

To all members of Shinfield Parish Council

Notice is hereby given and you are summoned to attend a meeting of the Full Council on Wednesday 27th March 2024 at the School Green Centre, commencing at 19:30



Bruce Winton, Parish Clerk
22nd March 2024

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

Agenda

1. Public Questions

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

2. Apologies and declarations of members' interests

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

3. Minutes of Meeting held on 28th February 2024

- 3.1 To **APPROVE** the minutes of the Full Council meeting held on 28th February 2024* as a correct record of the meeting
- 3.2 To **RECEIVE** information on matters arising

4. Reports Borough Councillors

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

5. Reports from Committees and associated Working Parties

- 5.1 To **NOTE** the draft minutes of the Facilities Committee dated 6th March 2024* and update from the Chairman of the Committee including updates from:
 - Sports Working Party
 - School Green Working Party
- 5.2 To **NOTE** the draft minutes of the Arts, Culture and Events Committee dated 7th March 2024* and update from the Chairman of the Committee including updates from:
 - Events Working Party

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

*** indicates papers to follow*

- 5.3 To **NOTE** the draft minutes of the Planning & Highways Committee dated 13th March 2024* and update from the Chairman of the Committee including updates from:
 - Traffic Working Party
- 5.4 To **NOTE** the draft minutes of the Children and Young Adults Committee dated 14th March 2024* and update for the Chairman of the Committee including updates from:
 - Education Working Party
- 5.5 To **RECEIVE** and **CONSIDER** an update from the Engagement Working Party
- 5.6 To **RECEIVE** a verbal report from the Chairman
- 5.7 To **RECEIVE** reports from outside bodies

6. Annual Grants

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

7. Shinfield Screening Facility

- 7.1 To **RECEIVE** and **CONSIDER** a verbal update from the Chairman on the installation of the screening facility in the Ryeish Green room at the School Green Centre

8. Millworth Sports Park

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

9. High Copse Pavilion

- 9.1 To **RECEIVE** and **CONSIDER** a request to fund additional solar panels on High Copse Pavilion**

10. Correspondence

- 10.1 To **RECEIVE** and **CONSIDER** a request from Natural History Museum for a nomination to their Steering Group on Local Benefits*

11. Invoices for Payment

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

12. Catering at the School Green Centre

- 12.1 *This item will be taken as a confidential item*
To **RECEIVE** and **APPROVE** a recommendation from the Facilities Committee for a new caterer at the School Green Centre

13. Date of Next Meeting

- 13.1 The date of the next Full Council Meeting will be Wednesday 24th April 2024

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

*** indicates papers to follow*

Minutes of a meeting of Full Council
Held on Wednesday, 28th February 2024
At School Green Centre commencing at 19:30

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

Attending: BCllr Glover, Gray, Johnson, Munro, Rance,
B Winton (Clerk)
16 members of the public

24/13 Public Questions

13.1 Questions from Oakbank parents

The council received a number of questions from parents of Oakbank School students regarding their concerns regarding Anthem Trusts management of the school and in particular the Trust's response to the recent Ofsted report that identified the school as Requires Improvement. They were also concerned about WBC's response to the situation. The frequent changes in senior leadership at the school and the exceptionally high number of teachers departing the school at the end of the term were also items of concern. The parents asked how committed Shinfield Parish Council were to helping Oakbank School succeed.

Cllr Grimes responded that SPC shared the concerns voiced by the parents. It was important that all Shinfield students had the same access to quality education as those in other parts of the borough and an Oakbank school providing a quality educational experience was a key part of that. SPC had been trying to get Cllr Tatla on the governing board of the school to help build effective links.

SPC would be writing to the regional director for the Department for Education and had also made their concerns known to WBC. SPC would help in any way it could but parents, WBC and the management of the school all had to be working towards the same goals.

The parents present recognised that there were capable and passionate staff at the school, but the school was struggling to attract quality staff in sufficient numbers to make a difference.

Cllr Grimes invited parents to put forward names for representatives to sit on the council's education working party.

Cllrs Clarke, James, Johnson, Hoyle, Lias, Peer and Tatla also spoke on this subject to share their specific concerns.

It was recognised that even if Oakbank were to become a Good school then it would not be able to cope with the number of students in the parish.

