should strengthen a little more near term and push the rate to about 2% in the final months of the year.

Key facts

Fund size	£1,470m
Credit quality and sensitivity rating by Fitch	AAAmmf
Weighted average maturity (Maximum 60 days)	52.57 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	Monthly
Fund management fee (FMF)	0.10% ** (currently reduced to 0.08%)

*Dealing instructions must be received by 11.30 am.

**The FMF includes the annual management charge and other costs and expenses of operating and administering the fund such as depositary, custody, audit and regulatory fees.

With effect from 12 May 2021 and until further notice, the FMF applied to the Fund will be temporarily reduced to 0.06%.

Please Contact

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Risk warning and disclosures

This document is not a financial promotion and is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice. The market commentary contained in this document is the opinion of the author only. To ensure you understand whether CCLA's product is suitable, please read the Key Investor Information Document and the Prospectus. CCLA strongly recommends you seek independent professional advice prior to investing. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund. In addition to the general risk factors outlined in the Prospectus investors should also note that purchase of PSDF shares is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share, there can be no assurance that it will be maintained. Notwithstanding the policy of investing in short-term instruments, the value of the PSDF may also be affected by fluctuations in interest rates. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. The Fund is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UCITS Scheme and is a Qualifying Money Market Fund. CCLA Investment Management Limited (registered in England & Wales No. 2183088 at Senator House, 85 Queen Victoria Street, London, EC4V 4ET) is authorised and regulated by the Financial Conduct Authority. For information about how we obtain and use your personal data please see our Privacy Notice at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

The Local Authorities' Property Fund

Fund Profile – 31 March 2021

A unique, specialist Property Fund available only to Local Authority Investors.

Price at 31.03.21

Income units
Gross dividend yield

Net asset value

293.63p (xd)
4.30% *

* Based upon the net asset value and historic gross annual dividend of 12.6291p.

Strong governance

The trustee is the Local Authorities' Mutual Investment Trust (LAMIT). LAMIT is controlled by members and officers appointed by the Local Government Association, the Convention of Scottish Local Authorities, the Northern Ireland Local Government Officers' Superannuation Committee and investors in the Fund to represent unitholders. As fully independent trustee, LAMIT approves the investment strategy and the risk profile of the portfolio and reviews performance.

Meeting your needs

Suitable for Local Authorities, the Fund aims to provide investors with a high level of income and long-term capital appreciation.

The Property Fund is designed to achieve long term capital growth and a rising income from investments in the UK commercial property sector.

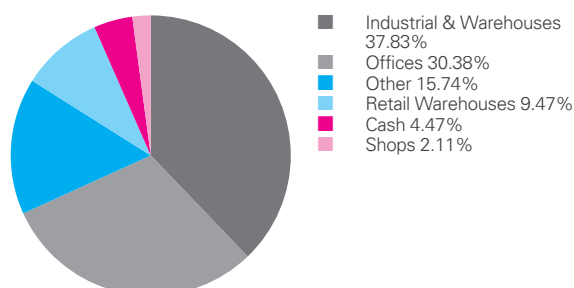
The portfolio is actively managed with a focus on asset selection. The intention is to boost returns by lease and tenant management and property improvement.

The Fund has a broad sector spread, with prudent diversification to keep risks under control.

Sector strategy

Holdings in LAPF are categorised as Treasury investments and so are not deemed capital expenditure.

Asset allocation at 31 March 2021



Fund has no credit facilities.

Fund size: £1,203 million

Property portfolio details

Top 5 properties = 19.7% of the portfolio

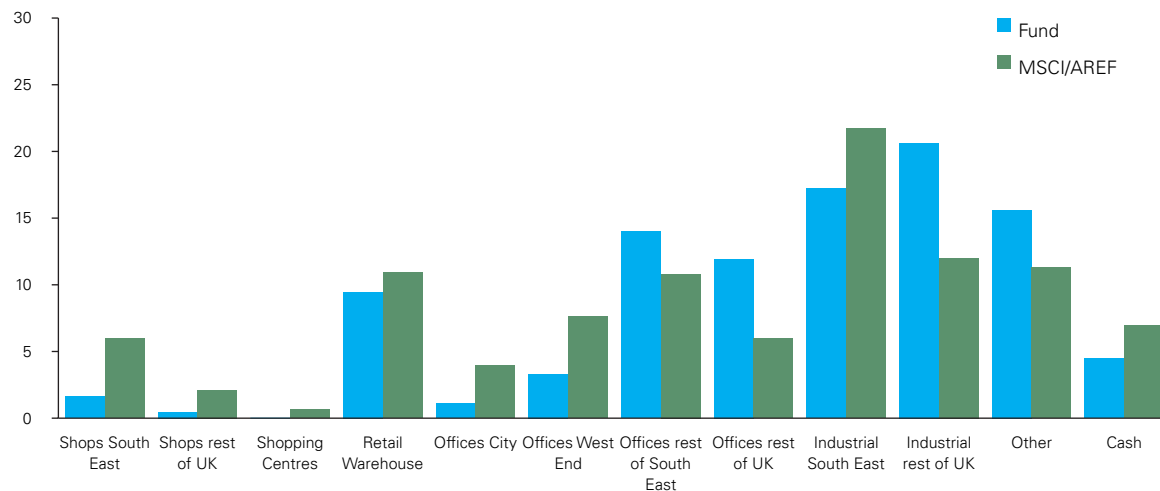
Top 5 tenants = 18.2% of rental income

Weighted unexpired lease term years 6.6 yrs

Void rate excluding developments in progress 9.7%

Void rate including developments in progress 10.2%

Asset allocation by region and category 31 March 2021



Fund Data and MSCI/AREF UK Other Balanced Quarterly Property Fund Index data as at 31 March 2021. Source: CCLA & AREF/IPD™

Top 10 property holdings at 31 March 2021 – Total 33.82%

London, Beckton Retail Park
 London, Palace House
 London, Goodman's Yard
 London, Imperial House
 Elstree, Centennial Park

Bracknell, Arlington Square West
 Uxbridge, Stockley Park
 Bristol, Kings Orchard
 Cambridge, Cambridge Science Park
 Leeds, Park Row

Market Background

The trends which dominated the sector in 2020 remained the most important influences on returns in the first quarter. Industrial assets continued to be well supported but values weakened again in retail sub-sectors with both capital values and rents under pressure. The one bright spot here were retail warehouses, supported by resilient demand for bulk goods and 'change of use' interest in sector assets from companies seeking local distribution hubs. Offices were mixed, regional prices held up well but yields in central London edged higher on concerns over the potential impact on demand from changes in working practices. Overall capital values were steady, continuing the improvement which began towards the end of 2020.

Fund activity

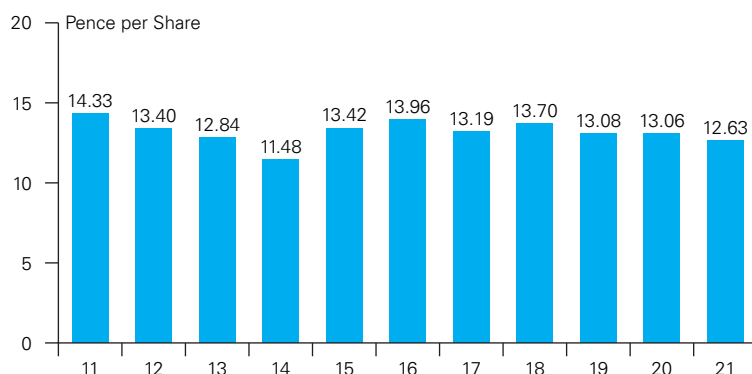
It was another busy quarter for the Fund, maintaining a programme of client contact, a key part of the strategy to protect income. There was just one transaction, the industrial asset in Warrington was sold, achieving a price far above the most recent valuation. Lease management activity on the office asset in Crawley saw the entire building let to Rentokil on a new 10 year lease. Also, a new 15-year lease was agreed with Homebase for the retail warehouse in Cheltenham.

Outlook

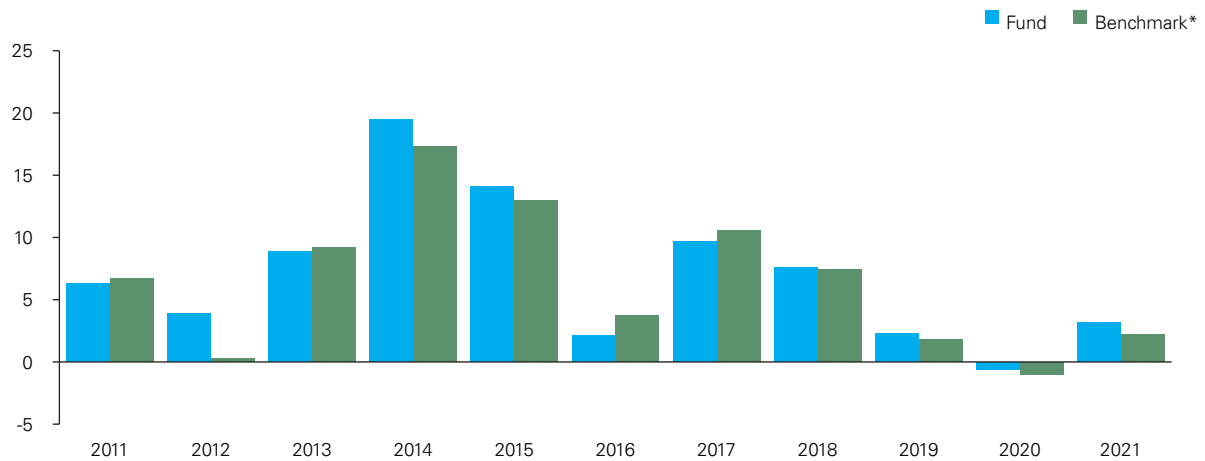
Overall, we expect the steady trend in capital values to be maintained but, within that, the wide dispersion of performances at the sub-sector level will continue. Void rates for traditional high street shops and shopping centres are likely to rise further even though the sector can now open again for trading. We do not expect much change in office valuations but the trend evident in recent years, of a migration towards well located, good quality assets, is likely to continue. The portfolio remains well placed in the current environment, both at the strategic level and with regard to some attractive individual asset opportunities.

Dividend history of The Local Authorities' Property Fund

Years to 31 March



Calendar performance versus the benchmark (net)



* The benchmark is the MSCI/AREF UK Other Balanced Quarterly Property Fund Index.

Performance shown after management fees and other expenses. Past performance is not a reliable indicator of future results and future returns are not guaranteed.

Source: CCLA & MSCI/AREF

Note: Fund calendar performance refers to total return whereas investment returns (shown below) splits the total return between income and capital. A small difference arises as a result of the compounding on the income and capital components.

The Local Authorities' Property Fund investment returns (after expenses)



MSCI/AREF UK Annual Property Digest returns (before expenses)



Source: CCLA & MSCI/AREF

Income from Property and the Fund has been consistent even in downturns, a reflection of its contractual basis.

Long-term performance

Total return performance (net) 12 months to 31 March

	2021	2020	2019	2018	2017
The Local Authorities' Property Fund	+3.75%	+0.66%	+5.99%	+9.72%	+3.07%
Comparator Benchmark	+2.46%	+0.12%	+5.69%	+10.46%	+4.58%

The comparator benchmark is the MSCI/AREF UK Other Balanced Quarterly Property Fund Index.

Performance shown after management fees and other expenses. Past performance is not a reliable indicator of future results and future returns are not guaranteed.

Source: CCLA & MSCI/AREF

Costs and charges

Our policy is always to keep costs and charges low - we believe that high costs and charges have a very damaging cumulative effect on investor returns. We negotiate to keep expenses low and monitor dealing costs closely. We have no entry or exit fees, the only income taken by the investment manager is the annual charge of 0.65%

Key facts

Dealing day	Month end valuation day*
Minimum initial investment	£25,000
Minimum subsequent investment	£10,000
Dividend payment dates	End January, April, July & October
Annual management charge	0.65% (deducted from income)
Unit types available	Income
Sedol number	0521664
ISIN number	GB0005216642

* Dealing instructions for the purchase of units must be received by 5.00pm on the business day preceding the valuation date. If the valuation date is a bank holiday, the dealing day will be the previous working day. Whilst units are realisable on each monthly dealing date, all redemption requests are subject to a minimum notice period of 90 calendar days and will therefore be processed on the next available dealing day following expiry of the notice period.

Please Contact

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Please Contact

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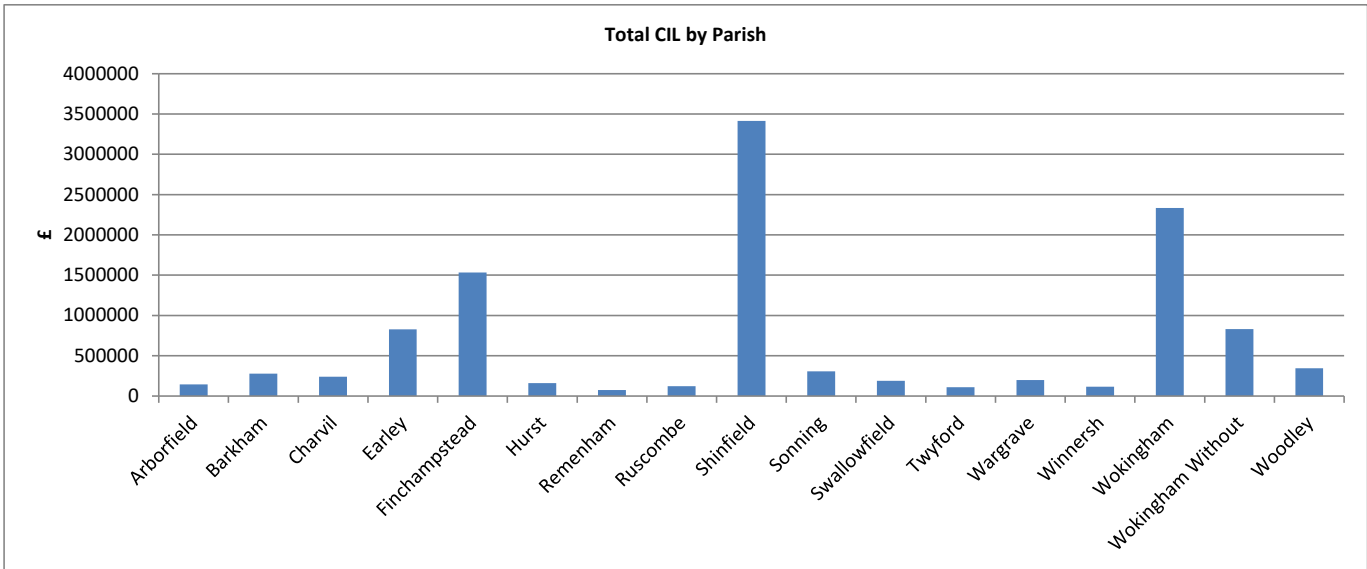
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Neighbourhood CIL Proportion (Transfer to Local Parish/Town Council) Report

Month End: December'21

Neighbourhood CIL relates to the % of the CIL receipt which is due to the local town/parish council.



	Potential CIL *	Money Due (Invoiced, Not Paid)	Money Received (to be paid to Parish)	Paid to Parish (to date)	Total
Arborfield	12,708	-	-	131,927	144,635
Barkham	72,334	-	-	206,167	278,500
Charvil	-	-	-	239,609	239,609
Earley	743,580	911	441	83,449	828,381
Finchampstead	293,088	227,576	205,079	808,373	1,534,117
Hurst	10,402	-	-	149,492	159,894
Remenham	40,566	-	-	34,889	75,455
Ruscombe	19,538	-	-	101,331	120,869
Shinfield	122,720	-	115,915	3,176,693	3,415,328
Sonning	180,344	-	-	125,434	305,778
Swallowfield	119,850	18,524	16,862	34,497	189,733
Twyford	166	-	-	109,981	110,147
Wargrave	113,000	-	-	86,796	199,796
Winnersh	38,352	6,624	20,238	57,312	122,526
Wokingham	323,564	142,617	95,055	1,786,480	2,347,716
Wokingham Without	104,536	-	-	727,308	831,844
Woodley	95,224	14,558	6,158	227,836	343,776
Total Neighbourhood CIL	2,289,973	410,810	459,748	8,087,573	11,248,105

* Liability notice issued

Note - Neighbourhood CIL relates to the % of the CIL receipt which is due to the local town/parish council

Payment Dates	
28th April 20xx	CIL received between 1st October and 31st March
28th October 20xx	CIL received between 1st April and 30th September

Minutes approved on:	
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Draft

Minutes of a meeting of the Planning and Highways Committee held on Thursday 3 February 2022 at School Green Centre, commencing 19:30 hrs.

Present: Cllrs. E Brown, P Emmment, A Grimes, L James, D Lias, D Peer (Chair)

Attending: Mike Balbini (Clerk), Kouy Young (Deputy Clerk), Jo Skidmore (Committee Secretary), Nina Villa (Locum Clerk), One resident.

Ref Minute

22/PC/11 11.1 Public Questions

11.1.1 A resident presented his objections to planning application 214165, 2 Grovelands Road, Spencers Wood, a full application for the proposed erection of 1 no. detached dwelling with a detached car port and associated landscaping, following demolition of existing dwelling and outbuilding.

11.1.2 The resident, who resided next door, explained that the houses were built identically with one sited slightly in front of the other to benefit from more light. Both houses had been extended into the roof.

11.1.3 Previous planning applications had been submitted by the neighbour and refused however WBC planning had stated that there was insufficient reason for this application to be rejected.

11.1.4 The resident explained that he had solar panels installed on his roof and that the planned extension would overshadow some of them, meaning that for eight months of the year they would not generate energy. The conservatory and garden would also be affected by loss of light. No visit had been made by a planning officer to the resident's property.

11.1.5 Cllr. Grimes undertook to discuss the issue outside of the meeting with the resident stating that there was a possibility that it could be objected to on the grounds of loss of microgeneration. It was noted however that some form of extension was likely to be permitted even if adjustments were made.

11.1.6 The Deputy Clerk undertook to request an extension on the planning application the next day.

22/PC/12 Apologies and declarations of members' interests

2.1 Apologies were received from Cllr Boyer and Jahromi.

2.2 There were no declarations of interest.

22/PC/13 Minutes of the previous meeting

13.1 The minutes of the previous meeting of 3 December 2021 were **AGREED** as a correct record of the meeting and signed by Cllr Peer subject to addition of apologies from Cllr. Lias.

Proposed: Cllr. Emmet

Seconder: Cllr. Grimes

Unanimously agreed

22/PC/14 14.1 Actions

1.2.6 Clerk to circulate Motion report to members for feedback.

This item was noted as complete.

1.2.6 Cllr Peer and Clerk to consider revised report from Motion

Cllr. Peer confirmed that the revised report had been received. An important emphasis in the report was the need to improve the circulation route to the M4.

77.9 Deputy Clerk to arrange cyber crime training for councillors and staff prior to it being offered to residents.

This item was deferred until June noting other priorities.

92.2 Clerk to ask WBC to replace bulb in light post 4 Wheatfields Road with LED bulbs.

The Deputy Clerk noted that this was ongoing.

114.2 Cllr Lias to provide details of informal hearing in respect of Brookers Hill appeal to Cllr Emmet. Cllr. Emmet to attend meeting

Cllr. Emmet confirmed that he had attended the hearing at the end of 2021 however there had been no update since. The Deputy Clerk was asked to contact Chris Howard, WBC for an update. It was confirmed that this was the result of a planning application for 32 houses which had been rejected and gone to appeal.

123.2.5 Cllr. Lias put together a proposal detailing the type of gate required, where they should be sited, and when the work was expected to be completed by and be delegated authority to purchase the gates up to £16k once approval was obtained from WBC.

It was confirmed that this item had been superseded (see 123.2.6 below)

123.2.6 The Clerk to forward the proposal to WBC ask for report back on timescales and progress stating an intention for the gates to be installed during the 2021/2022 financial year.