ACTION – Clerk to draft and circulate a letter to the Regional Director at DfE

24/14 Apologies and declarations of Members' Interest

- 14.1 Apologies had been received from
Cllrs Fernandes & Jahromi
BCllrs Munro & Glover
Deputy Clerk
- 14.2 There were no declarations of interest
- 14.3 There were no changes to members' declarations of pecuniary interests

24/15 Minutes of the Meeting held on 24th January 2024

- 15.1 The minutes of the Meeting held on 24th January 2024 were approved and signed by the Chairman as a correct record

Proposed: Cllr Montgomery
Seconded: Cllr Clarke
Approved: Unanimously

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

24/3.2 Clerk to follow up the issues raised by a member of the public with WBC

23/156.1

These are still ongoing, and the Clerk will update in due course.

24/3.2 Clerk to add to the meeting of Children and Young Adults Committee on 14th
23/158.3 March, information on the predicted numbers for inward migration, to be supplied by BCllr Gray

This item would be on the agenda for Children and Young Adults Committee on 12th March.

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

This was discussed at a Teams meeting with Oakbank School on Thursday 22nd February and the school would look for an opportunity where the Clerk could visit to talk to their Youth Council.

ACTION – Clerk to follow up with Oakbank School

24/3.2 Clerk to circulate BCllr Conway's response on traffic improvements in the Parish to
23/158.3 all members

This has now been circulated and will also be covered at Item 5.3

- 24/3.2** Clerk to confirm arrangements with Grazeley Village Memorial Hall regarding the
23/158.3 offer of the capital grant

The Clerk has written to advise them that they need to confirm acceptance of the grant of £8,500 no later than 31st March or else it would lapse.

- 24/3.2** Clerk to monitor the information requested from St Mary's Church regarding their
23/158.3 offer of a capital grant

St Mary's have advised that they have awarded the contract to a local firm and subject to weather hope to have started on site before Easter. They would recognise SPC on a significant donors' board in the hall as well as in their newsletter and press releases. They would also welcome SPC at the ribbon cutting.

- 24/3.2** Clerk to set up a meeting of the Education Working Party and invite BCllr Bray and
23/159.2 relevant WBC officers

The meeting took place on Tuesday 27th February and was on the agenda at Item 5.4.

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

A meeting is arranged for Tuesday 5th March at 4.00 p.m. to discuss options for the north of the parish

ACTION – Clerk to report back at the next meeting

- 24/3.2** Clerk to continue to follow up concerns relating to the Ryeish Green Pavilion site
23/161.4 with WBC and report back to Full Council when he had received satisfactory responses

This was on the agenda at Item 6.1

- 24/4.2** BCllr Rance to investigate the reason for the charges made to Parish Councils and
to obtain a list of charges from WBC

The Clerk had been provided with a breakdown for the charge levied by WBC as follows:

4 hours x £45 = £180
Supervision @ 15% = £27
Administration @ 10% = £18
Total = £225

- 24/5.3** Clerk to circulate the high court ruling to members once received from Cllr Hoyle

This had been done.

- 24/5.3** Clerk to set a date for the Traffic Working Party

This had been held on 20th February and was on the agenda at Item 5.3

24/5.6 Clerk to arrange a meeting of the Engagement Working Party

A meeting has been arranged for Monday 11th March at 4.30 p.m.

24/5.8 Clerk to circulate list of BALC courses to all members when advertised

This had been done and the Clerk will continue to circulate details of courses.

24/7.1 Clerk to work with WBC officers on the leases for the pitches at Ryeish Green and the Deardon Orchard

This was on the agenda at Item 6.1

24/7.2 Clerk to add Whiteknights School to the agenda of Facilities Committee for further consideration

This will be on the agenda for the 6th March meeting in addition to the meeting arranged for 5th March to discuss options for Shinfield North.

24/9.2 Clerk to send electronic invites to members for meetings to May 2025

This had been done.

The Clerk suggested that the schedule for June 2025 to May 2026 was added to the Annual Meeting agenda on 22 May 2024. This would then become a standing agenda item for the Full Council meeting (as is the case with the Risk Register) meaning that the meeting schedule will always be looking no less than 12 months ahead.

ACTION – Clerk to include meeting schedule for June 2025 to May 2026 for consideration at the Annual Full Council Meeting in May.

24/10.1 Clerk to inform St Mary's Junior School of Cllr Fernandes' offer to become a Foundation Governor of the School

This had been done.

24/10.2 Clerk to invite members of SOLVE to a meeting to discuss the view of the Parish Council

A meeting has been fixed for Tuesday 12th March at 7.00 p.m. and any councillors or Borough Councillors who would like to attend are welcome. This will be a private meeting.

24/10.3 Cllrs Grimes and Peer to attend a Planning Members briefing on the NHM on Monday, 29th January 2024

Cllrs Grimes and Peer had attended the meeting and reported the presentation was largely the same as that provided to the Planning & Highways Committee.

24/16 Reports from Borough Councillors

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

16.2 Closure of Community Flat at Frensham Green

Members discussed the closure of the community flat at Frensham Green which was required by WBC as housing stock. Members were disappointed at the proposal as the flat was a strong point for the community and concerned for the impact on those who currently used the flat.

It was noted that the activities that take place there (and staff) would be dispersed. There was a discussion on what would be moving where and the likely impacts of these changes. It was agreed that this strengthened the need for SPC to identify a viable option for a presence in the north of the parish.

BCllr Rance left the meeting and BCllr Glover joined the meeting

24/17 Reports from Committees and associated working Parties

17.1 Minutes of the Facilities Committee 7th February 2024

Cllr Clarke reported that there was a concern over the presentation of roundabouts within the parish. WBC did have a sponsorship scheme for roundabouts and the matter was referred back to Facilities Committee with a view to increasing awareness of that scheme.

Members **NOTED** the minutes of Facilities Committee

Sports Working Party

The construction of High Copse pavilion had started with a view to the building being completed by the end of the year.

The Facilities Manager was obtaining the necessary arboreal assessment prior to removing the tree and being able to proceed with the toilet block for the tennis club.

A revised plans was being developed for Millworth Lane reflecting feedback from WBC officers and others.

School Green Working Party

Additional drawings have been requested by WBC to support the application for the screens for the northern end of the School Green and these are currently being prepared.

Café Working Party

Cllr Peer advised that there had been 31 expressions of interest followed by six site visits and finally four tender submissions received by the deadline of 16th February 2024 at 1.00 p.m. The submissions were then opened and reviewed by a working party led by Cllr Peer with Cllrs Johnson & Tatla, the Clerk and Deputy Clerk in attendance.

Each was reviewed and assessed against the published criteria and weighting set out in the tender documentation. This had resulted in each of the members of the panel separately identifying two clear front runners and two which they did not feel should be considered for the contract.

The two front runners have been invited to give presentations and answer further questions. It was proposed to invite the remaining two parties to attend and deliver a formal presentation and question session on Monday 11th March [subsequent to the meeting the date was changed to the 15th March].

The presentation would ask them to set out their vision for how the café (and its associated activities including marketing) would look six months after it opened. They would be asked to provide some samples of items that would appear on their menus and answer questions regarding their presentation and tender documentation.

17.2 Minutes of the Arts, Culture and Events Committee 8th February 2024

Cllr Tatla reported on Arts4Wokingham attendance for the first part of the meeting.

Events Working Party

The Art Exhibition will now be February Half Term 2025. MoreArts have now confirmed that they would like to be involved in the exhibition as well.

17.3 Minutes of the Planning & Highways Committee 14th February 2024

Cllr Peer reported that the process of reviewing the Neighbourhood Development Plan was underway and would be tied in with the eventual publication of WBC's Local Plan Update.

There was a meeting to be held with SOLVE on 12th March.

It was noted that the retail unit on Beke Avenue was being marketed for £390,000.

Members **NOTED** the minutes of the Planning and Highways Committee meeting held on 14th February 2024

Traffic Working Party

The Clerk had circulated to members a copy of the letter to WBC regarding traffic matters and a meeting was scheduled for 29th February at 2.00 p.m.

17.4 Minutes of the Finance and General Purposes Committee 21st February 2024

Cllr James advised that:

The forecast outturn for the current year had improved slightly to a favourable £83k. As had been discussed at the previous Full Council any surplus would be placed in reserve against the anticipated financial challenges for 2024/25 and 2025/26.