Cllrs Emmet and Grimes confirmed that they had met with Andy Glencross and discussed the village gates. SPC had confirmed that they would finance the gates and WBC agreed to pay for Speedwatch signs to be placed on them. There were plans for the first village gates to be installed within six to eight weeks. Cllr Grime undertook to obtain confirmation of this in writing.

14.2 Matters Arising

Cllr Brown confirmed that the replacement bus shelter on the Basingstoke Road previously discussed was now being dealt with by the Recreation and Amenities committee noting that it was being funded by an insurance payment.

22/PC/15 15.1 Schedule of Deposited Plans

There were no plans for discussion.

15.2 Planning Decisions

List of plans APPROVED

213706: Sark, Oakside Way, Shinfield, Wokingham, RG2 9BJ

213223: Costco, 100 South Oak Way, Shinfield, Wokingham, RG2 6UE

214007: Outbuilding to Rear of Allen Dene Basingstoke Road Three Mile Cross RG7 1AT

List of plans APPEALED

211377: 12 Coningham Road Shinfield RG2 8QP

22/PC/16

Enforcement Notices

16.1 Members raised concerns about apparent lack of visible action on enforcements and requested that the Clerk and Locum Clerk discuss the matter to see what action could be taken.

16.2 The enforcement reports from WBC circulated prior to the meeting was **NOTED**.

22/PC/17

Highways, street lighting and footpath matters

17.1 Highways

17.1.1 Cllr. Emmet described the advantages of a Sentinal camera which was more discreet than a traditional hand-held camera and would be an asset to the Speedwatch group.

It was **PROPOSED** that a Sentinal camera be purchased at a cost of up to £4k including VAT.

Proposed: Cllr Lias

Seconded: Cllr James

Unanimously Agreed

17.2 Lighting Matters

17.2.1 There were no lighting matters.

17.3 Footpath/Cycle way/Byway matters

17.3.1 It was **PROPOSED** that a request from Cllr Brown for up to £1800 for the printing of additional leaflets containing local walks be **APPROVED**.

Proposed: Cllr James

Seconded Cllr Peer

Unanimously Agreed

17.3.2 It was **PROPOSED** that Cllr Brown be given authority in principle to proceed with purchasing signage from Basingstoke Road to Langley Mead SANG to out of next year's budget.

Proposed: Cllr Grimes

Seconded: Cllr Emmet

Unanimously Agreed

17.3.3 Footpath 16

17.3.3.1 Cllr. Brown noted maintenance needed to improve the condition of footpath 16 confirming that WBC had requested a contribution of £30k from SPC to carry out the work. The University of Reading had offered to carry out some of the work free of charge. It was noted that the footpath had considerable footfall.

17.3.3.2 Members raised concerns about contributing funds. The locum Clerk advised that WBC were responsible for maintenance of the path.

17.3.3.3 It was **AGREED** that Cllr. Brown would request an explanation from WBC as to why a contribution from SPC was being sought and that in the meantime complaints received from residents about the paths condition would be forwarded to WBC.

22/PC/18 **Correspondence Items**

18.1 Local Plan Update

Cllr Grimes thanked members for contributing their views and confirmed that a response to the local plan update had now been submitted. Cllr. Peer expressed her thanks to Cllr Grimes for preparing the response.

18.2 Ryeish Lane/Shipridge Drive Junction

18.2.1 Members considered correspondence from a resident raising concerns about access to Ryeish Lane at the junction with Shipridge Drive which had been closed to vehicle traffic last year. One bollard had been installed to prevent traffic entering however cars were able to pass it.

18.2.2 The Deputy Clerk undertook to contact WBC and request that a further bollard be installed.

18.3 Footpath 17

18.3.1 Members noted the response from WBC to a resident in respect of footpath 17 which suggested that WBC had provided what residents had requested and therefore no action would be taken. It was felt that no action being taken would impact the ability for children to get to school safely.

18.3.2 It was **PROPOSED** that John Russell from Motion be instructed by the Deputy Clerk to deal with this on behalf of SPC Footpath Church Lane to Ryeish subject to the amount being less than £1500.

Proposed: Cllr Emmment

Seconded: Cllr Lias

Unanimously Agreed.

22/PC/19 **Project Schedule**

19.1 Cllr. Grimes requested that a record of the strong challenge provide by Motion to the quality of assessments in respect of the Crossfields School travel plan be recorded on the project schedule. The Deputy Clerk updated the schedule.

19.2 The project schedule was **NOTED**.

22/PC/20 **Date of Next Meeting:** 3 March 2022

The meeting ended at 9:25pm

Action points

Ref:	Action:	By whom:
77.9	Deputy Clerk to arrange cyber crime training for councillors and staff prior to it being offered to residents. Deferred to June	Deputy Clerk
92.2	Clerk to ask WBC to replace bulb in light post 4 Wheatfields Road with LED bulbs.	Clerk
114.2	Brookers Hill appeal - Deputy Clerk to contact Chris Howard for an update.	Deputy Clerk
123.2.6	Cllr Grimes to seek confirmation in writing from WBC in respect of plans for village gates.	Clerk
11.1.6	Deputy Clerk to request extension on planning application 214165	Deputy Clerk
16	Clerk and Locum Clerk to discuss how to get more visibility on enforcement issues.	Clerk/Locum Clerk
17.3.3.3	Cllr Brown to contact WBC to find out why SPC have been asked for a contribution to footpath 16.	Cllr Brown
18.2.2	Deputy Clerk to request additional bollard at Shipridge/Ryeish Lane junction.	Deputy Clerk
18.3.2	Deputy Clerk to instruct Motion in respect of footpath 17	Deputy Clerk

Planning stats:

Number of plans reviewed (Civic year to date)	
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Minutes approved on:	
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DRAFT

Minutes of a meeting of the Finance and General Purposes (F&GP) Committee held on Wednesday 2 February 2022 at School Green Centre commencing 19.30 hrs.

Present: Cllrs I Clarke, A Grimes, L James (Ch), I Montgomery, D Peer

Attending: Nina Villa (Locum Clerk), Jo Skidmore (Committee Secretary), Jane Mason (Finance Manager)

Ref: Minutes

22/FGP/1 **Public Questions**

There were no public questions.

22/FGP/2 **Apologies and declarations of members' interests**

2.1 There were no apologies.

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

22/FGP/3 **3.1 Minutes of the previous meeting**

The minutes of the previous meeting of 8 December were **AGREED** as a correct record of the meeting and signed by Cllr. James.

Proposed: Cllr. Peer Seconded: Cllr. Clarke Unanimously agreed

3.2 Actions

4.4.3.4 Cllr Clarke/Clerk and Deputy Clerk to discuss planning permission for shipping containers on Millworth Lane

Cllr Clarke advised that BDS had been contracted to project manage Millworth Lane and outlined the sporting facilities planned for the site. The estimated cost was £345k or around £200k if a skate park was excluded from plans. The quote included £20k for a refurbishment of the pavilion on site. BDS would begin by getting the appropriate planning in place. The project would be funded by a combination of reserves and CIL.

The locum Clerk and Cllr Clarke undertook to find out whether shipping containers were required for storage on site. If so, Cllr Clarke would discuss obtaining planning for the containers with BDS.

4.4.4 Clerk to write to SPC solicitor to request that the land swap documents were expedited.

Cllr Grimes confirmed that no response had been received from WBC in respect of the suggested inclusion in the swap of land at century drive and a maintenance fee from WBC to make the swap equitable.

Cllr Clarke confirmed that he had met with WBC to discuss play equipment. WBC had indicated that Century Drive would be transferred to Shinfield and confirmed that it would be upgraded before the transition was made.

46.1.2 Clerk to place the CCLA spread of investments on the next Full Council Meeting

Cllr James confirmed that this would be presented at the next Full council meeting.

46.1.4 Cllr Grimes to investigate possible available farmland to be purchased by SPC as community asset

Cllr. Grimes noted that he had not yet ascertained ownership of the land and that this remained in progress.

55.2.2 Clerk to contact Cllr. James by the end of the week if no progress had been made who would then follow up with AOC regarding outstanding work on School Green Centre.

Cllr James noted that he had contacted AOC to discuss work that remained outstanding. Progress had been slow to date. The locum Clerk confirmed that the previous Clerk had recently met with AOC and that she was in possession of the list of jobs for completion which she would follow up.

3.3 Matters Arising

Cllr. Clarke noted that the Deardon Lane allotments were taken on from the University of Reading on a 50-year lease for peppercorn rent. A payment of £70k to SPC had been promised by UoR towards costs and Cllr Clarke sought confirmation on whether this had been received. Cllr James undertook to check.

22/FGP/4 Financial Reports

4.1 Bank reconciliations as at end of 31 January 2022

Cllr. James confirmed that he had reviewed the bank reconciliations earlier that day and that all was in order. Members **NOTED** the report.

4.2 Submission of Precept/Budget to WBC

Cllr James gave an overview of how the precept figure had been arrived at. The submission to WBC which had been circulated to members prior to the meeting was **NOTED**.

22/FGP/5 Financial Forecast and Planning

5.1 Actual vs Budget vs Forecast expenditure as at 31 January

5.1.1 Cllr James gave an overview of the expenditure forecast report circulated prior to the meeting.

5.1.2 An overspend for the year of approximately £1.8k had been expected, however this had risen to £11k. This was due to:

- the late opening of the School Green Centre
- loss of room hire income from the Spencers Wood pavilion due to closures during the pandemic.

5.1.3 It was noted that the budget would need to be refreshed due to the departure of the Clerk and need to hire a locum Clerk at a higher salary rate. In addition, new grounds would become the responsibility of SPC during the year and SPC would need to recruit a Facilities Manager to manage them. The Staffing committee had agreed a Job description for the role and approval would be sought for it at Full Council.

It was **PROPOSED** that the Actual vs Budget vs Forecast expenditure Report was **APPROVED**.

Proposer: Cllr. Peer

Seconder: Cllr. Clarke

Unanimously Agreed

5.2 Forecast Reserves to 31 January 2022

5.2.1 Cllr James noted that the reserves balance at end of March would be £1.8m of which £1.4 million related to CIL. £200k of CIL was outstanding, there was the possibility of an additional £200k in the future but no further CIL income beyond that was expected. Members were asked to consider this when project planning.

5.2.2 An overview of the breakdown of the reserves was given.

5.2.3 Members **NOTED** the report.

22/FGP/6 **Insurance**

6.1 Cllr James gave an overview of the report from SPC's insurers following a site visit to Scholl Green Centre which highlighted the following points:

- Consideration should be given to installing bollards in front of the building to offer protection to pedestrians and the building. This was being addressed.
- Risk assessments were needed to be completed for the School Green Centre and Spencers Wood Pavilion.
- An issue with the alarm systems connecting to the remote monitoring centre needed to be resolved.

6.2 Members **NOTED** the insurance report.

22/FGP/7 **Correspondence**

7.1 **Berkshire Pension Fund Actuarial Report**

The Berkshire Pension Fund actuarial report was **NOTED**.

7.2 **Exit from Local Government Pension Scheme**

7.2.1 Cllr. James confirmed that there was no further liability for SPC after exiting the local government pension scheme.

7.2.2 The Staffing committee had agreed that in order to recruit a suitably qualified Clerk consideration may need to be given to maintaining their membership of the local government pension scheme. Whilst other staff should not receive the same pension options should be kept open as to what other benefits were given and posts should be aligned.

7.3 **letter from our Internal Auditor re an audit performed 01 and 02 Feb 2022**

The locum Clerk summarised the letter from the internal auditor. The letter confirmed that overall, the financial records continued to be well maintained and appeared complete and fit for purpose. Some sets of minutes had not been available on the website at the time of the auditors visit and the financial regulations on the site were not the latest version. The CIL report for 2020/21 was also unavailable. The importance of keeping the website up to date was emphasised. The Financial Regulations needed to be reviewed to ensure they reflected current practices at Shinfield Parish Council.

22/FGP/8 **Date of Next Meeting:** 13 April 2022

A request was made for diary invites to be sent for all meetings.

The meeting closed at 20:10

List of Actions

4.4.3.4	Cllr Clarke/Clerk to discuss whether storage was required at Millworth Lane for storage. Cllr Clarke to discuss planning permission for shipping containers with BDS if so.	Cllr. Clarke/locum Clerk
4.4.4	Options for resolving land swap issues around equity of value under discussion.	Clerk /Cllr Grimes
46.1.1	Cllr Grimes to investigate possible available farmland to be purchased by SPC as community asset	Cllr Grimes
55.2.2	Locum Clerk to oversee the work that remained outstanding to ensure completion.	Locum Clerk
3.3	Cllr James to check whether a payment of £70k had been made to SPC from UoR in respect of the Deardon allotments.	Cllr James

Minutes approved on:	
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Draft

Minutes of a meeting of Shinfield Parish Council held on Monday 17 January 2022 at School Green Centre, commencing 19.30 hrs.

Present: Cllrs E Brown, P Emmet, A Grimes (Chair), L James (from item 4.1), M McDowell, I Montgomery, I Clarke, and D Peer

Attending: Mike Balbini (Clerk), Kouy Young (Deputy Clerk), Jo Skidmore (Committee Secretary), B/Cllr J Frewin, J Rance and B Patman and three residents.

22/1 Public Questions

1.1 Residents raised the following questions regarding the bus services in Shinfield.

1. What representations have been made to Reading bus about the suspension of the number 7 service w.e.f. 17 January 2022?
2. What reassurances have been received from Reading Bus that the service will be reinstated and when will that take place?
3. Whether the Parish Council contributed observation to the survey of bus provision conducted by Wokingham Council which ran from 16 December 2021 to 16 January 2022, and if so to request that their submission is circulated?

4. What has been done about providing bus stops on the western section of Hyde End Road and on Basingstoke Road between the corner of Hyde End Road and the existing Village Hall/Farriers stop to serve the number 9 service?

1.2 Cllr Grimes confirmed that SPC was working with WBC to make representations to Reading buses on suspension of bus service 7 and to address the fact that service 7 and 9 operated too closely together.

1.3 Cllr Grimes had completed the bus consultation survey on the WBC website, but he and other members raised concerns about the difficulty in completing it and the lack of opportunity in it to make constructive comments. B/Cllr Frewin undertook to raise concerns about the survey.

1.4 B/Cllr Patman noted that Reading Buses were carrying out a review of all bus routes. Roadworks on route 7 were causing issues and the service was under used. WBC had previously paid Reading Buses £39k to ensure that the parish retained an evening service, and it was suggested that this could instead be used to fund a daytime service. If no solution was found WBC may consider suspending the payment and using it to fund resident's journeys.

1.5 Cllr Grimes noted that he had made representations to Reading Buses and WBC about three bus stops to be installed in Hyde End Road between Fullbrook Avenue and Basingstoke Road and had requested that services 8 and 9 join up as cross parish travel was not currently accepted on this route.

1.6 B/Cllr Patman confirmed that WBC were ready to go ahead with installing the bus stops but that the bus stops were not yet available. He undertook to request that temporary bus stops be put in place.

1.7 Cllr Grimes noted that bus routes had been affected nationally due to the pandemic and that the issue was due to funding from politicians rather than the operator. A resident suggested that the operator had taken decisions which made it impossible to cover costs such as withdrawing all community services into Reading from the area.

1.8 Cllr. Grimes noted that when the south of Reading bus plan was put together, he had spoken to WBC stating that in the future the Route 7 would not be sustainable which WBC officers dismissed. It was felt that Reading Buses would need a lot of persuasion to bring them back, but he undertook to keep residents informed. He assured residents that SPC would continue to push its strategy to get people out of their cars and ensure that residents had access to transport.

1.9 The residents were thanked for raising questions. They then left the meeting.

22/2

Apologies and declarations of members' interests

2.1 Apologies were received from Cllr. Boyer, Jahromi, O'Brian and B/Cllr Bhatt

2.2 There were no declarations of interest.

2.3 There were no changes to members' declarations of pecuniary interests.

3.1 Council Minutes

The minutes of the Council meeting held on 20 December 2021 that had been circulated prior to the meeting were **APPROVED**.

Proposed: Cllr. Brown

Seconded: Cllr. Emmet

Unanimously agreed

3.2 Matters Arising from Previous Meeting

128 Update on land swap

This item was noted as ongoing. Cllr Grimes confirmed that a valuation of £15k had been received on Century Drive and WBC would now be approached to add Century Drive field and playground to the land swap and request a maintenance payment of £10k to close the remaining financial gap in land values.

78.4.2 Cllr. Clarke and Cllr. James to work together to progress Spencers Wood Recreation Ground project.

See item number 4.4.1.

102.5.3 Clerk to investigate electronic device solutions for members to help with the management of meeting packs.

See item number 8.

113.6.2 Clerk to obtain stats on fly tipping across the borough

The Clerk shared details of fly tipping stats from across the borough and noted that WBC had offered signage to SPC to assist in deterring people from carrying out fly tipping. These had proved helpful when used in other areas.

Cllr Emmet confirmed that he was meeting with WBC on 28th January to discuss the issue. B/Cllr Frewin confirmed his wish to attend the meeting.

123.1.1 Clerk to contact Marcia Head, WBC, advising that there had been no feedback on activity at Foxglades in respect of Planning

The Clerk confirmed that a response had been received and circulated.

123.3.1 Deputy Clerk to send a copy of the asbestos report produced in respect of Millworth Lane Pavilion to the Chair.

The Deputy Clerk confirmed that the asbestos report had been sent.

134.4.1 Cllr Peer to follow up with Cllr Lias on village gates proposal.

Cllr. Peer confirmed that this had been passed to Motion who had been instructed to manage it.

134.6.1.4 Cllr Clarke to put together a list of tasks required at Millworth Lane in preparation for procuring the services of a project manager.

See item 4.4.1.4.

134.7 The Clerk undertook to ask Arborfield and Newland if the figure quoted for the budget to support the work was inclusive or exclusive of VAT.
It was confirmed that the quote was exclusive of VAT.

3.3 **Matters Arising**

There were no further matters arising.

22/4 **Reports**

4.1 Reports from Borough Councillors

4.1.2 B/Cllr Rance confirmed that she had no updates to the report she circulated prior to the meeting.

4.1.3 B/Cllr Patman confirmed that in response to a question on what structures were allowed in one's curtilage that Thames Valley Police responded that apart from not blocking the driver's sight lines at junctions there were no exclusions.

4.1.4 B/Cllr Frewin asked where SPC was in terms of nominating green space as part of the Local Plan Update and whether there were spaces within the SDL in Shinfield that SPC would consider. Cllr Grimes confirmed that SPC's position was in draft and noted that SPC was not able to nominate land within the red line shown in the SDL. B/Cllr. Frewin requested that SPC identify potential green space areas in its draft plan in line with other parishes.

4.1.5 B/Cllr Frewin asked whether SPC had a social media communication strategy. Cllr Grimes confirmed that SPC did not currently communicate on social media but that the policy position would be agreed at the Communications and Policy committee meeting and published on the SPC Website. B/Cllr Frewin suggested that SPC used social media to address issues arising in the parish however concerns were raised about the way in which some residents used social media and the issues that this caused for SPC.

4.1.6 It was agreed that clarification was required on the road adoption policy between WBC and SPC for community amenities for example streetlights, bins, play areas. It was suggested that a mapping process be carried out detailing who is responsible for what and that the information be added to the SPC website.

4.1.7 The B/Cllr's reports were **NOTED**.

4.2 Questions to WBC via Borough Councillors

There were no further questions, and the Borough Councillors left the meeting.

4.3 Minutes of the Planning & Highways committee meeting 2 December 2021

The minutes of the Planning and Highways committee meeting on 2 December 2021 were **NOTED**.

4.4 Working Parties Reports

4.4.1 Sports Strategy

Spencers Wood recreation ground

4.4.1.1 Cllr. Clarke confirmed that he was putting together a business case to enable improvement of facilities at the Spencers Wood recreation ground.

4.4.1.2 Cllr Grimes confirmed that the business plan would need to contain quotes obtained through contract finder and that planning permission would need to be sought prior to the business case being put forward. It was suggested that an outline business case was submitted to Council for approval in advance of these details being confirmed.

4.4.1.3 The Clerk reminded members that the business plan would need approval from the Recreation and Amenities Committee in the first instance.

Millworth Lane

4.4.1.4 Cllr. Clarke confirmed that he had met the Project Manager from BDS at Millworth Lane to discuss the scope of the work.

4.5 Chair's Report

Cllr Grimes highlighted the following points:

- Residents would be encouraged to approach SPC directly with their concerns and to attend meetings rather than raising them on social media.
- A response to the Local Plan Update was being prepared. It was noted that this had been circulated for comment and disappointment expressed about the lack of feedback received from members.
- A response to the bus survey had been submitted to and feedback provided to WBC about the way the survey had been structured.

4.6 Clerks Report

The Clerk referred to his report circulated prior to the meeting. The following points were highlighted:

- A response was awaited on the pre-school license.
- Planters had been ordered for the Piazza corner at the School Green Centre.
- The electric Vehicle chargers had been commission. 11 people had used the chargers by 7 January.
- Limited WiFi was now operational.
- Hall hirers were providing positive feedback in respect of the new venue.
- A meeting would be taking place the next day regarding the re-design of the library with Library services, WBC.

The report was **NOTED**.

4.7 Reports from Outside Bodies

There were no reports from outside bodies.

22/5 Neighbourhood CIL proportion report from WBC

The CIL proportion report from WBC was **NOTED**.

22/6 New Community Centre

6.1 Cllr. Grimes noted the following:

- **Catering:** The kitchen scope had changed and therefore a flue was required. Discussions had taken place with Lifebuild regarding the cost of fitting a flue and a quote received for £28k. Cllr. Grimes had written to MEA to instruct them to go ahead with the work but asked them to challenge the costs quoted by AOC. The work was scheduled to be completed within four weeks.
- **Snagging Issues:** The list of snagging issues was growing. MEA had been asked to address them while on site in respect of the flue
- **Tower Room Acoustics :** Correspondence with AOC highlighted that when the project was value engineered AOC had not stated the impact of the changes that they recommended. AOC had agreed to hire an acoustic team at their risk and time.
- Water had now been connected
- Wi-Fi was now connected
- **Footway Complaint:** As raised at the last meeting the consortium had now confirmed that the path would be fixed as part of landscaping work that they would be carrying out.

6.2 The Clerk noted that the catering contractor had suggested opening a coffee service whilst waiting for the installation of the flue but that he was concerned about how this might impact work on the flue installation. Members expressed disappointment that the need for a flue had not been identified at an earlier stage. It was **AGREED** that it was appropriate to delay opening of a coffee provision to expedite the finalisation of the kitchen and open the café in full.

22/7 Invoices for Payment

7.1 Cllr Clarke queried the invoice payable to Cratus and requested confirmation of the total amount paid to them. The Clerk noted that this was the final bill payable to them and that there would be no further relationship with them but undertook to supply Cllr. Clarke with the information requested. The need for a clear brief when taking on contractors was noted.

7.2 It was **PROPOSED** that the invoices up to 7 January 2022 were **APPROVED** for payment.

Proposed: Cllr Montgomery Seconded: Cllr Emmet Unanimously Agreed

7.3 It was **PROPOSED** that the Barclay card statement detailing expenditure by SPC up to 7 January 2022 was **APPROVED**.

Proposed: Cllr Montgomery Seconded: Cllr Emmet Unanimously Agreed

22/8 **Electronic Devices for Councillors**

8.1 The Clerk gave an overview of options for electronic devices that would allow members to access meeting papers. It was confirmed that councillors had the legislative right to paper documents but that they could waive that right by writing to the Clerk.

8.2 The quote for lap-tops for Council members for the purpose of SPC business was approved .

Proposed: Cllr James Seconded: Cllr Peer Unanimously Agreed

22/9 **Damage to Old Parish Hall Kitchen**

The Clerk noted that contractors had damaged the old parish hall kitchen. Cllr Grimes confirmed that this could be charged back to the contractors and asked the Clerk to confirm details to him.

22/10 **Local Plan Update Response**

10.1 Cllr Grimes gave an overview of SPC's draft response.

10.2 Cllr. James suggested that it contained a list of assets required by the parish. Cllr. Peer queried whether it contained enough emphasis on environmental practice. Cllr Grimes noted that there would be another round of consultation in which SPC could refine its input.

10.3 It was **PROPOSED** that the draft local plan update be **APPROVED** for submission subject to the deletion of references to appendices as applicable.

Proposed: Cllr. Peer Seconded: Cllr Brown Unanimously Agreed

22/11 **Investments Proposal**

This item was deferred to the next Full Council meeting.

22/12 **Speedwatch**

This item was deferred to the next Full Council meeting.

22/13 **Correspondence and other items**

13.1 **Grant Request from Link Visiting Scheme**

A grant for £900 for costs of services relating to Shinfield was **APPROVED**.

Proposed: Cllr Montgomery Seconded: Cllr Brown Unanimously Agreed

13.2 **Jubilee Celebrations**

This item was deferred until the next Full Council meeting.

22/14 **Date of Next Meeting:** 21 February 2022

22/15 **Exclusion of the Press and the Public**

It was **RESOLVED** that, in view of the confidential nature of the business about to be transacted in relation to personal and business information, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw from the next items on the agenda.

Proposed: Cllr. Emmet Seconded: Cllr. Montgomery Unanimously Agreed

22/16 16.1 Cllr James confirmed that the Clerk and Committee Secretary had resigned. The priority was to replace the Clerk and an approach had been made to LGRC to secure the services of a locum. A possible individual identified, and costs established however availability to work full time needed to be checked. The locum Clerk would be responsible for managing the Clerk recruitment process and handover. Cllr James would be discussing plans with the staff of SPC the next day to provide assurance.

Proposed: Cllr James Seconded: Cllr Lias Unanimously Agreed

16.2 It was PROPOSED that an additional £20k over the budgeted Clerk's salary to civic year end be set aside for the purposes of employing a locum.

Proposed: Cllr Peer Seconded: Cllr Lias Unanimously Agreed

The meeting ended at 22:10

Action Items:

Minute Ref	Details	Action By:
128	Clerk to consult WBC on adding in Century Drive field and playground together with a maintenance payment of £10k to the land swap in order to equate the deal. .	Clerk
78.4.2	Cllr. Clarke to present business case for Spencers Wood recreation ground before Feb 2022.	Cllr. Clarke/Clerk
22/7	Clerk to provide Cllr Clarke with details of amount paid to Cratus for their recent services.	Clerk
22/8	Clerk to obtain laptops for Council members to enable electronic meeting packs	Clerk
22/9	Clerk to send details of damage to old parish council kitchen to Cllr Grimes	Clerk

Shinfield Parish Council

Response to Wokingham Borough Council Local Plan update December 2021- January 2022

Summary of the SPC objection

Shinfield Parish Council (SPC) has reviewed the Local Plan Update and considers it to be unsound. SPC objects to the plan for the reasons set out below and supported by the attached appendices.

Wokingham Borough Council has failed to provide a balanced development plan for the borough which has the characteristics of:

- Equitable burden of development on communities
- Sustainable development
- Capability to deliver infrastructure
- Effective mitigation of the impacts of development.

The Local Plan Update assumes a housing delivery target for the short term (2038) without strategic planning for delivering housing to the 2050's. As such it has identified sites south of and adjacent to the M4 and A329M including the proposed Garden Community at Halls Farm Strategic Development Location.

The development strategy is based on previous assumptions made by Berkshire County Council who assumed that land between Theale and Shinfield could be developed. It builds on previous strategies which has resulted in 90% of development being South of the M4. The LPU has reinforced this bias by removing a major sustainable development at Ruscombe from the consultation even though this site is located close to the Transport for London (TfL) Elizabeth Line and the developer has proposed to fund a new railway station on the route (Appendix 1).

The adoption of the AWE Detailed Emergency Planning Zone policy by West Berkshire Council in 2020 has removed this large area, which includes the previously posited Grazeley Garden Community, from the stock of potential development sites. Therefore, Wokingham needs to identify housing development opportunities to the north of the M4 such as Ruscombe.

The 2009 Core Strategy

SPC has written to Wokingham Borough Council in the past expressing support for well-planned and designed, infrastructure led sustainable development. However, examination of the Core Strategy (2009) indicates a failure by Wokingham Borough Council to deliver infrastructure to mitigate the impact of growth:

- New and insufficient school capacity prior to housing occupations leading to new residents adopting unsustainable travel arrangements and children traveling to

distant schools. For example, in 2022 there is a lack of secondary school capacity in the South of M4 (SM4) and Arborfield Strategic Development Locations (SDL) leading to bussing children to central Wokingham schools which has deprived Shinfield Parish children of equitable access to after school activities.

- Lack of retail and employment infrastructure leading to residents adopting and embedding arrangements creating excessive journeys to shops and work. For example, the delay to the Shinfield Local Centre supermarket has led to significant trips to supermarkets in Lower Earley, Winnersh and south Reading.
- Road Infrastructure either at all or prior to development increasing road congestion and wear and tear prior to delivering new roads. For example, the lack of an east-west distributor road in the SM4 area resulting in continuous road works and utility failures on main roads in the area.
- Lack of effective public transport planning covering frequency, timetabling for school, employment, health and the night-time economy, attractive journey times and economic fares resulting in high uses of private cars. For example: lack of bus services to Spencers Wood, slow bus routes between Shinfield School Green and Wokingham and a lack of effective Wokingham north to Twyford buses have led to excessive use of cars impacting on residents in streets in Wokingham and Twyford. Where bus services have been improved planning for significant ad-hoc park and ride car parking has not been made. A lack of co-ordinated planning in Three mile Cross resulted in a failure to provide a direct link from a 280 house development east of the A33 to the Mere Oak Park and Ride west of the A33.
- Coherent and joined up sustainable walking and cycling transport routes. For example, in the SM4 SDL quiet roads were assumed to remain walkable/cyclable but have become major car access and egress points to new housing. Delays to opening walking routes has led to driving within the SDL.
- Delays to opening Suitable alternative natural green space (SANGS) has led to excessive car journeys to recreation areas.

The Local Plan Update consultation 2021/2022

National planning guidance requires development to be socially, environmentally and economically sustainable. To do so in Wokingham requires:

- An equitable burden of development on communities
- Sustainable development
- Capability to deliver infrastructure
- Effective mitigation of the impacts of development.

Burden of development

The LPU has only indicated one significant development at Halls Farm in Arborfield Parish. Arborfield and Shinfield Parish Councils accept some development may be sustainable on this site but consider it to be limited to the capacity proposed in the attached development appraisal (Appendix 2).

Shinfield Parish Council acknowledges that there are some sites remaining within the SM4 SDL which may be developed.

Sustainable development

It is noticeable and unsound that there is very limited development north of the M4 where better road and rail infrastructure exists. Indeed, the Elizabeth Line offers access to employment in Reading and across the Great Western and Cross-Country rail network, at Heathrow, nationally via High speed 2 at Old Oak Common, and in the West End, City and Canary Wharf districts of London.

Furthermore, the A4/A404 offers access to the M40 and an additional M4 junction is more feasible between Junctions 10 and 8/9 than just west of Junction 10.

The LPU states some of these areas are Green Belt. However, Green Belt lands can be re-provided and Green Belt in Ruscombe could be de-designated and replaced with land in Grazeley that is unlikely to come forward for development.

Capability to deliver infrastructure

There is insufficient land for additional roads and rail links south of the M4. The Core Strategy (2009) has one of the highest cost Section 106/Community Infrastructure Levy regimes in England which has been demonstrated to be insufficient to fund the Infrastructure Development Plan (IDP). The LPU has not identified fully require infrastructure or the necessary funding.

Therefore, the infrastructure to support further housing must use greenfield land within the centre of developments for schools, community centre, shops, health, and employment facilities and must focus on existing major transport networks. Furthermore, large parts of the west of the borough are within the Loddon flood plain where development should be either avoided or significant flood defences built.

Effective mitigation of the effects of development

Infrastructure in Shinfield has not kept up with the current SM4 SDL requirements. Wokingham has failed to prevent development becoming a burden on existing residents and the LPU does not show how this will be avoided in the future. The LPU relies on existing road networks in Shinfield and Winnersh. Specifically, it makes no provision for mitigating growth on the A327 from the Black Boy roundabout to Shinfield Rise and the University of Reading.

The LPU makes no comments on delivering local and social infrastructure. In Spencers Wood this has resulted in a dangerous road network, poor food retail facilities and limited social infrastructure. The LPU has not identified land and delivery partners for such activities. The LPU has not identified triggers to delivery and has not quantified requirements for any form of infrastructure to support development.

Halls Farm

The LPU has identified one strategic development location at Halls Farm in Arborfield. The Halls Farm development is unsustainable without significant transport infrastructure. Local roads south of the M4 are unsuitable and already burdened with the impact of the SM4 and Arborfield SDLs which are not yet complete.

The development will result in significant additional traffic travelling through Winnersh which needs mitigating according to the Winnersh Parish Council report (Appendix 3). Work being undertaken by Motion LLP (Appendix 4) for Shinfield Parish Council indicates that traffic management measures which were not implemented with the Shinfield Eastern Relief Road (ERR) will be necessary to prevent traffic driving through the community rather than along the ERR (A327) and Whitley Wood Lane (B3270) to reach south Reading employment and the M4 at Junction 11. This is necessary to support the SPC Transport Plan (Appendix 5) which is intended to make travel in Shinfield safe and sustainable.

As Halls Farm is south of the M4 and the Loddon and in excess of government guidance on walking and cycling distances to existing infrastructure in Lower Earley and Winnersh it will require significant new bus services, new roads, new walking and cycling routes across the Loddon and M4..

Furthermore, a lack of secondary school capacity for Shinfield and Arborfield must be rectified before this development can be occupied.

Shinfield Parish Council requirements to mitigate the impact of development.

The WBC Core Strategy (2009), Infrastructure Delivery and Contributions (2011) Managing Development Delivery Local Plan (2014) policies all failed to define calculations quantifying infrastructure requirements, trigger points for initiating delivery and limitations on housing occupations before completion of infrastructure.

Policy requirement

Shinfield Parish Council propose that the Local Plan to be adopted by Wokingham Borough Council shall include an Infrastructure Development Plan (IDP) with a schedule of infrastructure complete with funding arrangements, commencement arrangements and completion limitations on housing occupations.

Infrastructure

The infrastructure development plan should cover the requirements for SDL developers and developers outside SDLs to provide:

1. New roads including segregated construction traffic routes (haul roads), junction improvements speed limits and road safety infrastructure such as bus gates.
2. Public transport infrastructure (bus stops, bus lanes, railway stations) and services provision.
3. Healthcare and well-being facilities.
4. Education facilities.

5. New or upgraded power, water sewerage and drainage systems to developments and existing residents.
6. IT and telecom systems to development and existing residents
7. Green infrastructure including, footpaths, cycleways, road crossings, parks and SANGS.
8. Community facilities including sports pitches, sports and recreation centres and community centres.
9. Retail facilities.

The scale of provision of infrastructure for each development should be calculated according to the methodology and outputs adopted in the Bracknell Forest Council (2007) Limiting the impact of Development (Appendix 6)

Funding

The funding of such infrastructure shall be identified in the IDP from the following sources:

1. Section 106 onsite delivery funded by the developer.
2. WBC Community Infrastructure Levy funded works.
3. Housing Infrastructure Fund (central government) funded works.
4. Parish Council Community Infrastructure Levy funded works agreed with the Parish Council prior to adoption of the IDP.

Timing arrangements

The Infrastructure Development Plan (IDP) must form part of the Local Plan. It should specify that:

1. Infrastructure works shall commence prior to housing development. No housing development shall start unless all infrastructure works have commenced.
2. No SDL housing development shall commence until the haul road is completed.
3. No more than 30% of housing can be occupied until the infrastructure associated with the development is completed and is operation.

Summary

The local Plan update will only be acceptable if all these comments are integrated into the draft plan. Specifically, the Local Plan shall spread development across the borough in well planned infrastructure led sustainable communities.

A.G.Grimes MSC, MRICS

09 /01/2022

Appendices

1. Ruscombe development proposal
2. Halls Farm capacity assessment
3. Winnersh transport assessment
4. Shinfield traffic management assessment

5. Shinfield Parish Council Transport policy
6. Bracknell Forest council (2007) Limiting the impact

Proposed Investment Spread

The Proposal is in line with the Council's Investment Strategy and as reported to Finance and General Purposes in May 2021.

The proposal has been updated to reflect actual receipts of CIL and use of reserves in 2021/2022.

The minutes of the May meeting (approved in August 2021)

35.5 Investment Policy

Cllr. James noted that the Investment strategy and reserves policy was guided by regulation and based on security, liquidity and return. The policy would be reviewed annually as part of the budget process.

It was **PROPOSED** that the Investment Policy be **RECOMMENDED** to Full Council for approval.

Proposed: Cllr Montgomery

Seconded: Cllr Peer

Unanimously Approved

35.6 Proposed Investment Spread

Cllr. James gave an overview of the proposed investment spread circulated to members prior to the meeting. It was thought that the level of investment would reduce over the next six years in line with the reduction of CIL income.

The Clerk undertook to circulate details of the investment fund to members for consideration.

It was **PROPOSED** that on receipt of agreement of the list of Investments used by CCLA the investment spread be **RECOMMENDED** to Full Council for approval.

Proposed: Cllr Grimes
Approved

Seconded: Cllr Peer

Unanimously

Proposed Investment Spread - Based on Forecast Position on Reserves at 31st March 2022

8.1.4

Year Commencing	01/04/2021	To Reserves	From Reserves	01/04/2022	01/04/2023	01/04/2024	01/04/2025	01/04/2026
<u>Reserve</u>	£	£	£	£	£	£	£	£
General	200,000			200,000	100,000	150,000	200,000	250,000
Website Development	10,000		(5,000)	5,000	0			
Sinking Fund	31,000	12,000	13,500	56,500	96,500	136,500	176,500	216,500
Elections	4,000			4,000	4,000	4,000	4,000	4,000
Highways	52,000		(32,000)	20,000	0	0	0	0
Millworth Lane Recreation Ground	40,000	(40,000)		0	0	0	0	0
				0				
				0				
CIL	601,000	2,079,500	(1,090,000)	1,590,500	1,000,000	800,000	500,000	200,000
				0				
Fit Out Community Centre	50,000		(50,000)	0	0	0	0	0
Pride In Our Parish	34,000		(34,000)	0	0	0	0	0
Youth Initiatives	11,000			11,000	0	0	0	0
Planning Matters	25,000			25,000	0	0	0	0
Total Reserves	1,058,000	2,051,500	(1,197,500)	1,912,000	1,200,500	1,090,500	880,500	670,500
<u>Investment Spread *</u>								
Lloyds Bank Instant Access Interest Account	200,000			200,000	100,000	100,000	100,000	100,000
NS & I Bonds	500,000			1,000,000	250,000	100,000	100,000	100,000
CCLA Cash Funds	327,000			669,000	754,000	754,000	504,000	254,000
CCLA Property Fund	31,000			43,000	96,500	136,500	176,500	216,500
Total Investments	1,058,000			1,912,000	1,200,500	1,090,500	880,500	670,500

* Investment excludes current account which holds the balance of the Precept and income raised in the year required to pay for operational expenditure

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Thursday 27 January 2022, at the Spencers Wood Pavilion commencing at 7:30pm

Present: Cllrs. N Boyer (Ch), E Brown, P Emmet, M O'Brian, P Jahromi, L James, I Montgomery, A Narayanan
Attending: Mike Balbini (Clerk) (from Item 7.2) Kouy Young (Deputy Clerk), Jo Skidmore (Committee Secretary), Three Residents

22/RA/1 Public Questions

1.1 Cllr Clarke welcome the residents to the meeting.

1.2 A resident questioned whether the sloping path to SGC courtyard was intended as disabled access as the grassy surface made it difficult for wheelchair users to use it. Disappointment was expressed about a new building not having suitable access for people with disabilities. The resident stated that she had been directed to this committee for a response.

1.3 Cllr Clarke requested that the letter submitted by the resident prior to the meeting was forward to the Chair and Clerk for a response as this committee was not equipped to answer the questions raised. The resident agreed with this approach.