It was proposed to arrange a dedicated session for all members as part of the budget setting process for the 2025/26 budget to allow members to make a fully informed decision when approving that budget.

F&GP had reviewed the Annual Grants Process for 2024. Cllr Hoyle asked that Full Council be given an opportunity to review the arrangements.

Members **NOTED** the minutes of the Finance and General Purposes Committee meeting held on 21st February 2024

ACTION – Clerk to add Annual Grants Process to the agenda for the March Full Council meeting

17.5 Engagement Working Party

The Clerk advised that a meeting was now scheduled for 4.30 p.m. on Monday 11th March.

As this working party was created without having a parent committee the Clerk proposed that it should report into Finance & General Purposes as the best fit committee. Members agreed to that proposal.

17.6 Chairman's Report

Cllr Grimes reported that he and Cllr Peer had attended a presentation by the Natural History Museum at Shute End.

He had also attended a SOLVE meeting at Spencers Wood Village Hall.

17.7 Reports from Outside Bodies

There were no reports from outside bodies.

24/18

Land Issues

18.1 Ryeish Green playing fields

Full Council had approved in principle the concept of mutual leases for Ryeish Playing Fields and Deardon Fields. WBC have proposed draft Heads of Terms which were considered by F&GP on 21st February. F&GP had approved these and asked the Clerk to inform WBC accordingly.

18.2 Community Space in the north of the parish

The Clerk had arranged a meeting to Tuesday 5th March to consider options:

- Community Bus
- ECMWF (from Chis Howard – “the landowner (MoD) has confirmed that as no formal process has commenced about the use of the site (due to planning only just being granted) however the request from the Parish has been put on file”)
- Whiteknights
- St Barnabas for spot hire

18.3 Ryeish Green Pavilion

As previously reported, WBC have provided written confirmation that the building is in Class of Use E. The Facilities Manager was currently working to clarify the situation regarding access to and from the building.

18.4 Unfinished Footpath on Hyde End Lane

This work was still being planned but there was no definitive start date.

24/19

Shinfield Screening Facility

- 19.1 The previous proposal to fit the cinema equipment within the storage cupboards in Pound Green has proven unworkable. Other potential options have been considered and discussed including a site visit on 29th January and a follow-on visit with Stephen Law (Project Manager from Bidwells).

The recommended approach is now to site the facility within the Ryeish Green Room (rather than Pound Green room as originally considered). The seating would be against the wall adjoining the reception area and the screen wall mounted in front of the doors connecting to the Pound Green Room. The seating would comprise of retractable seating for approx. 60 seats with the other 20 being free standing chairs of a matching design. The depth of the seating when retracted would be 1.25m and a width of 6.34m.

The Clerk advised that, while there would be a loss of floor space in this room, he and Deputy Clerk felt that this would be manageable. The benefits of this proposed location were that the seating can be designed for the handrails to stay in place when the seating is retracted which is a significant operational enhancement that would not have been possible under the original plan.

A further discussion would be required to ensure that the reception area was more effectively integrated into the look and feel of the “cinema”.

The school holiday period (late July to end of August) has been identified as a potential window for this work. This meets the lead time for equipment ordering.

A draft agreement has been prepared on behalf of Shinfield Studios for the agreement between them and the council.

It was proposed that the new approach be approved, and Cllr Grimes be approved to sign the agreement on behalf of Shinfield Parish Council.

Proposed: Cllr Lias
Seconded: Cllr Masseron
Approved: 11 Members were in Favour, none against and there were 2 abstentions

24/20

Public Art

20.1 It was proposed that Shinfield Parish Council embark on the process of developing a piece of public art for the area to the north of the School Green Centre subject to the following conditions:

- The total cost of the project should not exceed £50,000
- The expectation was that the cost would be covered by developers' contributions (already identified as £8,000) and fundraising for the balance of £42,000
- Shinfield Parish Council were therefore only agreeing to underwrite any shortfall should it arise

There were voices both in favour and against the proposition.

There would need to be full and effective community engagement throughout the project and an effective fundraising effort (supported by Arts4Wokingham).

Proposed: Cllr Peer
Seconded: Cllr Tatla
Approved: 7 Members were in Favour, 4 against and there were 2 abstentions

ACTION – Clerk to progress the initiation of the public art project

24/21

Correspondence

21.1 There was no correspondence to report

24/22

Invoices for Payment

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

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

22.2 Payments outside the Clerk's financial delegation

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

24/23

Date of Next Meeting

23.1 The date of the next meeting was Wednesday, 27th March 2024

Meeting ended at 21.59

List of Actions

24/3.2 23/158.3	Clerk to arrange a visit to Oakbank School and report back to the appropriate meeting of the Children and Young Adults Committee	Clerk
24/3.2 23/161.2	Clerk to set up a working party to explore the idea of community amenities further	Clerk
24/9.2	Clerk to include meeting schedule for June 2025 to May 2026 for consideration at the Annual Full Council Meeting in May.	Clerk
24/13.1	Clerk to draft and circulate a letter to the Regional Director at DfE	Clerk
24/17.4	Clerk to add Annual Grants Process to the agenda for the March Full Council meeting	Clerk
24/20.1	Clerk to progress the initiation of the public art project	Clerk

Borough Councillor Reports

Councillor Glover

'Unfinished footpath' parallel with Hyde End Lane

On 19 March, Paul Fishwick updated me:

'After continued pressure, Volker Highways are planning to start work on this footpath on 22nd April 2024.

They have provided a duration of 3 weeks, which is being questioned by officers, but we do have, at last, a start date.'

No one can understand how creating a no-dig footpath 70 metres long can take so long.

Flooding

Work on the significant pothole in the middle of Kybes Lane was supposed to start on 18 March but it still has not been done.

On the other hand, the flooding at the top of Beech Hill Road, opposite the Murco Garage has stopped, as contractors have cleared the gully. I suspect that this is not the end of it though.

And on 5 March, Cllr Clarke was very pleased to tell me that after 2 years the gullies in Hyde End Lane had been cleared.

Road Safety Improvements

I note that the pedestrian improvements along Basingstoke Road and Hyde End Road are due to begin on 8 April. I understand that the speed limit reduction along those roads will follow, but I haven't been given a date.

I wrote to Cllr Peer about a number of improvements that residents have recently asked me for, including crossings on Basingstoke Rd, the [non-]path between Lailey Path and the Infants' School, and Hollow Lane. A crossing for Crosfields School was of course the subject of the Motion in the 21 March WBC Council meeting, that '... This Council will deliver a crossing without further delay to make access to this school safe'. The Executive Member for Highways proposed an amendment 'that this Council will deliver a crossing when the technical assessment meets the criteria and funding becomes available to make access to this school safer.' I spoke on behalf of both myself and SPC for this amendment. The amendment was carried, becoming the substantive motion, which was also carried.

I also wrote to Cllr Peer about the speeding traffic along Hawthorn which was reported to me by a resident and has subsequently been the subject of a petition presented to WBC Council. I researched the planning history of the Littlebrook Estate and found that there was originally supposed to be a Bus Gate at the top near the junction with the Relief Road (see planning application 171365). In my view the option of reinstating this bus gate should be reviewed in the light of the amount of traffic coming through from Long Acre.

The Director of Place and Growth has offered me a 'Ward walk' – I think it would have to be a 'Ward drive' where Shinfield is concerned – to look with officers at locations that need improvements. Perhaps the P&H committee and I could come up with some candidates for this.

School places and school transport

Parents have written to me about failing to get places for their children at the schools of their choice. I was pleased to see, however, in the FoI submitted by Cllr Hoyle, that more children than usual have succeeded in getting places at Bohunt this year.

Applications for school transport places will be opened after Easter week, so as not to disadvantage families who are away over Easter.

I attended the Children's Services Overview and Scrutiny Committee to hear about the draft report on School Places Strategy. Members of the Committee were pleased that a good start had been made on this, with a much more professional approach to estimating numbers. There is a clear recognition that primary capacity needs to be increased by 210 places (with a further 210 if required) either at Alder Grove, or by building a new school; with the possibility of using the existing S106 money to create extra capacity at Alder Grove. Target 2026. It is anticipated that growth in numbers will be maintained.