1.4 A resident made the following observations about the Spencers Wood Pavilion:

- The front door entry system resulted in the door locking each time someone accessed the building. It was requested that an entry system with a timer was install.
- The front door was very hard to open especially for people with disabilities. Was it possible to install an access pad for easier access?
- The community room door locked when closed resulting in people wedging the door open. Was this in beach of fire regulations? Could a better solution be found to room access?
- A dishwasher was required as there was insufficient hot water for an extended wash.

1.5 The Deputy Clerk noted that the doors needed to lock for security purposes and that those hiring room were responsible for letting people in and out of the building. Cllr. O'Brien observed that this was also necessary for insurance purposes.

1.6 It was agreed that a solution was required that balanced ease of access with security and the Deputy Clerk undertook to investigate the matter.

1.7 It was **PROPOSED** that the Deputy Clerk investigate purchasing a dishwasher for Spencers Wood Pavilion.

Proposed: Cllr Jahromi Seconded: Cllr Emmet Unanimously Agreed.

1.8 A resident asked whether it would be possible to use Spencers Wood recreation ground and pavilion for a community celebration of the Queen's platinum jubilee and if so what insurance and security would be required. The event would be held on the bank holiday weekend. Planned for bank holiday weekend.

1.9 Cllr. Clarke requested that the resident put a proposal in writing for the committee to consider.

22/RA/2 **Apologies and declarations of members' interests**

2.1 Apologies were received from Cllr. Boyer

2.2 There were no declarations of members' interests.

21/RA/3 **3.1 Minutes of the Previous Meeting**

The minutes of the committee meeting of 27 November 2021 were approved as a correct record and signed by Cllr. Clarke.

Proposed: Cllr James Seconded: Cllr Brown Unanimously Approved

3.2 Actions

14.4 Volunteer evening to be organised for late December 2021 to say thank you for efforts made during the pandemic

This item was noted as complete.

48 Cllr Jahromi to identify other areas in the parish to locate raised flower beds

This item was noted ongoing.

55 Deputy Clerk to send draft CCTV policy to the Data Protection Officer at WBC for validation.

The Deputy Clerk confirmed that the policy had been received back from WBC and had been updated accordingly.

62.1.3 Clerk to contact Cllr Clarke to discuss next steps in procurement process for Spencers Wood Rec facilities.

Cllr Clarke confirmed that this item was ongoing.

62.2.3 Clerk to provide monthly report detailing significant maintenance tasks carried out in the parish to help identify any recurring issues.

This item was noted as ongoing.

70.2.1 Millworth Lane working party produce a comprehensive plan detailing work to be carried out on site before any work commenced.

See agenda item 3.2

70.3 Cllr Clarke to provide a report from Cllr Clarke on the meeting held 24 Sept 2021 with B Thompson of WBC re sports strategy in the parish

This item was noted as complete.

70.4.3 Clerk to investigate security measures at the Spencers Wood Pavilion and review at the School Green Centre.

The Deputy Clerk confirmed that this was in respect of obtaining the services of a security guard and that options were under consideration.

77.3 Clerk to seek approval from UoR for apple trees to be planted on Langley SANG and Ridge SANG

This item was noted as complete.

2.3 Matters Arising

There were no matters arising.

22/RA/3 **Parish Wide Update**

3.1 Spencers Wood Recreation Ground Working Party Update

3.1.1 Cllr. Clarke stated that committee was now responsible for a budget of over £200k and noted the need for a better overview of income to SPC from its amenities.

3.1.2 Cllr James noted that the Deputy Clerk was working with the finance manager on a lettings income schedule which would be shared with the committee shortly.

3.1.3 Cllr. James confirmed that the Staffing Committee was planning to recruit at level of the Deputy Clerk and Finance Officer a qualified employee to manage the buildings, playing fields and recreation grounds. It was hoped that this would happen within the next 6 months and the committee would be kept informed.

3.2 Spencers Wood Recreation Ground

3.2.1 It was noted that the Business Case for improvements to facilities at the Spencers Wood Recreation Ground was complete subject to two further quotes being received

3.2.2 It was **PROPOSED** that the business case be submitted to Council later in the month stating that work would cost up to 140k excluding VAT.

Proposer: Cllr. Emmet

Seconded: Cllr Jahromi

Unanimously Agreed

3.2.3 Cllr. Clarke undertook to submit the business case to the Finance and General Purposes committee taking place on 9 February, if it was complete in time.

3.3 Millworth Lane Report from Sports Strategy Working Party

3.3.1 Cllr Clerk confirmed that he had met with BDS who had submitted a proposed for managing the Millworth Lane project.

3.3.2 It was **PROPOSED** that the project scope submitted by BDS be approved.

Proposed: Cllr Emmet

Seconded: Cllr Montgomery

Unanimously Agreed

3.3.3 Cllr. James requested that options be considered for the renovation of the pavilion at Millworth Lane at some point in the future.

22/RA/4 **Community Service Update**

4.1 Cllr Brown update

4.1.1 Cllr Brown confirmed that the Welcome Club would be restarting on 24 February.

4.1.2 A request had been made for spare chairs at the Spencers Wood Pavilion for the tea club as attendance had increased. The Deputy Clerk was managing the request. The tea club was proving to be a great success and receiving positive feedback.

4.2 Wellbeing Library

4.2.1 Cllr. Narayanan noted her interest in wellbeing and her work in this area. Mental health issues had significantly increased resulting from the pandemic. SPC was supporting physical wellbeing but not mental wellbeing. Some parish councils had already put measures in place to assist. Cllr. Narayanan suggested that the library at SGC contain a section of books specifically related to mental health.

4.2.2 It was **PROPOSED** that a shelf be reserved at the School Green Centre Library and Spencers Wood library for books relating to mental health.

Proposer: Cllr Jahromi Seconded: Cllr O'Brian Unanimously Agreed.

4.2.3 The Deputy Clerk undertook to write to the library to request this and to make space for leaflets on mental health within the SGC.

4.3 Bus shelter on Basingstoke Road

4.3.1 The Deputy Clerk noted that the bus shelter would be replaced via insurance. WBC had suggested waiting until changes had been made to the kerb height before replacing it.

4.3.2 It was **PROPOSED** that the Deputy Clerk write to WBC to request that the bus stop be replaced immediately and stating that SPC will invoice them. SPC would advise the type of shelter required.

Proposed: Cllr Brown Seconded: Cllr Emmet Unanimously Agreed

4.4 Pavilion Youth Club

4.4.1 Cllr. Montgomery shared a report prepared by the Youth Club Leader highlighting the following:

- There were currently 25 members.
- Activities included pool tournaments, air Hockey and crafts.
- Once the weather improved it was hoped that the outside space could be used, and trips organized.
- Two new members of staff were settling in well and coming up with ideas.
- On Mondays the youth club leader was supporting activities in Shinfield North.

4.4.2 It was noted that the Shinfield North was seeking alternative accommodation. The Deputy Clerk suggested that the club utilise Spencers Wood Pavilion. Cllr. Montgomery agreed to consider the possibility.

22/RA/5 Grant Applications

5.1 Link Visiting Scheme

It was **PROPOSED** that a grant of £900.00 for the Link Visiting Scheme be **APPROVED** subject to reporting on details of beneficiaries in the Shinfield area.

Proposed: Cllr Brown Seconded: Cllr Jahromi Unanimously Agreed

22/RA/6 **Room Hire Schedule**

6.1 The room hire schedule was considered by members. The Deputy Clerk noted that bookings were increasing. Feedback indicated that people were pleased with the facilities but were keen to know when the café would be open. With nine rooms available for hire, resources were stretched, a party had been turned down as SPC was unable to staff it. Future room hire schedules would include the amount of income received for each booking.

22/RA/7 **Correspondence**

7.1 Allotment Pest Control Contract

7.1.1 Cllr. Clarke confirmed that a contractor had been identified to carry out pest control. This was required due to an issue with rats which was partly due to livestock being kept on the allotments.

7.1.2 It was **PROPOSED** that a letter be sent by the Clerk to all allotment holders asking for them to rehome or remove the livestock within three months from the date of the letter.

Proposed: Cllr Brown Seconded: Cllr Jahromi Unanimously Agreed

7.1.3 It was **PROPOSED** that a contract be put in place for a contractor to do pest control as required.

Proposed: Cllr Montgomery Seconded: Cllr Jahromi Unanimously Agreed

7.2 Orchard Rise Allotments

It was **PROPOSED** that the Clerk write to WBC, stating that SPC would not take on responsibility for the Orchard Rise Allotments unless it provided a 5-year guarantee in respect of drainage work carried out.

Proposed: Cllr Brown Seconded: Cllr Montgomery Unanimously Agreed

7.3 Room Hire Request

The Deputy Clerk advised that a request had been received for a booking for 45 weeks room hire for 4 hours a week to include 1 hour free for setting up. This would result in a cost of £1k to SPC. Concerns were expressed about resourcing and setting a precedent for other bookings.

It was **PROPOSED** that the discount rate was offered at an hour at half price or half an hour free. subject to a review next year.

Proposed: Cllr Jahromi Seconded: Cllr. Montgomery Unanimously agreed

7.4 Grazeley War Grave Signage

It was **PROPOSED** that permission be granted for a sign to be put up on a footpath post in Grazeley indicating that war graves were sited at the location.

22/RA/8 **Date of next meeting: 24 February 2022**

The meeting closed at 9:30pm

Action items:

Minute Ref	Details	Action by
48	Cllr Jahromi to identify other areas in the parish to locate raised flower beds	Cllr. Jahromi
62.1.3	Clerk to contact Cllr Clarke to discuss next steps in procurement process for Spencers Wood Rec facilities.	Clerk
62.2.3	Clerk to provide monthly report detailing significant maintenance tasks carried out in the parish to help identify any recurring issues.	Clerk
70.2.1	Millworth Lane WP to produce a detailed plan of actions to be taken at Millworth Lane as a whole	ML WP
70.4.3	Clerk to investigate security measures at the Spencers Wood Pavilion and review at the School Green Centre.	Clerk
1.3	Letter from resident about access to SGC to be passed to Chair and Clerk for a response	Deputy Clerk
1.6	Deputy Clerk to investigate suitable access to Spencers Wood Pavilion giving regard to security and insurance as well as ease	Deputy Clerk
1.7	Deputy Clerk to investigate purchase of dishwasher in Spencers Wood Pavilion	Deputy Clerk
3.2	Spencers Wood recreation ground business case to be submitted to F&GP and Council	Cllr Clarke
4.2.3	Deputy Clerk to write to library to request shelf in SGC library reserved for books on mental health.	Deputy Clerk
4.3.2	Deputy Clerk to write to WBC requesting that the bus stop on the Basingstoke Rd be replaced immediately and that SPC be invoiced for it.	Deputy Clerk
7.1.2	Deputy Clerk to write to all allotment holders asking for them to rehome or remove the livestock within three months from the date of the letter.	Deputy Clerk
7.2	Clerk to write to the WBC, stating that SPC would not take on responsibility for the Orchard Rise Allotments unless it provided a 5-year guarantee in respect of drainage work carried out.	Clerk

The Public Sector Deposit Fund

UK domiciled short-term LVNAV Qualifying Money Market Fund rated AA+mmf
Fact Sheet – 30 April 2021

Investment objective

To maximise the current income consistent with the preservation of capital and liquidity.

Investment policy

The Fund will be invested in a diversified portfolio of high quality sterling denominated deposits and securities. All investments purchased will have the highest available short term credit rating and a correspondingly strong long term rating.

The weighted average maturity of the investments will not exceed 60 days. There will be no exposure to derivatives or to other collective investment schemes.

Target investors

The Fund is aimed at local authorities and public sector investors seeking a high level of capital security and a competitive rate of interest for their short-term investments.

Who can invest?

The Fund is open to all public sector investors.

Responsible investment policy

We monitor our counterparties' environmental, social and governance risk management on a regular basis. Our research utilises external data resources and our in-house Ethical and Responsible Investment Team.

Key risks

Investors should consider the following risk factors before investing: Issuer/Credit Risk (issuer/financial institution may not pay), Market Risk (investment value affected by market conditions), Operational Risk (general operational risks), Maturity Profile (timings of investment maturity), Liquidity Risk (investment in non-readily realisable assets), Concentration Risk (need for diversification and suitability of investment) and Interest Rate Risk (changes to interest rate affecting income). Please see the Fund Prospectus for further details.

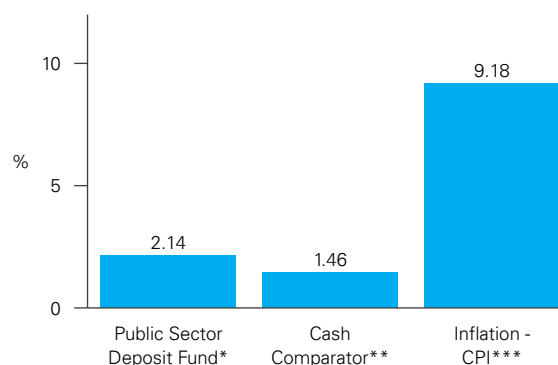
Top 10 counterparty exposures (%)

8.8%	Landesbank Baden-Wuerttemberg
8.2%	Coventry Building Society
8.2%	National Bank of Canada
8.2%	Nationwide Building Society
8.2%	Rabobank
7.3%	KBC Bank N.V.
6.8%	DBS Bank Limited
4.1%	Mizuho Bank
3.7%	BNP Paribas
3.7%	Lloyds Bank Corporate Markets plc

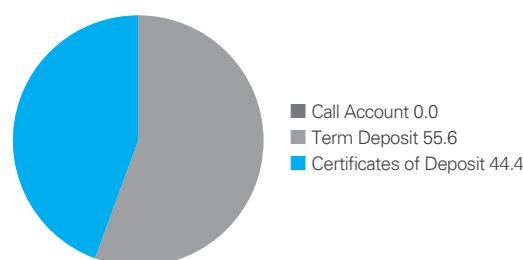
Share class 4 yield as at 30 April 2021

0.0177%

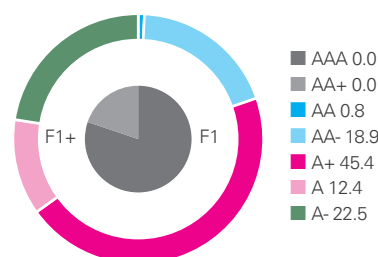
5 years cumulative performance



Asset type (%)



Credit rating† (%)



Top 10 country exposures (%)

32.6%	United Kingdom
9.9%	Canada
9.7%	Japan
8.9%	Germany
8.2%	Netherlands
7.8%	Singapore
7.3%	Belgium
5.9%	France
3.4%	Sweden
2.6%	Switzerland

*Source: CCLA - Net performance shown after management fees and other expenses with gross income reinvested. The yield on the Fund will fluctuate and past performance is not a reliable indicator of future results. Holders of the Fund are not covered by the Financial Services Compensation Scheme. **Comparator Benchmark - Sterling Overnight Index Average (SONIA) from 1 January 2021. Prior to that, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate (7-Day LIBID). ***CPI is lagged one month. †Using Fitch Ratings methodology.

Income - period to end April

Average yield over the month	0.0326%
Yield at the month end	0.0177%

Discrete year total return performance

12 months to 30 April	2021	2020	2019	2018	2017
The Public Sector Deposit Fund	+0.12%	+0.69%	+0.69%	+0.29%	+0.33%
Comparator Benchmark	-0.03%	+0.50%	+0.53%	+0.24%	+0.18%
Relative	+0.15%	+0.19%	+0.16%	+0.05%	+0.15%

Annualised total return performance

Performance to 30 April	1 year	3 years	5 years
The Public Sector Deposit Fund	+0.12%	+0.50%	+0.43%
Comparator Benchmark	-0.03%	+0.33%	+0.28%
Relative	+0.15%	+0.17%	+0.15%

Net performance shown after management fees and other expenses with gross income reinvested. Comparator Benchmark - SONIA from 1 January 2021. Prior to that, the comparator benchmark was 7-Day LIBID. Past performance is not a reliable indicator of future results. Source: CCLA

Market update

Initial estimates of UK GDP in the final quarter of 2020 were revised up, reflecting stronger trade flows and a higher level of investment. This prompted hopes that the first three months of this year, despite lock-down and Brexit, may not have been quite as bleak as feared. January was certainly a poor month, but growth was back in February and early March data looks better too.

Certainly, trade activity showed a strong bounce-back from a weak start to the new relationship with the EU. Exports in February were up by 46.6% after a 42% decline in January, total volumes however remain 12% below pre-pandemic flows. Unemployment dipped to 4.9% from 5.0% although 5 million workers, 14% of the workforce, remain furloughed. The underlying picture is confused not just by uncertainty over the true status of this group, but also by c.800,000 foreign workers who have left the UK and another 300,000 UK citizens who have left the workforce but who could try to return if conditions improve. We still expect the jobless total to rise as the furlough scheme is withdrawn, reaching perhaps 6% in the final quarter. Inflation rose to 0.7% in March from 0.4% in February. Higher petrol prices were the main factor, but shop closures meant that 8% of the data was estimated which will build a degree of volatility into the numbers as real prices become available to the index once again. Price pressures should strengthen a little more near term and push the rate to about 2% in the final months of the year.

Key facts

Fund size	£1,470m
Credit quality and sensitivity rating by Fitch	AAAmmf
Weighted average maturity (Maximum 60 days)	52.57 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	Monthly
Fund management fee (FMF)	0.10% ** (currently reduced to 0.08%)

*Dealing instructions must be received by 11.30 am.

**The FMF includes the annual management charge and other costs and expenses of operating and administering the fund such as depositary, custody, audit and regulatory fees.

With effect from 12 May 2021 and until further notice, the FMF applied to the Fund will be temporarily reduced to 0.06%.

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The Local Authorities' Property Fund

Fund Profile – 31 March 2021

A unique, specialist Property Fund available only to Local Authority Investors.

Price at 31.03.21

Income units
Gross dividend yield

Net asset value

293.63p (xd)
4.30% *

* Based upon the net asset value and historic gross annual dividend of 12.6291p.

Strong governance

The trustee is the Local Authorities' Mutual Investment Trust (LAMIT). LAMIT is controlled by members and officers appointed by the Local Government Association, the Convention of Scottish Local Authorities, the Northern Ireland Local Government Officers' Superannuation Committee and investors in the Fund to represent unitholders. As fully independent trustee, LAMIT approves the investment strategy and the risk profile of the portfolio and reviews performance.

Meeting your needs

Suitable for Local Authorities, the Fund aims to provide investors with a high level of income and long-term capital appreciation.

The Property Fund is designed to achieve long term capital growth and a rising income from investments in the UK commercial property sector.

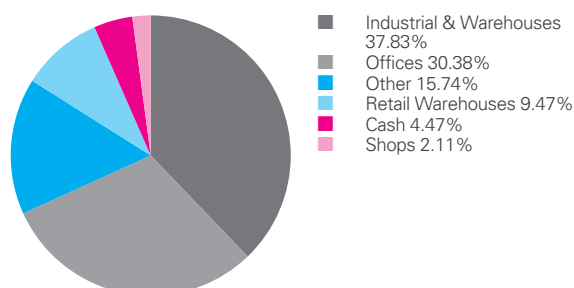
The portfolio is actively managed with a focus on asset selection. The intention is to boost returns by lease and tenant management and property improvement.

The Fund has a broad sector spread, with prudent diversification to keep risks under control.

Sector strategy

Holdings in LAPF are categorised as Treasury investments and so are not deemed capital expenditure.

Asset allocation at 31 March 2021



Fund has no credit facilities.