The report is less clear on secondary provision, mentioning the possibility of a new school at Hall Farm and its impact on schools currently attended by Shinfield children (not just Oakbank). However this impact would probably be balanced by residential developments in the South of Wokingham SDL. (The report notes that 210 primary school places in Shinfield contrast with only 120 secondary places at Oakbank.)

In Part 2, Oakbank today was discussed, and I believe that a meeting with the Anthem Trust has since been held, at which they agreed to share their improvement plans with WBC Children's Services.

House for the Homeless

Revd Nathan Hunt of Shinfield Community Church contacted me about providing a house for a homeless family, and Cllr Stephen Conway and I have invited him to meet with us at Shute End. (More info at <https://reading.hopeintoaction.org.uk>).

Litter Bin Task and Finish Group

This has now had two meetings. The target is to find savings of £80,000 without (generally) removing any bins. Education, positive messages (go through the contents of a litter bin with children, discussing what can be recycled etc), signage, sponsorship, mobile CCTV, soft plastic collection bins in schools, bins that play a tune when used, and a half-day conference to which parish/town councils will be invited, around May/June.

Parish Council Questions

It has been noted that there is no facility in the WBC Constitution for a parish or town council to ask a question at Council or one of its Committees. This is now being looked into.

Councillor Gray

Meetings are ongoing with CSOS committee. Unfortunately due to a work commitment I had to be a little late to the most recent meeting. I raised points in advance with the chair about school places in Shinfield, particularly whether CIL money would be lost or if it could be transferred for the planned primary school. Also, over the projected provisions of secondary and 6th form places in Shinfield. It is complex due to projected birth rates falling over the next 5-10 years but with new development there would inevitably be more demand. The big factors are whether Hall farm goes ahead, and what size of secondary school could be suitable for that development if it does go ahead. I had an informative informal chat with Prue and other councillors about it all after the meeting. There was a

good discussion on Oakbank in the meeting that I was part of and how WBC can support Oakbank and its relationship with the trust.

Casework:

- A number of resident queries and complaints about management fees and service charges.
- Some issues around speeding and lower speed limits in some areas.
- A some broken kerb slabs and overgrown vegetation reported and sorted in Shinfield Park.
- Ongoing cases of ASB which have some progress with council officers.

Councillor Johnson

Councillor Munro

Still pushing for speed limit changes in Beech Hill Road and other traffic safety measures in Spencers Wood.

Councillor Rance

19.2.24 Informed by an employee of Foster Wheeler, that it is moving to Green Park soon and whole building will be demolished.

20.2.24 Managed to secure a meeting between the Drain Specialist at WBC to meet another concerned resident regarding the chronic flooding in Church Lane and pleased to say I have observed WBC team working there for the last 2 weeks.

21.2.24 Met with Pastor Nathan Hunt of the Baptist Church, who has joined forces with Mary Lewis, Hope In Action Christian Charity (nationwide). They are hoping to buy a house in this area to be used for the homeless. Church has certain amount of money but need more and wish to contact all Developers in this area, to secure an affordable house. He wondered whether WBC could/would help in any way.

21.2.24 By chance, I visited the social housing flat commandeered by “Community Development” at Frensham Green, North Shinfield meeting with Shabina Maher, some volunteers (and also Cllr Montgomery). SHARE had just left with few leftovers! What a super place and SO needed and used by residents during the last 16 years. What wonders it has performed for so many, providing cookery lessons, computer classes for writing CV’s, job applications, pensioners’ coffee mornings, bingo and fish supper nights, youth group and more. But it’s all over bar the shouting within next few months, the decision taken October 2023.

This flat will resort back to much needed social housing. Hubs for coffee mornings, youth club etc will eventually be set up at St Barnabas, and Earley Library which is a long way to walk for the pensioners. Whatever the logical and legal reasons for this imminent closure, it will be a huge loss to the community and will cause a major upheaval amongst the local residents, taking away everything they have needed and enjoyed.

22.2.24 The saga that is 181 Hyde End Road and incorrect fencing there rumbles on. WBC Highway visited 21.2.24 and will check Highway Plans to establish what constitutes 'Highway Land'. The family who are unhappy over issues have resided there since 1948 and adamant the old course of HER and WBC adopted highway is one and the same. There's a letterbox there dating back to Victorian times, which is a significant indicator. WBC findings are awaited.

22.2.24 Residents of Millworth contacted me again. Toilets backed up for 2nd week. I visited them twice more as all are elderly and fed up.

A resident has noticed flooding at end of Hollow Lane/roundabout near to Kwik Fit – now cleared but flooding on opposite side of the corner. He keeps reminding me.

25.2.24 I mentioned family of 5 many times since 2021, overcrowded in 2 bed house for 10 yrs, with huge repair issues. Offered a house at Arborfield, refused it, then a 2nd offer made and they hesitated. However, I encouraged them to accept. They have and move to Woodley 15th March.

26.2.24 I received Traffic Management data.' Entry ID 941652 Church Lane Outside the Playground Entrance Shinfield South. Summary of Request – Pedestrian Crossing. Decision – Not Supported. Reason: Insufficient demand from data collected (pedestrian or traffic volume) No further action!' So odd – there is NO school in Church Lane.

28.2.24 Learned more about Oakbank School from 25 parents attending SP Full C. I wrote to Sir John Redwood's Parlia.Sec. Sir John had written to the Minister for School System & Student Finance (29/1/24) concerning Oakbank and its responsible body Anthem Trust. The Minister replied – 'Dept officials seeking assurances from the Trust that it has capacity to achieve rapid/ sustained improvements.' Once received, Regional Director would consider Trust's response and evidence before deciding if intervention is necessary. **Response deadline - 12/3/24** I have contacted Sir John Redwood's Assistant and had a reply today (18/3/24) 'just because the deadline was 12th March we would not expect to hear for some time yet'!

Four Governors have now resigned with effect 28th March 2024

26.2.24 Good news – Planning permission refused for building in Jardine Meadows and TPO'S put on trees.

Resident of Croft Road had persistently gone onto Fix My Street for a year, to ask for each side of Croft Road to be cleared of debris so that the original white lines be shown. No response by WBC. He contacted me and I went straight to the department. Thankfully clearance has now taken place.

1.3.24 The path at the side of Hyde End Road, at the end of Lailey Path has been trodden down by human traffic and now used as a route to the nursery school and School Green. This has been an ongoing issue for some time. I contacted the Nursery/Infants Head and she would like to see something done. People talk about a Crossing and/or the worn path tarmacked. The School is willing to have the wall knocked down a bit because at approach the path narrows. Anyway, I have started a petition to see how many people would like to see 'something' happen.

1.3.24 All of us 3 BC's received a letter from a resident concerned and requiring our support and action on an issue 'that is impacting many within our community and beyond – the ongoing shortage of ADHD medication'. He believes it is crucial to address this at a local level. This is profound for me, as the grandmother of 4 grandchildren, affected by ADHD/autism at different levels. Not sure what we can do but working on it.

4.3.24 Reported 3 dumpings of a huge amount of furniture cushions etc in and around Shinfield to the ASB team. Such an eyesore for those living next door/opposite.

5.3.24 Contacted by the Administrator of the Church Graveyards in the Loddon Reach Benefice, Due to the large population growth in the area, churchyards are full to capacity and have been for years. He hoped I could help. Wrote to WBC officer. No reply. Have now written to another source.

7.3.24 Was driving along HER to the village, just past Dobbies, and caught up in slow traffic. Saw the car in front drop into a hole. I avoided it, parked up, walked back and took photo. It was a huge pothole. Reported it, and thankfully within a day a Temporary filling was done. I have been told because of its depth a permanent filling is booked.

11.3.24 Happened to be in Clares Green Road and saw man and wife team clearing all the branches/twigs/debris that had been left strewn by WBC when a tree toppled, claiming its on Crown land and not their responsibility. This wonderful couple cleared it within 2 hours.

12.3.24 I was invited along with Stuart Munro to visit Wise Owls Day Care at Loddon Farm Park. We had a delightful hour with the staff and approximately 65 children, all of whom were clearly enjoying their play in muddy puddles/painting/planting/cooking.

13.3.24 A resident herself with autism, contacted us BC's. She felt she was "getting nowhere" with her emails concerning her autistic son. She had "Requested a Way Forward Meeting" but had received no response. Both Catherine and I took up the cudgel and pleased to say this resident is now receiving recognition.

13.3.24 Another resident contacted us BC's regarding schooling/school transport. Catherine gave a very full reply and I concurred.