Fund size: £1,203 million

Property portfolio details

Top 5 properties = 19.7% of the portfolio

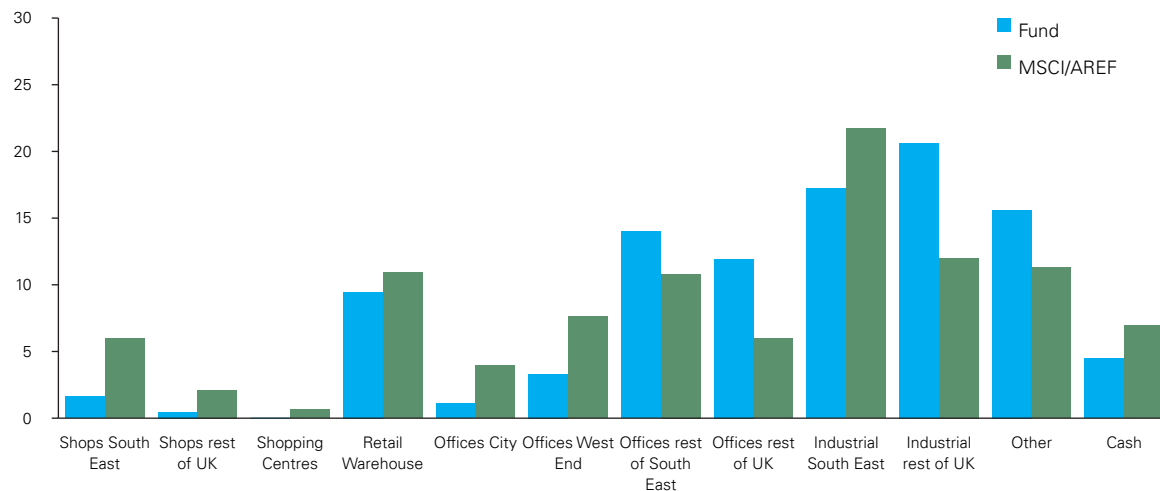
Top 5 tenants = 18.2% of rental income

Weighted unexpired lease term years 6.6 yrs

Void rate excluding developments in progress 9.7%

Void rate including developments in progress 10.2%

Asset allocation by region and category 31 March 2021



Fund Data and MSCI/AREF UK Other Balanced Quarterly Property Fund Index data as at 31 March 2021. Source: CCLA & AREF/IPD™

Top 10 property holdings at 31 March 2021 – Total 33.82%

London, Beckton Retail Park
 London, Palace House
 London, Goodman's Yard
 London, Imperial House
 Elstree, Centennial Park

Bracknell, Arlington Square West
 Uxbridge, Stockley Park
 Bristol, Kings Orchard
 Cambridge, Cambridge Science Park
 Leeds, Park Row

Market Background

The trends which dominated the sector in 2020 remained the most important influences on returns in the first quarter. Industrial assets continued to be well supported but values weakened again in retail sub-sectors with both capital values and rents under pressure. The one bright spot here were retail warehouses, supported by resilient demand for bulk goods and 'change of use' interest in sector assets from companies seeking local distribution hubs. Offices were mixed, regional prices held up well but yields in central London edged higher on concerns over the potential impact on demand from changes in working practices. Overall capital values were steady, continuing the improvement which began towards the end of 2020.

Fund activity

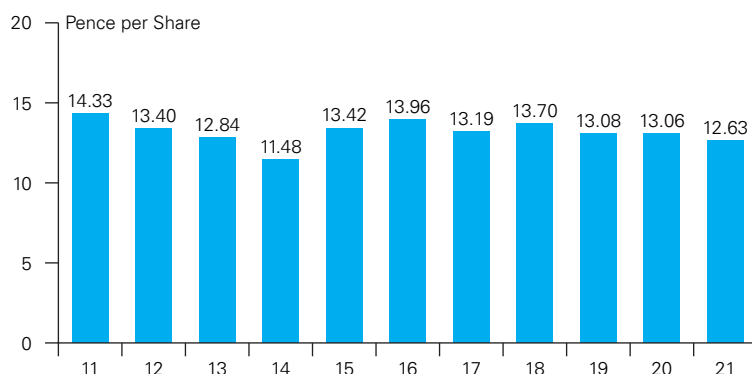
It was another busy quarter for the Fund, maintaining a programme of client contact, a key part of the strategy to protect income. There was just one transaction, the industrial asset in Warrington was sold, achieving a price far above the most recent valuation. Lease management activity on the office asset in Crawley saw the entire building let to Rentokil on a new 10 year lease. Also, a new 15-year lease was agreed with Homebase for the retail warehouse in Cheltenham.

Outlook

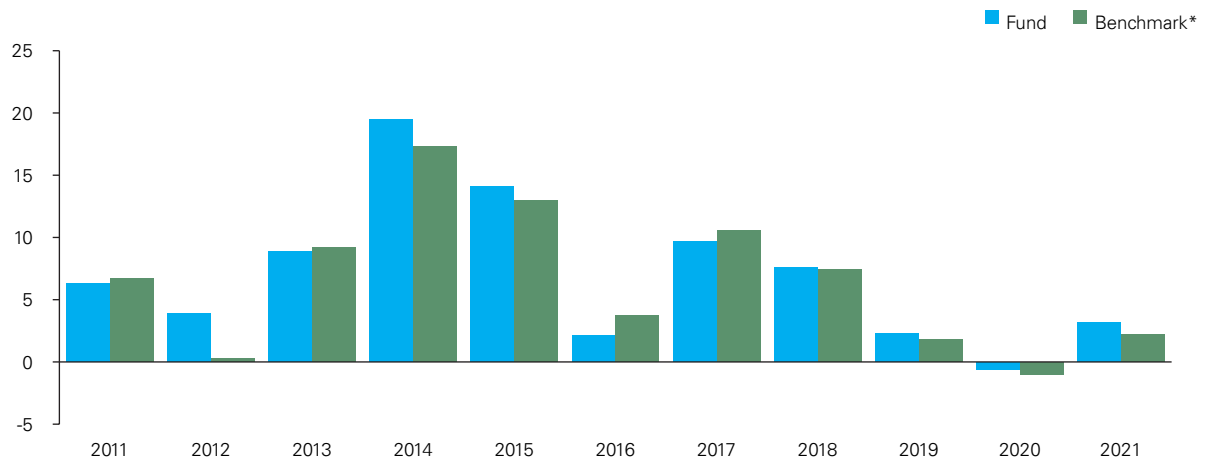
Overall, we expect the steady trend in capital values to be maintained but, within that, the wide dispersion of performances at the sub-sector level will continue. Void rates for traditional high street shops and shopping centres are likely to rise further even though the sector can now open again for trading. We do not expect much change in office valuations but the trend evident in recent years, of a migration towards well located, good quality assets, is likely to continue. The portfolio remains well placed in the current environment, both at the strategic level and with regard to some attractive individual asset opportunities.

Dividend history of The Local Authorities' Property Fund

Years to 31 March



Calendar performance versus the benchmark (net)



* The benchmark is the MSCI/AREF UK Other Balanced Quarterly Property Fund Index.

Performance shown after management fees and other expenses. Past performance is not a reliable indicator of future results and future returns are not guaranteed.

Source: CCLA & MSCI/AREF

Note: Fund calendar performance refers to total return whereas investment returns (shown below) splits the total return between income and capital. A small difference arises as a result of the compounding on the income and capital components.

The Local Authorities' Property Fund investment returns (after expenses)



MSCI/AREF UK Annual Property Digest returns (before expenses)



Source: CCLA & MSCI/AREF

Income from Property and the Fund has been consistent even in downturns, a reflection of its contractual basis.

Long-term performance

Total return performance (net) 12 months to 31 March

	2021	2020	2019	2018	2017
The Local Authorities' Property Fund	+3.75%	+0.66%	+5.99%	+9.72%	+3.07%
Comparator Benchmark	+2.46%	+0.12%	+5.69%	+10.46%	+4.58%

The comparator benchmark is the MSCI/AREF UK Other Balanced Quarterly Property Fund Index.

Performance shown after management fees and other expenses. Past performance is not a reliable indicator of future results and future returns are not guaranteed.

Source: CCLA & MSCI/AREF

Costs and charges

Our policy is always to keep costs and charges low - we believe that high costs and charges have a very damaging cumulative effect on investor returns. We negotiate to keep expenses low and monitor dealing costs closely. We have no entry or exit fees, the only income taken by the investment manager is the annual charge of 0.65%

Key facts

Dealing day	Month end valuation day*
Minimum initial investment	£25,000
Minimum subsequent investment	£10,000
Dividend payment dates	End January, April, July & October
Annual management charge	0.65% (deducted from income)
Unit types available	Income
Sedol number	0521664
ISIN number	GB0005216642

* Dealing instructions for the purchase of units must be received by 5.00pm on the business day preceding the valuation date. If the valuation date is a bank holiday, the dealing day will be the previous working day. Whilst units are realisable on each monthly dealing date, all redemption requests are subject to a minimum notice period of 90 calendar days and will therefore be processed on the next available dealing day following expiry of the notice period.

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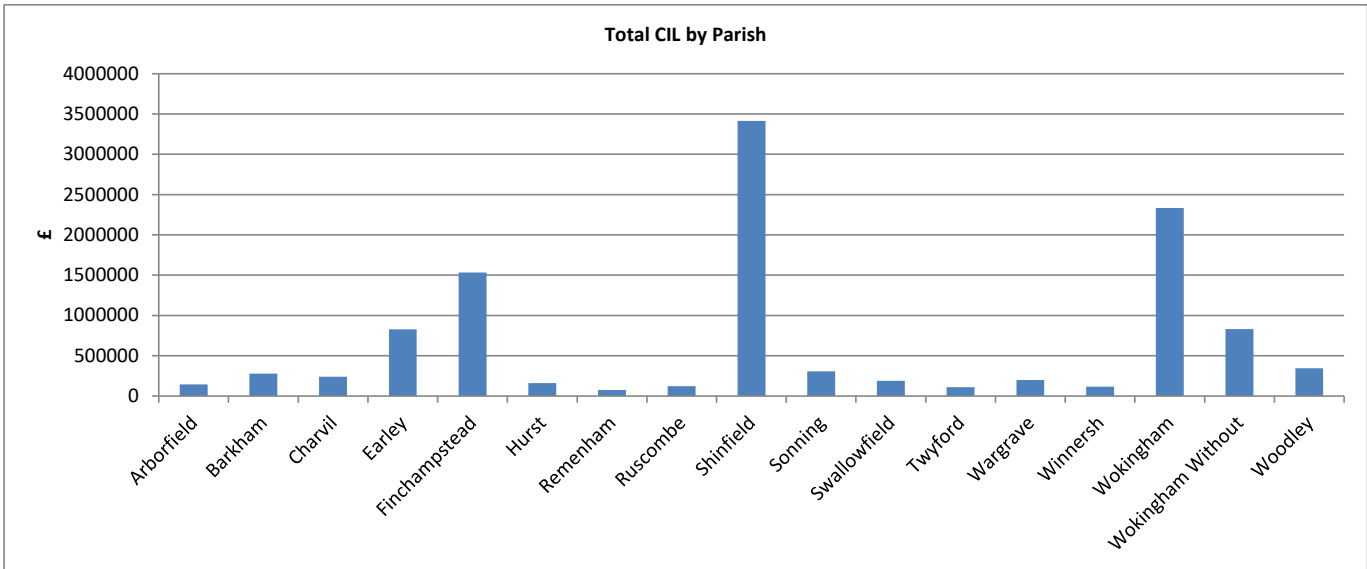
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Neighbourhood CIL Proportion (Transfer to Local Parish/Town Council) Report

Month End: December'21

Neighbourhood CIL relates to the % of the CIL receipt which is due to the local town/parish council.



	Potential CIL *	Money Due (Invoiced, Not Paid)	Money Received (to be paid to Parish)	Paid to Parish (to date)	Total
Arborfield	12,708	-	-	131,927	144,635
Barkham	72,334	-	-	206,167	278,500
Charvil	-	-	-	239,609	239,609
Earley	743,580	911	441	83,449	828,381
Finchampstead	293,088	227,576	205,079	808,373	1,534,117
Hurst	10,402	-	-	149,492	159,894
Remenham	40,566	-	-	34,889	75,455
Ruscombe	19,538	-	-	101,331	120,869
Shinfield	122,720	-	115,915	3,176,693	3,415,328
Sonning	180,344	-	-	125,434	305,778
Swallowfield	119,850	18,524	16,862	34,497	189,733
Twyford	166	-	-	109,981	110,147
Wargrave	113,000	-	-	86,796	199,796
Winnersh	38,352	6,624	20,238	57,312	122,526
Wokingham	323,564	142,617	95,055	1,786,480	2,347,716
Wokingham Without	104,536	-	-	727,308	831,844
Woodley	95,224	14,558	6,158	227,836	343,776
Total Neighbourhood CIL	2,289,973	410,810	459,748	8,087,573	11,248,105

* Liability notice issued

Note - Neighbourhood CIL relates to the % of the CIL receipt which is due to the local town/parish council

Payment Dates	
28th April 20xx	CIL received between 1st October and 31st March
28th October 20xx	CIL received between 1st April and 30th September

Minutes approved on:	
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Draft

Minutes of a meeting of the Planning and Highways Committee held on Thursday 3 February 2022 at School Green Centre, commencing 19:30 hrs.

Present: Cllrs. E Brown, P Emmment, A Grimes, L James, D Lias, D Peer (Chair)

Attending: Mike Balbini (Clerk), Kouy Young (Deputy Clerk), Jo Skidmore (Committee Secretary), Nina Villa (Locum Clerk), One resident.

Ref Minute

22/PC/11 11.1 Public Questions

11.1.1 A resident presented his objections to planning application 214165, 2 Grovelands Road, Spencers Wood, a full application for the proposed erection of 1 no. detached dwelling with a detached car port and associated landscaping, following demolition of existing dwelling and outbuilding.

11.1.2 The resident, who resided next door, explained that the houses were built identically with one sited slightly in front of the other to benefit from more light. Both houses had been extended into the roof.

11.1.3 Previous planning applications had been submitted by the neighbour and refused however WBC planning had stated that there was insufficient reason for this application to be rejected.

11.1.4 The resident explained that he had solar panels installed on his roof and that the planned extension would overshadow some of them, meaning that for eight months of the year they would not generate energy. The conservatory and garden would also be affected by loss of light. No visit had been made by a planning officer to the resident's property.

11.1.5 Cllr. Grimes undertook to discuss the issue outside of the meeting with the resident stating that there was a possibility that it could be objected to on the grounds of loss of microgeneration. It was noted however that some form of extension was likely to be permitted even if adjustments were made.

11.1.6 The Deputy Clerk undertook to request an extension on the planning application the next day.

22/PC/12 Apologies and declarations of members' interests

2.1 Apologies were received from Cllr Boyer and Jahromi.

2.2 There were no declarations of interest.

22/PC/13 **Minutes of the previous meeting**

13.1 The minutes of the previous meeting of 3 December 2021 were **AGREED** as a correct record of the meeting and signed by Cllr Peer subject to addition of apologies from Cllr. Lias.

Proposed: Cllr. Emmet

Seconder: Cllr. Grimes

Unanimously agreed

22/PC/14 **14.1 Actions**

1.2.6 Clerk to circulate Motion report to members for feedback.

This item was noted as complete.

1.2.6 Cllr Peer and Clerk to consider revised report from Motion

Cllr. Peer confirmed that the revised report had been received. An important emphasis in the report was the need to improve the circulation route to the M4.

77.9 Deputy Clerk to arrange cyber crime training for councillors and staff prior to it being offered to residents.

This item was deferred until June noting other priorities.

92.2 Clerk to ask WBC to replace bulb in light post 4 Wheatfields Road with LED bulbs.

The Deputy Clerk noted that this was ongoing.

114.2 Cllr Lias to provide details of informal hearing in respect of Brookers Hill appeal to Cllr Emmet. Cllr. Emmet to attend meeting

Cllr. Emmet confirmed that he had attended the hearing at the end of 2021 however there had been no update since. The Deputy Clerk was asked to contact Chris Howard, WBC for an update. It was confirmed that this was the result of a planning application for 32 houses which had been rejected and gone to appeal.

123.2.5 Cllr. Lias put together a proposal detailing the type of gate required, where they should be sited, and when the work was expected to be completed by and be delegated authority to purchase the gates up to £16k once approval was obtained from WBC.

It was confirmed that this item had been superseded (see 123.2.6 below)

123.2.6 The Clerk to forward the proposal to WBC ask for report back on timescales and progress stating an intention for the gates to be installed during the 2021/2022 financial year.

Cllrs Emmet and Grimes confirmed that they had met with Andy Glencross and discussed the village gates. SPC had confirmed that they would finance the gates and WBC agreed to pay for Speedwatch signs to be placed on them. There were plans for the first village gates to be installed within six to eight weeks. Cllr Grime undertook to obtain confirmation of this in writing.

14.2 Matters Arising

Cllr Brown confirmed that the replacement bus shelter on the Basingstoke Road previously discussed was now being dealt with by the Recreation and Amenities committee noting that it was being funded by an insurance payment.

22/PC/15 **15.1 Schedule of Deposited Plans**

There were no plans for discussion.

15.2 Planning Decisions

List of plans APPROVED

213706: Sark, Oakside Way, Shinfield, Wokingham, RG2 9BJ

213223: Costco, 100 South Oak Way, Shinfield, Wokingham, RG2 6UE

214007: Outbuilding to Rear of Allen Dene Basingstoke Road Three Mile Cross RG7 1AT

List of plans APPEALED

211377: 12 Coningham Road Shinfield RG2 8QP

22/PC/16 Enforcement Notices

16.1 Members raised concerns about apparent lack of visible action on enforcements and requested that the Clerk and Locum Clerk discuss the matter to see what action could be taken.

16.2 The enforcement reports from WBC circulated prior to the meeting was **NOTED**.

22/PC/17 Highways, street lighting and footpath matters

17.1 Highways

17.1.1 Cllr. Emmet described the advantages of a Sentinal camera which was more discreet than a traditional hand-held camera and would be an asset to the Speedwatch group.

It was **PROPOSED** that a Sentinal camera be purchased at a cost of up to £4k including VAT.

Proposed: Cllr Lias

Seconded: Cllr James

Unanimously Agreed

17.2 Lighting Matters

17.2.1 There were no lighting matters.

17.3 Footpath/Cycle way/Byway matters

17.3.1 It was **PROPOSED** that a request from Cllr Brown for up to £1800 for the printing of additional leaflets containing local walks be **APPROVED**.

Proposed: Cllr James

Seconded Cllr Peer

Unanimously Agreed

17.3.2 It was **PROPOSED** that Cllr Brown be given authority in principle to proceed with purchasing signage from Basingstoke Road to Langley Mead SANG to out of next year's budget.

Proposed: Cllr Grimes

Seconded: Cllr Emmet

Unanimously Agreed

17.3.3 Footpath 16

17.3.3.1 Cllr. Brown noted maintenance needed to improve the condition of footpath 16 confirming that WBC had requested a contribution of £30k from SPC to carry out the work. The University of Reading had offered to carry out some of the work free of charge. It was noted that the footpath had considerable footfall.

17.3.3.2 Members raised concerns about contributing funds. The locum Clerk advised that WBC were responsible for maintenance of the path.

17.3.3.3 It was **AGREED** that Cllr. Brown would request an explanation from WBC as to why a contribution from SPC was being sought and that in the meantime complaints received from residents about the paths condition would be forwarded to WBC.

22/PC/18 **Correspondence Items**

18.1 Local Plan Update

Cllr Grimes thanked members for contributing their views and confirmed that a response to the local plan update had now been submitted. Cllr. Peer expressed her thanks to Cllr Grimes for preparing the response.

18.2 Ryeish Lane/Shipridge Drive Junction

18.2.1 Members considered correspondence from a resident raising concerns about access to Ryeish Lane at the junction with Shipridge Drive which had been closed to vehicle traffic last year. One bollard had been installed to prevent traffic entering however cars were able to pass it.

18.2.2 The Deputy Clerk undertook to contact WBC and request that a further bollard be installed.

18.3 Footpath 17

18.3.1 Members noted the response from WBC to a resident in respect of footpath 17 which suggested that WBC had provided what residents had requested and therefore no action would be taken. It was felt that no action being taken would impact the ability for children to get to school safely.

18.3.2 It was **PROPOSED** that John Russell from Motion be instructed by the Deputy Clerk to deal with this on behalf of SPC Footpath Church Lane to Ryeish subject to the amount being less than £1500.

Proposed: Cllr Emmment

Seconded: Cllr Lias

Unanimously Agreed.

22/PC/19 **Project Schedule**

19.1 Cllr. Grimes requested that a record of the strong challenge provide by Motion to the quality of assessments in respect of the Crossfields School travel plan be recorded on the project schedule. The Deputy Clerk updated the schedule.

19.2 The project schedule was **NOTED**.

22/PC/20 **Date of Next Meeting:** 3 March 2022

The meeting ended at 9:25pm

Action points

Ref:	Action:	By whom:
77.9	Deputy Clerk to arrange cyber crime training for councillors and staff prior to it being offered to residents. Deferred to June	Deputy Clerk
92.2	Clerk to ask WBC to replace bulb in light post 4 Wheatfields Road with LED bulbs.	Clerk
114.2	Brookers Hill appeal - Deputy Clerk to contact Chris Howard for an update.	Deputy Clerk
123.2.6	Cllr Grimes to seek confirmation in writing from WBC in respect of plans for village gates.	Clerk
11.1.6	Deputy Clerk to request extension on planning application 214165	Deputy Clerk
16	Clerk and Locum Clerk to discuss how to get more visibility on enforcement issues.	Clerk/Locum Clerk
17.3.3.3	Cllr Brown to contact WBC to find out why SPC have been asked for a contribution to footpath 16.	Cllr Brown
18.2.2	Deputy Clerk to request additional bollard at Shipridge/Ryeish Lane junction.	Deputy Clerk
18.3.2	Deputy Clerk to instruct Motion in respect of footpath 17	Deputy Clerk

Planning stats:

Number of plans reviewed (Civic year to date)	
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Minutes approved on:	
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DRAFT

**Minutes of a meeting of the Finance and General Purposes (F&GP) Committee held on
 Wednesday 2 February 2022 at School Green Centre commencing 19.30 hrs.**

Present: Cllrs I Clarke, A Grimes, L James (Ch), I Montgomery, D Peer
 Attending: Nina Villa (Locum Clerk), Jo Skidmore (Committee Secretary), Jane Mason (Finance Manager)

Ref: Minutes
 22/FGP/1 **Public Questions**
 There were no public questions.

22/FGP/2 **Apologies and declarations of members' interests**

2.1 There were no apologies.

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

22/FGP/3 **3.1 Minutes of the previous meeting**

The minutes of the previous meeting of 8 December were **AGREED** as a correct record of the meeting and signed by Cllr. James.

Proposed: Cllr. Peer Seconded: Cllr. Clarke Unanimously agreed

3.2 Actions

4.4.3.4 Cllr Clarke/Clerk and Deputy Clerk to discuss planning permission for shipping containers on Millworth Lane

Cllr Clarke advised that BDS had been contracted to project manage Millworth Lane and outlined the sporting facilities planned for the site. The estimated cost was £345k or around £200k if a skate park was excluded from plans. The quote included £20k for a refurbishment of the pavilion on site. BDS would begin by getting the appropriate planning in place. The project would be funded by a combination of reserves and CIL.

The locum Clerk and Cllr Clarke undertook to find out whether shipping containers were required for storage on site. If so, Cllr Clarke would discuss obtaining planning for the containers with BDS.

4.4.4 Clerk to write to SPC solicitor to request that the land swap documents were expedited.

Cllr Grimes confirmed that no response had been received from WBC in respect of the suggested inclusion in the swap of land at century drive and a maintenance fee from WBC to make the swap equitable.

Cllr Clarke confirmed that he had met with WBC to discuss play equipment. WBC had indicated that Century Drive would be transferred to Shinfield and confirmed that it would be upgraded before the transition was made.

46.1.2 Clerk to place the CCLA spread of investments on the next Full Council Meeting

Cllr James confirmed that this would be presented at the next Full council meeting.

46.1.4 Cllr Grimes to investigate possible available farmland to be purchased by SPC as community asset

Cllr. Grimes noted that he had not yet ascertained ownership of the land and that this remained in progress.

55.2.2 Clerk to contact Cllr. James by the end of the week if no progress had been made who would then follow up with AOC regarding outstanding work on School Green Centre.

Cllr James noted that he had contacted AOC to discuss work that remained outstanding. Progress had been slow to date. The locum Clerk confirmed that the previous Clerk had recently met with AOC and that she was in possession of the list of jobs for completion which she would follow up.

3.3 Matters Arising

Cllr. Clarke noted that the Deardon Lane allotments were taken on from the University of Reading on a 50-year lease for peppercorn rent. A payment of £70k to SPC had been promised by UoR towards costs and Cllr Clarke sought confirmation on whether this had been received. Cllr James undertook to check.

22/FGP/4 Financial Reports

4.1 Bank reconciliations as at end of 31 January 2022

Cllr. James confirmed that he had reviewed the bank reconciliations earlier that day and that all was in order. Members **NOTED** the report.

4.2 Submission of Precept/Budget to WBC

Cllr James gave an overview of how the precept figure had been arrived at. The submission to WBC which had been circulated to members prior to the meeting was **NOTED**.

22/FGP/5 Financial Forecast and Planning

5.1 Actual vs Budget vs Forecast expenditure as at 31 January

5.1.1 Cllr James gave an overview of the expenditure forecast report circulated prior to the meeting.

5.1.2 An overspend for the year of approximately £1.8k had been expected, however this had risen to £11k. This was due to:

- the late opening of the School Green Centre
- loss of room hire income from the Spencers Wood pavilion due to closures during the pandemic.

5.1.3 It was noted that the budget would need to be refreshed due to the departure of the Clerk and need to hire a locum Clerk at a higher salary rate. In addition, new grounds would become the responsibility of SPC during the year and SPC would need to recruit a Facilities Manager to manage them. The Staffing committee had agreed a Job description for the role and approval would be sought for it at Full Council.

It was **PROPOSED** that the Actual vs Budget vs Forecast expenditure Report was **APPROVED**.

Proposer: Cllr. Peer

Seconder: Cllr. Clarke

Unanimously Agreed

5.2 Forecast Reserves to 31 January 2022

5.2.1 Cllr James noted that the reserves balance at end of March would be £1.8m of which £1.4 million related to CIL. £200k of CIL was outstanding, there was the possibility of an additional £200k in the future but no further CIL income beyond that was expected. Members were asked to consider this when project planning.

5.2.2 An overview of the breakdown of the reserves was given.

5.2.3 Members **NOTED** the report.

22/FGP/6 **Insurance**

6.1 Cllr James gave an overview of the report from SPC's insurers following a site visit to Scholl Green Centre which highlighted the following points:

- Consideration should be given to installing bollards in front of the building to offer protection to pedestrians and the building. This was being addressed.
- Risk assessments were needed to be completed for the School Green Centre and Spencers Wood Pavilion.
- An issue with the alarm systems connecting to the remote monitoring centre needed to be resolved.

6.2 Members **NOTED** the insurance report.

22/FGP/7 **Correspondence**

7.1 **Berkshire Pension Fund Actuarial Report**

The Berkshire Pension Fund actuarial report was **NOTED**.

7.2 **Exit from Local Government Pension Scheme**

7.2.1 Cllr. James confirmed that there was no further liability for SPC after exiting the local government pension scheme.

7.2.2 The Staffing committee had agreed that in order to recruit a suitably qualified Clerk consideration may need to be given to maintaining their membership of the local government pension scheme. Whilst other staff should not receive the same pension options should be kept open as to what other benefits were given and posts should be aligned.

7.3 **letter from our Internal Auditor re an audit performed 01 and 02 Feb 2022**

The locum Clerk summarised the letter from the internal auditor. The letter confirmed that overall, the financial records continued to be well maintained and appeared complete and fit for purpose. Some sets of minutes had not been available on the website at the time of the auditors visit and the financial regulations on the site were not the latest version. The CIL report for 2020/21 was also unavailable. The importance of keeping the website up to date was emphasised. The Financial Regulations needed to be reviewed to ensure they reflected current practices at Shinfield Parish Council.

22/FGP/8 **Date of Next Meeting:** 13 April 2022

A request was made for diary invites to be sent for all meetings.

The meeting closed at 20:10

List of Actions

4.4.3.4	Cllr Clarke/Clerk to discuss whether storage was required at Millworth Lane for storage. Cllr Clarke to discuss planning permission for shipping containers with BDS if so.	Cllr. Clarke/locum Clerk
4.4.4	Options for resolving land swap issues around equity of value under discussion.	Clerk /Cllr Grimes
46.1.1	Cllr Grimes to investigate possible available farmland to be purchased by SPC as community asset	Cllr Grimes
55.2.2	Locum Clerk to oversee the work that remained outstanding to ensure completion.	Locum Clerk
3.3	Cllr James to check whether a payment of £70k had been made to SPC from UoR in respect of the Deardon allotments.	Cllr James

Minutes approved on:	
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Draft

Minutes of a meeting of Shinfield Parish Council held on Monday 17 January 2022 at School Green Centre, commencing 19.30 hrs.

Present: Cllrs E Brown, P Emmment, A Grimes (Chair), L James (from item 4.1), M McDowell, I Montgomery, I Clarke, and D Peer

Attending: Mike Balbini (Clerk), Kouy Young (Deputy Clerk), Jo Skidmore (Committee Secretary), B/Cllr J Frewin, J Rance and B Patman and three residents.

22/1 **Public Questions**

1.1 Residents raised the following questions regarding the bus services in Shinfield.

1. What representations have been made to Reading bus about the suspension of the number 7 service w.e.f. 17 January 2022?
2. What reassurances have been received from Reading Bus that the service will be reinstated and when will that take place?
3. Whether the Parish Council contributed observation to the survey of bus provision conducted by Wokingham Council which ran from 16 December 2021 to 16 January 2022, and if so to request that their submission is circulated?

4. What has been done about providing bus stops on the western section of Hyde End Road and on Basingstoke Road between the corner of Hyde End Road and the existing Village Hall/Farriers stop to serve the number 9 service?

1.2 Cllr Grimes confirmed that SPC was working with WBC to make representations to Reading buses on suspension of bus service 7 and to address the fact that service 7 and 9 operated too closely together.

1.3 Cllr Grimes had completed the bus consultation survey on the WBC website, but he and other members raised concerns about the difficulty in completing it and the lack of opportunity in it to make constructive comments. B/Cllr Frewin undertook to raise concerns about the survey.

1.4 B/Cllr Patman noted that Reading Buses were carrying out a review of all bus routes. Roadworks on route 7 were causing issues and the service was under used. WBC had previously paid Reading Buses £39k to ensure that the parish retained an evening service, and it was suggested that this could instead be used to fund a daytime service. If no solution was found WBC may consider suspending the payment and using it to fund resident's journeys.

1.5 Cllr Grimes noted that he had made representations to Reading Buses and WBC about three bus stops to be installed in Hyde End Road between Fullbrook Avenue and Basingstoke Road and had requested that services 8 and 9 join up as cross parish travel was not currently accepted on this route.

1.6 B/Cllr Patman confirmed that WBC were ready to go ahead with installing the bus stops but that the bus stops were not yet available. He undertook to request that temporary bus stops be put in place.

1.7 Cllr Grimes noted that bus routes had been affected nationally due to the pandemic and that the issue was due to funding from politicians rather than the operator. A resident suggested that the operator had taken decisions which made it impossible to cover costs such as withdrawing all community services into Reading from the area.

1.8 Cllr. Grimes noted that when the south of Reading bus plan was put together, he had spoken to WBC stating that in the future the Route 7 would not be sustainable which WBC officers dismissed. It was felt that Reading Buses would need a lot of persuasion to bring them back, but he undertook to keep residents informed. He assured residents that SPC would continue to push its strategy to get people out of their cars and ensure that residents had access to transport.

1.9 The residents were thanked for raising questions. They then left the meeting.

22/2

Apologies and declarations of members' interests

2.1 Apologies were received from Cllr. Boyer, Jahromi, O'Brian and B/Cllr Bhatt

2.2 There were no declarations of interest.

2.3 There were no changes to members' declarations of pecuniary interests.

3.1 Council Minutes

The minutes of the Council meeting held on 20 December 2021 that had been circulated prior to the meeting were **APPROVED**.

Proposed: Cllr. Brown

Seconded: Cllr. Emmet

Unanimously agreed

3.2 Matters Arising from Previous Meeting

128 Update on land swap

This item was noted as ongoing. Cllr Grimes confirmed that a valuation of £15k had been received on Century Drive and WBC would now be approached to add Century Drive field and playground to the land swap and request a maintenance payment of £10k to close the remaining financial gap in land values.

78.4.2 Cllr. Clarke and Cllr. James to work together to progress Spencers Wood Recreation Ground project.

See item number 4.4.1.

102.5.3 Clerk to investigate electronic device solutions for members to help with the management of meeting packs.

See item number 8.

113.6.2 Clerk to obtain stats on fly tipping across the borough

The Clerk shared details of fly tipping stats from across the borough and noted that WBC had offered signage to SPC to assist in deterring people from carrying out fly tipping. These had proved helpful when used in other areas.

Cllr Emmet confirmed that he was meeting with WBC on 28th January to discuss the issue. B/Cllr Frewin confirmed his wish to attend the meeting.

123.1.1 Clerk to contact Marcia Head, WBC, advising that there had been no feedback on activity at Foxglades in respect of Planning

The Clerk confirmed that a response had been received and circulated.

123.3.1 Deputy Clerk to send a copy of the asbestos report produced in respect of Millworth Lane Pavilion to the Chair.

The Deputy Clerk confirmed that the asbestos report had been sent.

134.4.1 Cllr Peer to follow up with Cllr Lias on village gates proposal.

Cllr. Peer confirmed that this had been passed to Motion who had been instructed to manage it.

134.6.1.4 Cllr Clarke to put together a list of tasks required at Millworth Lane in preparation for procuring the services of a project manager.

See item 4.4.1.4.

134.7 The Clerk undertook to ask Arborfield and Newland if the figure quoted for the budget to support the work was inclusive or exclusive of VAT.
It was confirmed that the quote was exclusive of VAT.

3.3 **Matters Arising**

There were no further matters arising.

22/4 **Reports**

4.1 Reports from Borough Councillors

4.1.2 B/Cllr Rance confirmed that she had no updates to the report she circulated prior to the meeting.

4.1.3 B/Cllr Patman confirmed that in response to a question on what structures were allowed in one's curtilage that Thames Valley Police responded that apart from not blocking the driver's sight lines at junctions there were no exclusions.

4.1.4 B/Cllr Frewin asked where SPC was in terms of nominating green space as part of the Local Plan Update and whether there were spaces within the SDL in Shinfield that SPC would consider. Cllr Grimes confirmed that SPC's position was in draft and noted that SPC was not able to nominate land within the red line shown in the SDL. B/Cllr. Frewin requested that SPC identify potential green space areas in its draft plan in line with other parishes.

4.1.5 B/Cllr Frewin asked whether SPC had a social media communication strategy. Cllr Grimes confirmed that SPC did not currently communicate on social media but that the policy position would be agreed at the Communications and Policy committee meeting and published on the SPC Website. B/Cllr Frewin suggested that SPC used social media to address issues arising in the parish however concerns were raised about the way in which some residents used social media and the issues that this caused for SPC.

4.1.6 It was agreed that clarification was required on the road adoption policy between WBC and SPC for community amenities for example streetlights, bins, play areas. It was suggested that a mapping process be carried out detailing who is responsible for what and that the information be added to the SPC website.

4.1.7 The B/Cllr's reports were **NOTED**.

4.2 Questions to WBC via Borough Councillors

There were no further questions, and the Borough Councillors left the meeting.

4.3 Minutes of the Planning & Highways committee meeting 2 December 2021

The minutes of the Planning and Highways committee meeting on 2 December 2021 were **NOTED**.

4.4 Working Parties Reports

4.4.1 Sports Strategy

Spencers Wood recreation ground

4.4.1.1 Cllr. Clarke confirmed that he was putting together a business case to enable improvement of facilities at the Spencers Wood recreation ground.

4.4.1.2 Cllr Grimes confirmed that the business plan would need to contain quotes obtained through contract finder and that planning permission would need to be sought prior to the business case being put forward. It was suggested that an outline business case was submitted to Council for approval in advance of these details being confirmed.

4.4.1.3 The Clerk reminded members that the business plan would need approval from the Recreation and Amenities Committee in the first instance.

Millworth Lane

4.4.1.4 Cllr. Clarke confirmed that he had met the Project Manager from BDS at Millworth Lane to discuss the scope of the work.

4.5 Chair's Report

Cllr Grimes highlighted the following points:

- Residents would be encouraged to approach SPC directly with their concerns and to attend meetings rather than raising them on social media.
- A response to the Local Plan Update was being prepared. It was noted that this had been circulated for comment and disappointment expressed about the lack of feedback received from members.
- A response to the bus survey had been submitted to and feedback provided to WBC about the way the survey had been structured.

4.6 Clerks Report

The Clerk referred to his report circulated prior to the meeting. The following points were highlighted:

- A response was awaited on the pre-school license.
- Planters had been ordered for the Piazza corner at the School Green Centre.
- The electric Vehicle chargers had been commission. 11 people had used the chargers by 7 January.
- Limited WiFi was now operational.
- Hall hirers were providing positive feedback in respect of the new venue.
- A meeting would be taking place the next day regarding the re-design of the library with Library services, WBC.

The report was **NOTED**.

4.7 Reports from Outside Bodies

There were no reports from outside bodies.

22/5 Neighbourhood CIL proportion report from WBC

The CIL proportion report from WBC was **NOTED**.

22/6 New Community Centre

6.1 Cllr. Grimes noted the following:

- **Catering:** The kitchen scope had changed and therefore a flue was required. Discussions had taken place with Lifebuild regarding the cost of fitting a flue and a quote received for £28k. Cllr. Grimes had written to MEA to instruct them to go ahead with the work but asked them to challenge the costs quoted by AOC. The work was scheduled to be completed within four weeks.
- **Snagging Issues:** The list of snagging issues was growing. MEA had been asked to address them while on site in respect of the flue
- **Tower Room Acoustics :** Correspondence with AOC highlighted that when the project was value engineered AOC had not stated the impact of the changes that they recommended. AOC had agreed to hire an acoustic team at their risk and time.
- Water had now been connected
- Wi-Fi was now connected
- **Footway Complaint:** As raised at the last meeting the consortium had now confirmed that the path would be fixed as part of landscaping work that they would be carrying out.

6.2 The Clerk noted that the catering contractor had suggested opening a coffee service whilst waiting for the installation of the flue but that he was concerned about how this might impact work on the flue installation. Members expressed disappointment that the need for a flue had not been identified at an earlier stage. It was **AGREED** that it was appropriate to delay opening of a coffee provision to expedite the finalisation of the kitchen and open the café in full.

22/7 Invoices for Payment

7.1 Cllr Clarke queried the invoice payable to Cratus and requested confirmation of the total amount paid to them. The Clerk noted that this was the final bill payable to them and that there would be no further relationship with them but undertook to supply Cllr. Clarke with the information requested. The need for a clear brief when taking on contractors was noted.

7.2 It was **PROPOSED** that the invoices up to 7 January 2022 were **APPROVED** for payment.

Proposed: Cllr Montgomery Seconded: Cllr Emmet Unanimously Agreed

7.3 It was **PROPOSED** that the Barclay card statement detailing expenditure by SPC up to 7 January 2022 was **APPROVED**.

Proposed: Cllr Montgomery Seconded: Cllr Emmet Unanimously Agreed

22/8 **Electronic Devices for Councillors**

8.1 The Clerk gave an overview of options for electronic devices that would allow members to access meeting papers. It was confirmed that councillors had the legislative right to paper documents but that they could waive that right by writing to the Clerk.

8.2 The quote for lap-tops for Council members for the purpose of SPC business was approved .

Proposed: Cllr James Seconded: Cllr Peer Unanimously Agreed

22/9 **Damage to Old Parish Hall Kitchen**

The Clerk noted that contractors had damaged the old parish hall kitchen. Cllr Grimes confirmed that this could be charged back to the contractors and asked the Clerk to confirm details to him.

22/10 **Local Plan Update Response**

10.1 Cllr Grimes gave an overview of SPC's draft response.

10.2 Cllr. James suggested that it contained a list of assets required by the parish. Cllr. Peer queried whether it contained enough emphasis on environmental practice. Cllr Grimes noted that there would be another round of consultation in which SPC could refine its input.

10.3 It was **PROPOSED** that the draft local plan update be **APPROVED** for submission subject to the deletion of references to appendices as applicable.

Proposed: Cllr. Peer Seconded: Cllr Brown Unanimously Agreed

22/11 **Investments Proposal**

This item was deferred to the next Full Council meeting.

22/12 **Speedwatch**

This item was deferred to the next Full Council meeting.

22/13 **Correspondence and other items**

13.1 **Grant Request from Link Visiting Scheme**

A grant for £900 for costs of services relating to Shinfield was **APPROVED**.

Proposed: Cllr Montgomery Seconded: Cllr Brown Unanimously Agreed

13.2 **Jubilee Celebrations**

This item was deferred until the next Full Council meeting.

22/14 **Date of Next Meeting:** 21 February 2022

22/15 **Exclusion of the Press and the Public**

It was **RESOLVED** that, in view of the confidential nature of the business about to be transacted in relation to personal and business information, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw from the next items on the agenda.

Proposed: Cllr. Emmet Seconded: Cllr. Montgomery Unanimously Agreed

22/16 16.1 Cllr James confirmed that the Clerk and Committee Secretary had resigned. The priority was to replace the Clerk and an approach had been made to LGRC to secure the services of a locum. A possible individual identified, and costs established however availability to work full time needed to be checked. The locum Clerk would be responsible for managing the Clerk recruitment process and handover. Cllr James would be discussing plans with the staff of SPC the next day to provide assurance.

Proposed: Cllr James Seconded: Cllr Lias Unanimously Agreed

16.2 It was PROPOSED that an additional £20k over the budgeted Clerk's salary to civic year end be set aside for the purposes of employing a locum.

Proposed: Cllr Peer Seconded: Cllr Lias Unanimously Agreed

The meeting ended at 22:10

Action Items:

Minute Ref	Details	Action By:
128	Clerk to consult WBC on adding in Century Drive field and playground together with a maintenance payment of £10k to the land swap in order to equate the deal. .	Clerk
78.4.2	Cllr. Clarke to present business case for Spencers Wood recreation ground before Feb 2022.	Cllr. Clarke/Clerk
22/7	Clerk to provide Cllr Clarke with details of amount paid to Cratus for their recent services.	Clerk
22/8	Clerk to obtain laptops for Council members to enable electronic meeting packs	Clerk
22/9	Clerk to send details of damage to old parish council kitchen to Cllr Grimes	Clerk

Minutes approved on:	
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Draft

Minutes of a meeting of Shinfield Parish Council held on Monday 17 January 2022 at School Green Centre, commencing 19.30 hrs.

Present: Cllrs E Brown, P Emmet, A Grimes (Chair), L James (from item 4.1), M McDowell, I Montgomery, I Clarke, and D Peer

Attending: Mike Balbini (Clerk), Kouy Young (Deputy Clerk), Jo Skidmore (Committee Secretary), B/Cllr J Frewin, J Rance and B Patman and three residents.

22/1 **Public Questions**

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1. What representations have been made to Reading bus about the suspension of the number 7 service w.e.f. 17 January 2022?
2. What reassurances have been received from Reading Bus that the service will be reinstated and when will that take place?
3. Whether the Parish Council contributed observation to the survey of bus provision conducted by Wokingham Council which ran from 16 December 2021 to 16 January 2022, and if so to request that their submission is circulated?

4. What has been done about providing bus stops on the western section of Hyde End Road and on Basingstoke Road between the corner of Hyde End Road and the existing Village Hall/Farriers stop to serve the number 9 service?

1.2 Cllr Grimes confirmed that SPC was working with WBC to make representations to Reading buses on suspension of bus service 7 and to address the fact that service 7 and 9 operated too closely together.

1.3 Cllr Grimes had completed the bus consultation survey on the WBC website, but he and other members raised concerns about the difficulty in completing it and the lack of opportunity in it to make constructive comments. B/Cllr Frewin undertook to raise concerns about the survey.

1.4 B/Cllr Patman noted that Reading Buses were carrying out a review of all bus routes. Roadworks on route 7 were causing issues and the service was under used. WBC had previously paid Reading Buses £39k to ensure that the parish retained an evening service, and it was suggested that this could instead be used to fund a daytime service. If no solution was found WBC may consider suspending the payment and using it to fund resident's journeys.

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1.9 The residents were thanked for raising questions. They then left the meeting.

22/2

Apologies and declarations of members' interests

2.1 Apologies were received from Cllr. Boyer, Jahromi, O'Brian and B/Cllr Bhatt

2.2 There were no declarations of interest.

2.3 There were no changes to members' declarations of pecuniary interests.

3.1 Council Minutes

The minutes of the Council meeting held on 20 December 2021 that had been circulated prior to the meeting were **APPROVED**.

Proposed: Cllr. Brown

Seconded: Cllr. Emmet

Unanimously agreed

3.2 Matters Arising from Previous Meeting

128 Update on land swap

This item was noted as ongoing. Cllr Grimes confirmed that a valuation of £15k had been received on Century Drive and WBC would now be approached to add Century Drive field and playground to the land swap and request a maintenance payment of £10k to close the remaining financial gap in land values.

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See item number 4.4.1.

102.5.3 Clerk to investigate electronic device solutions for members to help with the management of meeting packs.

See item number 8.

113.6.2 Clerk to obtain stats on fly tipping across the borough

The Clerk shared details of fly tipping stats from across the borough and noted that WBC had offered signage to SPC to assist in deterring people from carrying out fly tipping. These had proved helpful when used in other areas.

Cllr Emmet confirmed that he was meeting with WBC on 28th January to discuss the issue. B/Cllr Frewin confirmed his wish to attend the meeting.

123.1.1 Clerk to contact Marcia Head, WBC, advising that there had been no feedback on activity at Foxglades in respect of Planning

The Clerk confirmed that a response had been received and circulated.

123.3.1 Deputy Clerk to send a copy of the asbestos report produced in respect of Millworth Lane Pavilion to the Chair.

The Deputy Clerk confirmed that the asbestos report had been sent.

134.4.1 Cllr Peer to follow up with Cllr Lias on village gates proposal.

Cllr. Peer confirmed that this had been passed to Motion who had been instructed to manage it.

134.6.1.4 Cllr Clarke to put together a list of tasks required at Millworth Lane in preparation for procuring the services of a project manager.

See item 4.4.1.4.

134.7 The Clerk undertook to ask Arborfield and Newland if the figure quoted for the budget to support the work was inclusive or exclusive of VAT.
It was confirmed that the quote was exclusive of VAT.

3.3 **Matters Arising**

There were no further matters arising.

22/4 **Reports**

4.1 Reports from Borough Councillors

4.1.2 B/Cllr Rance confirmed that she had no updates to the report she circulated prior to the meeting.

4.1.3 B/Cllr Patman confirmed that in response to a question on what structures were allowed in one's curtilage that Thames Valley Police responded that apart from not blocking the driver's sight lines at junctions there were no exclusions.

4.1.4 B/Cllr Frewin asked where SPC was in terms of nominating green space as part of the Local Plan Update and whether there were spaces within the SDL in Shinfield that SPC would consider. Cllr Grimes confirmed that SPC's position was in draft and noted that SPC was not able to nominate land within the red line shown in the SDL. B/Cllr. Frewin requested that SPC identify potential green space areas in its draft plan in line with other parishes.

4.1.5 B/Cllr Frewin asked whether SPC had a social media communication strategy. Cllr Grimes confirmed that SPC did not currently communicate on social media but that the policy position would be agreed at the Communications and Policy committee meeting and published on the SPC Website. B/Cllr Frewin suggested that SPC used social media to address issues arising in the parish however concerns were raised about the way in which some residents used social media and the issues that this caused for SPC.

4.1.6 It was agreed that clarification was required on the road adoption policy between WBC and SPC for community amenities for example streetlights, bins, play areas. It was suggested that a mapping process be carried out detailing who is responsible for what and that the information be added to the SPC website.

4.1.7 The B/Cllr's reports were **NOTED**.

4.2 Questions to WBC via Borough Councillors

There were no further questions, and the Borough Councillors left the meeting.

4.3 Minutes of the Planning & Highways committee meeting 2 December 2021

The minutes of the Planning and Highways committee meeting on 2 December 2021 were **NOTED**.

4.4 Working Parties Reports

4.4.1 Sports Strategy

Spencers Wood recreation ground

4.4.1.1 Cllr. Clarke confirmed that he was putting together a business case to enable improvement of facilities at the Spencers Wood recreation ground.

4.4.1.2 Cllr Grimes confirmed that the business plan would need to contain quotes obtained through contract finder and that planning permission would need to be sought prior to the business case being put forward. It was suggested that an outline business case was submitted to Council for approval in advance of these details being confirmed.

4.4.1.3 The Clerk reminded members that the business plan would need approval from the Recreation and Amenities Committee in the first instance.

Millworth Lane

4.4.1.4 Cllr. Clarke confirmed that he had met the Project Manager from BDS at Millworth Lane to discuss the scope of the work.

4.5 Chair's Report

Cllr Grimes highlighted the following points:

- Residents would be encouraged to approach SPC directly with their concerns and to attend meetings rather than raising them on social media.
- A response to the Local Plan Update was being prepared. It was noted that this had been circulated for comment and disappointment expressed about the lack of feedback received from members.
- A response to the bus survey had been submitted to and feedback provided to WBC about the way the survey had been structured.

4.6 Clerks Report

The Clerk referred to his report circulated prior to the meeting. The following points were highlighted:

- A response was awaited on the pre-school license.
- Planters had been ordered for the Piazza corner at the School Green Centre.
- The electric Vehicle chargers had been commission. 11 people had used the chargers by 7 January.
- Limited WiFi was now operational.
- Hall hirers were providing positive feedback in respect of the new venue.
- A meeting would be taking place the next day regarding the re-design of the library with Library services, WBC.

The report was **NOTED**.

4.7 Reports from Outside Bodies

There were no reports from outside bodies.

22/5 Neighbourhood CIL proportion report from WBC

The CIL proportion report from WBC was **NOTED**.

22/6 New Community Centre

6.1 Cllr. Grimes noted the following:

- **Catering:** The kitchen scope had changed and therefore a flue was required. Discussions had taken place with Lifebuild regarding the cost of fitting a flue and a quote received for £28k. Cllr. Grimes had written to MEA to instruct them to go ahead with the work but asked them to challenge the costs quoted by AOC. The work was scheduled to be completed within four weeks.
- **Snagging Issues:** The list of snagging issues was growing. MEA had been asked to address them while on site in respect of the flue
- **Tower Room Acoustics :** Correspondence with AOC highlighted that when the project was value engineered AOC had not stated the impact of the changes that they recommended. AOC had agreed to hire an acoustic team at their risk and time.
- Water had now been connected
- Wi-Fi was now connected
- **Footway Complaint:** As raised at the last meeting the consortium had now confirmed that the path would be fixed as part of landscaping work that they would be carrying out.

6.2 The Clerk noted that the catering contractor had suggested opening a coffee service whilst waiting for the installation of the flue but that he was concerned about how this might impact work on the flue installation. Members expressed disappointment that the need for a flue had not been identified at an earlier stage. It was **AGREED** that it was appropriate to delay opening of a coffee provision to expedite the finalisation of the kitchen and open the café in full.

22/7 Invoices for Payment

7.1 Cllr Clarke queried the invoice payable to Cratus and requested confirmation of the total amount paid to them. The Clerk noted that this was the final bill payable to them and that there would be no further relationship with them but undertook to supply Cllr. Clarke with the information requested. The need for a clear brief when taking on contractors was noted.

7.2 It was **PROPOSED** that the invoices up to 7 January 2022 were **APPROVED** for payment.

Proposed: Cllr Montgomery Seconded: Cllr Emmet Unanimously Agreed

7.3 It was **PROPOSED** that the Barclay card statement detailing expenditure by SPC up to 7 January 2022 was **APPROVED**.

Proposed: Cllr Montgomery Seconded: Cllr Emmet Unanimously Agreed

22/8 **Electronic Devices for Councillors**

8.1 The Clerk gave an overview of options for electronic devices that would allow members to access meeting papers. It was confirmed that councillors had the legislative right to paper documents but that they could waive that right by writing to the Clerk.

8.2 The quote for lap-tops for Council members for the purpose of SPC business was approved .

Proposed: Cllr James Seconded: Cllr Peer Unanimously Agreed

22/9 **Damage to Old Parish Hall Kitchen**

The Clerk noted that contractors had damaged the old parish hall kitchen. Cllr Grimes confirmed that this could be charged back to the contractors and asked the Clerk to confirm details to him.

22/10 **Local Plan Update Response**

10.1 Cllr Grimes gave an overview of SPC's draft response.

10.2 Cllr. James suggested that it contained a list of assets required by the parish. Cllr. Peer queried whether it contained enough emphasis on environmental practice. Cllr Grimes noted that there would be another round of consultation in which SPC could refine its input.

10.3 It was **PROPOSED** that the draft local plan update be **APPROVED** for submission subject to the deletion of references to appendices as applicable.

Proposed: Cllr. Peer Seconded: Cllr Brown Unanimously Agreed

22/11 **Investments Proposal**

This item was deferred to the next Full Council meeting.

22/12 **Speedwatch**

This item was deferred to the next Full Council meeting.

22/13 **Correspondence and other items**

13.1 **Grant Request from Link Visiting Scheme**

A grant for £900 for costs of services relating to Shinfield was **APPROVED**.

Proposed: Cllr Montgomery Seconded: Cllr Brown Unanimously Agreed

13.2 **Jubilee Celebrations**

This item was deferred until the next Full Council meeting.

22/14 **Date of Next Meeting:** 21 February 2022

22/15 **Exclusion of the Press and the Public**

It was **RESOLVED** that, in view of the confidential nature of the business about to be transacted in relation to personal and business information, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw from the next items on the agenda.

Proposed: Cllr. Emmet Seconded: Cllr. Montgomery Unanimously Agreed

22/16 16.1 Cllr James confirmed that the Clerk and Committee Secretary had resigned. The priority was to replace the Clerk and an approach had been made to LGRC to secure the services of a locum. A possible individual identified, and costs established however availability to work full time needed to be checked. The locum Clerk would be responsible for managing the Clerk recruitment process and handover. Cllr James would be discussing plans with the staff of SPC the next day to provide assurance.

Proposed: Cllr James Seconded: Cllr Lias Unanimously Agreed

16.2 It was PROPOSED that an additional £20k over the budgeted Clerk's salary to civic year end be set aside for the purposes of employing a locum.

Proposed: Cllr Peer Seconded: Cllr Lias Unanimously Agreed

The meeting ended at 22:10

Action Items:

Minute Ref	Details	Action By:
128	Clerk to consult WBC on adding in Century Drive field and playground together with a maintenance payment of £10k to the land swap in order to equate the deal. .	Clerk
78.4.2	Cllr. Clarke to present business case for Spencers Wood recreation ground before Feb 2022.	Cllr. Clarke/Clerk
22/7	Clerk to provide Cllr Clarke with details of amount paid to Cratus for their recent services.	Clerk
22/8	Clerk to obtain laptops for Council members to enable electronic meeting packs	Clerk
22/9	Clerk to send details of damage to old parish council kitchen to Cllr Grimes	Clerk

Shinfield Parish Council

Response to Wokingham Borough Council Local Plan update December 2021- January 2022

Summary of the SPC objection

Shinfield Parish Council (SPC) has reviewed the Local Plan Update and considers it to be unsound. SPC objects to the plan for the reasons set out below and supported by the attached appendices.

Wokingham Borough Council has failed to provide a balanced development plan for the borough which has the characteristics of:

- Equitable burden of development on communities
- Sustainable development
- Capability to deliver infrastructure
- Effective mitigation of the impacts of development.

The Local Plan Update assumes a housing delivery target for the short term (2038) without strategic planning for delivering housing to the 2050's. As such it has identified sites south of and adjacent to the M4 and A329M including the proposed Garden Community at Halls Farm Strategic Development Location.

The development strategy is based on previous assumptions made by Berkshire County Council who assumed that land between Theale and Shinfield could be developed. It builds on previous strategies which has resulted in 90% of development being South of the M4. The LPU has reinforced this bias by removing a major sustainable development at Ruscombe from the consultation even though this site is located close to the Transport for London (TfL) Elizabeth Line and the developer has proposed to fund a new railway station on the route (Appendix 1).

The adoption of the AWE Detailed Emergency Planning Zone policy by West Berkshire Council in 2020 has removed this large area, which includes the previously posited Grazeley Garden Community, from the stock of potential development sites. Therefore, Wokingham needs to identify housing development opportunities to the north of the M4 such as Ruscombe.

The 2009 Core Strategy

SPC has written to Wokingham Borough Council in the past expressing support for well-planned and designed, infrastructure led sustainable development. However, examination of the Core Strategy (2009) indicates a failure by Wokingham Borough Council to deliver infrastructure to mitigate the impact of growth:

- New and insufficient school capacity prior to housing occupations leading to new residents adopting unsustainable travel arrangements and children traveling to

distant schools. For example, in 2022 there is a lack of secondary school capacity in the South of M4 (SM4) and Arborfield Strategic Development Locations (SDL) leading to bussing children to central Wokingham schools which has deprived Shinfield Parish children of equitable access to after school activities.

- Lack of retail and employment infrastructure leading to residents adopting and embedding arrangements creating excessive journeys to shops and work. For example, the delay to the Shinfield Local Centre supermarket has led to significant trips to supermarkets in Lower Earley, Winnersh and south Reading.
- Road Infrastructure either at all or prior to development increasing road congestion and wear and tear prior to delivering new roads. For example, the lack of an east-west distributor road in the SM4 area resulting in continuous road works and utility failures on main roads in the area.
- Lack of effective public transport planning covering frequency, timetabling for school, employment, health and the night-time economy, attractive journey times and economic fares resulting in high uses of private cars. For example: lack of bus services to Spencers Wood, slow bus routes between Shinfield School Green and Wokingham and a lack of effective Wokingham north to Twyford buses have led to excessive use of cars impacting on residents in streets in Wokingham and Twyford. Where bus services have been improved planning for significant ad-hoc park and ride car parking has not been made. A lack of co-ordinated planning in Three mile Cross resulted in a failure to provide a direct link from a 280 house development east of the A33 to the Mere Oak Park and Ride west of the A33.
- Coherent and joined up sustainable walking and cycling transport routes. For example, in the SM4 SDL quiet roads were assumed to remain walkable/cyclable but have become major car access and egress points to new housing. Delays to opening walking routes has led to driving within the SDL.
- Delays to opening Suitable alternative natural green space (SANGS) has led to excessive car journeys to recreation areas.

The Local Plan Update consultation 2021/2022

National planning guidance requires development to be socially, environmentally and economically sustainable. To do so in Wokingham requires:

- An equitable burden of development on communities
- Sustainable development
- Capability to deliver infrastructure
- Effective mitigation of the impacts of development.

Burden of development

The LPU has only indicated one significant development at Halls Farm in Arborfield Parish. Arborfield and Shinfield Parish Councils accept some development may be sustainable on this site but consider it to be limited to the capacity proposed in the attached development appraisal (Appendix 2).

Shinfield Parish Council acknowledges that there are some sites remaining within the SM4 SDL which may be developed.

Sustainable development

It is noticeable and unsound that there is very limited development north of the M4 where better road and rail infrastructure exists. Indeed, the Elizabeth Line offers access to employment in Reading and across the Great Western and Cross-Country rail network, at Heathrow, nationally via High speed 2 at Old Oak Common, and in the West End, City and Canary Wharf districts of London.

Furthermore, the A4/A404 offers access to the M40 and an additional M4 junction is more feasible between Junctions 10 and 8/9 than just west of Junction 10.

The LPU states some of these areas are Green Belt. However, Green Belt lands can be re-provided and Green Belt in Ruscombe could be de-designated and replaced with land in Grazeley that is unlikely to come forward for development.

Capability to deliver infrastructure

There is insufficient land for additional roads and rail links south of the M4. The Core Strategy (2009) has one of the highest cost Section 106/Community Infrastructure Levy regimes in England which has been demonstrated to be insufficient to fund the Infrastructure Development Plan (IDP). The LPU has not identified fully require infrastructure or the necessary funding.

Therefore, the infrastructure to support further housing must use greenfield land within the centre of developments for schools, community centre, shops, health, and employment facilities and must focus on existing major transport networks. Furthermore, large parts of the west of the borough are within the Loddon flood plain where development should be either avoided or significant flood defences built.

Effective mitigation of the effects of development

Infrastructure in Shinfield has not kept up with the current SM4 SDL requirements. Wokingham has failed to prevent development becoming a burden on existing residents and the LPU does not show how this will be avoided in the future. The LPU relies on existing road networks in Shinfield and Winnersh. Specifically, it makes no provision for mitigating growth on the A327 from the Black Boy roundabout to Shinfield Rise and the University of Reading.

The LPU makes no comments on delivering local and social infrastructure. In Spencers Wood this has resulted in a dangerous road network, poor food retail facilities and limited social infrastructure. The LPU has not identified land and delivery partners for such activities. The LPU has not identified triggers to delivery and has not quantified requirements for any form of infrastructure to support development.

Halls Farm

The LPU has identified one strategic development location at Halls Farm in Arborfield. The Halls Farm development is unsustainable without significant transport infrastructure. Local roads south of the M4 are unsuitable and already burdened with the impact of the SM4 and Arborfield SDLs which are not yet complete.

The development will result in significant additional traffic travelling through Winnersh which needs mitigating according to the Winnersh Parish Council report (Appendix 3). Work being undertaken by Motion LLP (Appendix 4) for Shinfield Parish Council indicates that traffic management measures which were not implemented with the Shinfield Eastern Relief Road (ERR) will be necessary to prevent traffic driving through the community rather than along the ERR (A327) and Whitley Wood Lane (B3270) to reach south Reading employment and the M4 at Junction 11. This is necessary to support the SPC Transport Plan (Appendix 5) which is intended to make travel in Shinfield safe and sustainable.

As Halls Farm is south of the M4 and the Loddon and in excess of government guidance on walking and cycling distances to existing infrastructure in Lower Earley and Winnersh it will require significant new bus services, new roads, new walking and cycling routes across the Loddon and M4..

Furthermore, a lack of secondary school capacity for Shinfield and Arborfield must be rectified before this development can be occupied.

Shinfield Parish Council requirements to mitigate the impact of development.

The WBC Core Strategy (2009), Infrastructure Delivery and Contributions (2011) Managing Development Delivery Local Plan (2014) policies all failed to define calculations quantifying infrastructure requirements, trigger points for initiating delivery and limitations on housing occupations before completion of infrastructure.

Policy requirement

Shinfield Parish Council propose that the Local Plan to be adopted by Wokingham Borough Council shall include an Infrastructure Development Plan (IDP) with a schedule of infrastructure complete with funding arrangements, commencement arrangements and completion limitations on housing occupations.

Infrastructure

The infrastructure development plan should cover the requirements for SDL developers and developers outside SDLs to provide:

1. New roads including segregated construction traffic routes (haul roads), junction improvements speed limits and road safety infrastructure such as bus gates.
2. Public transport infrastructure (bus stops, bus lanes, railway stations) and services provision.
3. Healthcare and well-being facilities.
4. Education facilities.

5. New or upgraded power, water sewerage and drainage systems to developments and existing residents.
6. IT and telecom systems to development and existing residents
7. Green infrastructure including, footpaths, cycleways, road crossings, parks and SANGS.
8. Community facilities including sports pitches, sports and recreation centres and community centres.
9. Retail facilities.

The scale of provision of infrastructure for each development should be calculated according to the methodology and outputs adopted in the Bracknell Forest Council (2007) Limiting the impact of Development (Appendix 6)

Funding

The funding of such infrastructure shall be identified in the IDP from the following sources:

1. Section 106 onsite delivery funded by the developer.
2. WBC Community Infrastructure Levy funded works.
3. Housing Infrastructure Fund (central government) funded works.
4. Parish Council Community Infrastructure Levy funded works agreed with the Parish Council prior to adoption of the IDP.

Timing arrangements

The Infrastructure Development Plan (IDP) must form part of the Local Plan. It should specify that:

1. Infrastructure works shall commence prior to housing development. No housing development shall start unless all infrastructure works have commenced.
2. No SDL housing development shall commence until the haul road is completed.
3. No more than 30% of housing can be occupied until the infrastructure associated with the development is completed and is operation.

Summary

The local Plan update will only be acceptable if all these comments are integrated into the draft plan. Specifically, the Local Plan shall spread development across the borough in well planned infrastructure led sustainable communities.

A.G.Grimes MSc, MRICS

09 /01/2022

Appendices

1. Ruscombe development proposal
2. Halls Farm capacity assessment
3. Winnersh transport assessment
4. Shinfield traffic management assessment

5. Shinfield Parish Council Transport policy
6. Bracknell Forest council (2007) Limiting the impact

Proposed Investment Spread

The Proposal is in line with the Council's Investment Strategy and as reported to Finance and General Purposes in May 2021.

The proposal has been updated to reflect actual receipts of CIL and use of reserves in 2021/2022.

The minutes of the May meeting (approved in August 2021)

35.5 Investment Policy

Cllr. James noted that the Investment strategy and reserves policy was guided by regulation and based on security, liquidity and return. The policy would be reviewed annually as part of the budget process.

It was **PROPOSED** that the Investment Policy be **RECOMMENDED** to Full Council for approval.

Proposed: Cllr Montgomery

Seconded: Cllr Peer

Unanimously Approved

35.6 Proposed Investment Spread

Cllr. James gave an overview of the proposed investment spread circulated to members prior to the meeting. It was thought that the level of investment would reduce over the next six years in line with the reduction of CIL income.

The Clerk undertook to circulate details of the investment fund to members for consideration.

It was **PROPOSED** that on receipt of agreement of the list of Investments used by CCLA the investment spread be **RECOMMENDED** to Full Council for approval.

Proposed: Cllr Grimes
Approved

Seconded: Cllr Peer

Unanimously

Proposed Investment Spread - Based on Forecast Position on Reserves at 31st March 2022

8.1.4

Year Commencing	01/04/2021	To Reserves	From Reserves	01/04/2022	01/04/2023	01/04/2024	01/04/2025	01/04/2026
<u>Reserve</u>	£	£	£	£	£	£	£	£
General	200,000			200,000	100,000	150,000	200,000	250,000
Website Development	10,000		(5,000)	5,000	0			
Sinking Fund	31,000	12,000	13,500	56,500	96,500	136,500	176,500	216,500
Elections	4,000			4,000	4,000	4,000	4,000	4,000
Highways	52,000		(32,000)	20,000	0	0	0	0
Millworth Lane Recreation Ground	40,000	(40,000)		0	0	0	0	0
				0				
				0				
CIL	601,000	2,079,500	(1,090,000)	1,590,500	1,000,000	800,000	500,000	200,000
				0				
Fit Out Community Centre	50,000		(50,000)	0	0	0	0	0
Pride In Our Parish	34,000		(34,000)	0	0	0	0	0
Youth Initiatives	11,000			11,000	0	0	0	0
Planning Matters	25,000			25,000	0	0	0	0
Total Reserves	1,058,000	2,051,500	(1,197,500)	1,912,000	1,200,500	1,090,500	880,500	670,500
<u>Investment Spread *</u>								
Lloyds Bank Instant Access Interest Account	200,000			200,000	100,000	100,000	100,000	100,000
NS & I Bonds	500,000			1,000,000	250,000	100,000	100,000	100,000
CCLA Cash Funds	327,000			669,000	754,000	754,000	504,000	254,000
CCLA Property Fund	31,000			43,000	96,500	136,500	176,500	216,500
Total Investments	1,058,000			1,912,000	1,200,500	1,090,500	880,500	670,500

* Investment excludes current account which holds the balance of the Precept and income raised in the year required to pay for operational expenditure

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Thursday 27 January 2022, at the Spencers Wood Pavilion commencing at 7:30pm

Present: Cllrs. N Boyer (Ch), E Brown, P Emmet, M O'Brian, P Jahromi, L James, I Montgomery, A Narayanan
Attending: Mike Balbini (Clerk) (from Item 7.2) Kouy Young (Deputy Clerk), Jo Skidmore (Committee Secretary), Three Residents

22/RA/1 Public Questions

1.1 Cllr Clarke welcome the residents to the meeting.

1.2 A resident questioned whether the sloping path to SGC courtyard was intended as disabled access as the grassy surface made it difficult for wheelchair users to use it. Disappointment was expressed about a new building not having suitable access for people with disabilities. The resident stated that she had been directed to this committee for a response.

1.3 Cllr Clarke requested that the letter submitted by the resident prior to the meeting was forward to the Chair and Clerk for a response as this committee was not equipped to answer the questions raised. The resident agreed with this approach.

1.4 A resident made the following observations about the Spencers Wood Pavilion:

- The front door entry system resulted in the door locking each time someone accessed the building. It was requested that an entry system with a timer was install.
- The front door was very hard to open especially for people with disabilities. Was it possible to install an access pad for easier access?
- The community room door locked when closed resulting in people wedging the door open. Was this in beach of fire regulations? Could a better solution be found to room access?
- A dishwasher was required as there was insufficient hot water for an extended wash.

1.5 The Deputy Clerk noted that the doors needed to lock for security purposes and that those hiring room were responsible for letting people in and out of the building. Cllr. O'Brien observed that this was also necessary for insurance purposes.

1.6 It was agreed that a solution was required that balanced ease of access with security and the Deputy Clerk undertook to investigate the matter.

1.7 It was **PROPOSED** that the Deputy Clerk investigate purchasing a dishwasher for Spencers Wood Pavilion.

Proposed: Cllr Jahromi Seconded: Cllr Emmet Unanimously Agreed.

1.8 A resident asked whether it would be possible to use Spencers Wood recreation ground and pavilion for a community celebration of the Queen's platinum jubilee and if so what insurance and security would be required. The event would be held on the bank holiday weekend. Planned for bank holiday weekend.

1.9 Cllr. Clarke requested that the resident put a proposal in writing for the committee to consider.

22/RA/2 **Apologies and declarations of members' interests**

2.1 Apologies were received from Cllr. Boyer

2.2 There were no declarations of members' interests.

21/RA/3 **3.1 Minutes of the Previous Meeting**

The minutes of the committee meeting of 27 November 2021 were approved as a correct record and signed by Cllr. Clarke.

Proposed: Cllr James Seconded: Cllr Brown Unanimously Approved

3.2 Actions

14.4 Volunteer evening to be organised for late December 2021 to say thank you for efforts made during the pandemic

This item was noted as complete.

48 Cllr Jahromi to identify other areas in the parish to locate raised flower beds

This item was noted ongoing.

55 Deputy Clerk to send draft CCTV policy to the Data Protection Officer at WBC for validation.

The Deputy Clerk confirmed that the policy had been received back from WBC and had been updated accordingly.

62.1.3 Clerk to contact Cllr Clarke to discuss next steps in procurement process for Spencers Wood Rec facilities.

Cllr Clarke confirmed that this item was ongoing.

62.2.3 Clerk to provide monthly report detailing significant maintenance tasks carried out in the parish to help identify any recurring issues.

This item was noted as ongoing.

70.2.1 Millworth Lane working party produce a comprehensive plan detailing work to be carried out on site before any work commenced.

See agenda item 3.2

70.3 Cllr Clarke to provide a report from Cllr Clarke on the meeting held 24 Sept 2021 with B Thompson of WBC re sports strategy in the parish

This item was noted as complete.

70.4.3 Clerk to investigate security measures at the Spencers Wood Pavilion and review at the School Green Centre.

The Deputy Clerk confirmed that this was in respect of obtaining the services of a security guard and that options were under consideration.

77.3 Clerk to seek approval from UoR for apple trees to be planted on Langley SANG and Ridge SANG

This item was noted as complete.

2.3 Matters Arising

There were no matters arising.

22/RA/3 **Parish Wide Update**

3.1 Spencers Wood Recreation Ground Working Party Update

3.1.1 Cllr. Clarke stated that committee was now responsible for a budget of over £200k and noted the need for a better overview of income to SPC from its amenities.

3.1.2 Cllr James noted that the Deputy Clerk was working with the finance manager on a lettings income schedule which would be shared with the committee shortly.

3.1.3 Cllr. James confirmed that the Staffing Committee was planning to recruit at level of the Deputy Clerk and Finance Officer a qualified employee to manage the buildings, playing fields and recreation grounds. It was hoped that this would happen within the next 6 months and the committee would be kept informed.

3.2 Spencers Wood Recreation Ground

3.2.1 It was noted that the Business Case for improvements to facilities at the Spencers Wood Recreation Ground was complete subject to two further quotes being received

3.2.2 It was **PROPOSED** that the business case be submitted to Council later in the month stating that work would cost up to 140k excluding VAT.

Proposer: Cllr. Emmet

Seconded: Cllr Jahromi

Unanimously Agreed

3.2.3 Cllr. Clarke undertook to submit the business case to the Finance and General Purposes committee taking place on 9 February, if it was complete in time.

3.3 Millworth Lane Report from Sports Strategy Working Party

3.3.1 Cllr Clerk confirmed that he had met with BDS who had submitted a proposed for managing the Millworth Lane project.

3.3.2 It was **PROPOSED** that the project scope submitted by BDS be approved.

Proposed: Cllr Emmet

Seconded: Cllr Montgomery

Unanimously Agreed

3.3.3 Cllr. James requested that options be considered for the renovation of the pavilion at Millworth Lane at some point in the future.

22/RA/4 **Community Service Update**

4.1 Cllr Brown update

4.1.1 Cllr Brown confirmed that the Welcome Club would be restarting on 24 February.

4.1.2 A request had been made for spare chairs at the Spencers Wood Pavilion for the tea club as attendance had increased. The Deputy Clerk was managing the request. The tea club was proving to be a great success and receiving positive feedback.

4.2 Wellbeing Library

4.2.1 Cllr. Narayanan noted her interest in wellbeing and her work in this area. Mental health issues had significantly increased resulting from the pandemic. SPC was supporting physical wellbeing but not mental wellbeing. Some parish councils had already put measures in place to assist. Cllr. Narayanan suggested that the library at SGC contain a section of books specifically related to mental health.

4.2.2 It was **PROPOSED** that a shelf be reserved at the School Green Centre Library and Spencers Wood library for books relating to mental health.

Proposer: Cllr Jahromi Seconded: Cllr O'Brian Unanimously Agreed.

4.2.3 The Deputy Clerk undertook to write to the library to request this and to make space for leaflets on mental health within the SGC.

4.3 Bus shelter on Basingstoke Road

4.3.1 The Deputy Clerk noted that the bus shelter would be replaced via insurance. WBC had suggested waiting until changes had been made to the kerb height before replacing it.

4.3.2 It was **PROPOSED** that the Deputy Clerk write to WBC to request that the bus stop be replaced immediately and stating that SPC will invoice them. SPC would advise the type of shelter required.

Proposed: Cllr Brown Seconded: Cllr Emmet Unanimously Agreed

4.4 Pavilion Youth Club

4.4.1 Cllr. Montgomery shared a report prepared by the Youth Club Leader highlighting the following:

- There were currently 25 members.
- Activities included pool tournaments, air Hockey and crafts.
- Once the weather improved it was hoped that the outside space could be used, and trips organized.
- Two new members of staff were settling in well and coming up with ideas.
- On Mondays the youth club leader was supporting activities in Shinfield North.

4.4.2 It was noted that the Shinfield North was seeking alternative accommodation. The Deputy Clerk suggested that the club utilise Spencers Wood Pavilion. Cllr. Montgomery agreed to consider the possibility.

22/RA/5 Grant Applications

5.1 Link Visiting Scheme

It was **PROPOSED** that a grant of £900.00 for the Link Visiting Scheme be **APPROVED** subject to reporting on details of beneficiaries in the Shinfield area.

Proposed: Cllr Brown Seconded: Cllr Jahromi Unanimously Agreed

22/RA/6 **Room Hire Schedule**

6.1 The room hire schedule was considered by members. The Deputy Clerk noted that bookings were increasing. Feedback indicated that people were pleased with the facilities but were keen to know when the café would be open. With nine rooms available for hire, resources were stretched, a party had been turned down as SPC was unable to staff it. Future room hire schedules would include the amount of income received for each booking.

22/RA/7 **Correspondence**

7.1 Allotment Pest Control Contract

7.1.1 Cllr. Clarke confirmed that a contractor had been identified to carry out pest control. This was required due to an issue with rats which was partly due to livestock being kept on the allotments.

7.1.2 It was **PROPOSED** that a letter be sent by the Clerk to all allotment holders asking for them to rehome or remove the livestock within three months from the date of the letter.

Proposed: Cllr Brown Seconded: Cllr Jahromi Unanimously Agreed

7.1.3 It was **PROPOSED** that a contract be put in place for a contractor to do pest control as required.

Proposed: Cllr Montgomery Seconded: Cllr Jahromi Unanimously Agreed

7.2 Orchard Rise Allotments

It was **PROPOSED** that the Clerk write to WBC, stating that SPC would not take on responsibility for the Orchard Rise Allotments unless it provided a 5-year guarantee in respect of drainage work carried out.

Proposed: Cllr Brown Seconded: Cllr Montgomery Unanimously Agreed

7.3 Room Hire Request

The Deputy Clerk advised that a request had been received for a booking for 45 weeks room hire for 4 hours a week to include 1 hour free for setting up. This would result in a cost of £1k to SPC. Concerns were expressed about resourcing and setting a precedent for other bookings.

It was **PROPOSED** that the discount rate was offered at an hour at half price or half an hour free. subject to a review next year.

Proposed: Cllr Jahromi Seconded: Cllr. Montgomery Unanimously agreed

7.4 Grazeley War Grave Signage

It was **PROPOSED** that permission be granted for a sign to be put up on a footpath post in Grazeley indicating that war graves were sited at the location.

22/RA/8 **Date of next meeting:** 24 February 2022

The meeting closed at 9:30pm

Action items:

Minute Ref	Details	Action by
48	Cllr Jahromi to identify other areas in the parish to locate raised flower beds	Cllr. Jahromi
62.1.3	Clerk to contact Cllr Clarke to discuss next steps in procurement process for Spencers Wood Rec facilities.	Clerk
62.2.3	Clerk to provide monthly report detailing significant maintenance tasks carried out in the parish to help identify any recurring issues.	Clerk
70.2.1	Millworth Lane WP to produce a detailed plan of actions to be taken at Millworth Lane as a whole	ML WP
70.4.3	Clerk to investigate security measures at the Spencers Wood Pavilion and review at the School Green Centre.	Clerk
1.3	Letter from resident about access to SGC to be passed to Chair and Clerk for a response	Deputy Clerk
1.6	Deputy Clerk to investigate suitable access to Spencers Wood Pavilion giving regard to security and insurance as well as ease	Deputy Clerk
1.7	Deputy Clerk to investigate purchase of dishwasher in Spencers Wood Pavilion	Deputy Clerk
3.2	Spencers Wood recreation ground business case to be submitted to F&GP and Council	Cllr Clarke
4.2.3	Deputy Clerk to write to library to request shelf in SGC library reserved for books on mental health.	Deputy Clerk
4.3.2	Deputy Clerk to write to WBC requesting that the bus stop on the Basingstoke Rd be replaced immediately and that SPC be invoiced for it.	Deputy Clerk
7.1.2	Deputy Clerk to write to all allotment holders asking for them to rehome or remove the livestock within three months from the date of the letter.	Deputy Clerk
7.2	Clerk to write to the WBC, stating that SPC would not take on responsibility for the Orchard Rise Allotments unless it provided a 5-year guarantee in respect of drainage work carried out.	Clerk