17.3.24 Reported three streetlights not lit on Arborfield Road, near Vickers Close.

On the border of Shinfield/Earley on the Lower Earley Way B3270 there has been blue plastic fencing around a seeping hole in the grass. Water has been dribbling out of it for at least 2 years onto the pavement which dips then on to the road. The fencing has surrounded it all that time. Pedestrians and runners have to negotiate a vast expanse of slipperiness. When there is heavy rain the dribble becomes a flood in the dip. People are now dumping rubbish inside the fencing.

I have reported this to Highways with photos, asking why/what/when can it be sorted.

Minutes of a meeting of
The Facilities Committee
Held on Wednesday 6th March 2024
At School Green Centre commencing at 19:30

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

Attending: B Winton (Clerk), S Herring (Deputy Clerk), P Gudge (Facilities Manager)

24/FC/21

Public Questions

21.1 There were no public questions

24/FC/22

Apologies and declarations of Members' Interest

22.1 Apologies for absence had been received from Cllrs Jahromi and Tatla

24/FC/23

Minutes of the Previous Meeting

23.1 The minutes of the Facilities Committee meeting held on 7th February 2024 were approved as a correct record and signed as such by Cllr Clarke as Chair of the committee.

Proposed: Cllr Boyer
Seconded: Cllr Peer
Approved: Unanimously

23.2 The following matters arising were discussed:

24/FC/14.1 Facilities Manager to obtain a quote for the cost of a crane to enable the installation of the tennis club toilets and circulate to the Committee once received

The Facilities Manager had obtained a quote but this was deemed to be excessive. He was currently pursuing the necessary planning permission.

24/FC/14.2 Millworth Lane development to be discussed further at the meeting in March 2024

This was on the agenda

24/FC/15.2 Clerk to report back on storage at the School Green Centre once further information was available

As the layout approved for the screening facility at Full Council on 28th February no longer required utilising any School Green Centre storage space there was no longer a requirement to provide suitable alternative storage. The Clerk did identify that additional storage within the building would still be beneficial and the officers would continue to explore potential options and bring to committee as appropriate.

24/FC/16.1 Facilities Manager to report back to the next meeting on the status of the Chapel Lane Pre-School contract

This was on the agenda

24/FC/18.2 Deputy Clerk to arrange a meeting with the Shinfield Rangers Football Club

The Deputy Clerk advised that this had not yet been arranged.

ACTION – Deputy Clerk to arrange a meeting with the Shinfield Rangers, Cllrs Clarke and James, Facilities Manager and Clerk to confirm the grant monies that are spent on Millworth Lane and the Manor Ground pitches

24/FC/18.3 Clerk to investigate volunteer groups that could assist with taking care of open space in the parish

This is on the agenda

- 24/FC/18.4** Deputy Clerk to investigate what was included in the sponsorship cost for roundabouts

The Deputy Clerk reported that Wokingham Borough Council (WBC) said that the cost of sponsorship was dependent upon the size and location of the roundabout. There was a one-off additional cost for roundabout sponsorship signs and WBC digital solutions could arrange the design, printing, and installation of the signs with customer input.

WBC confirmed that there were higher levels of maintenance on sponsored roundabouts, although there was not a specific number of times per year that grass or shrubs were maintained.

It was possible to plant flowers, such as bulbs that bloom each year but there were restrictions on the height of plants to enable clear site lines to be maintained on the roundabout. This would incur additional costs, but they would be happy to talk through landscaping ideas with customers.

WBC had informed Cllr Clarke that the cost of sponsorship for a roundabout was £3,360

ACTION – Clerk to arrange for promotion of the WBC sponsorship scheme in the SPC Newsletter

- 24/FC/18.4** Deputy Clerk to contact Arborfield Parish Council to enquire about a roundabout in their Parish that had flowers planted

The sponsorship of the roundabout is between the sponsor and WBC.

- 24/FC/18.4** Councillors and staff to inform any interested companies to contact WBC regarding roundabout sponsorship

Nothing further to report on this.

- 24/FC/18.6** Cllrs Johnson and Masseron be asked to carry out a condition report of the SPC waste bins

The Clerk suggested that this be taken under Item 8.5 on the Agenda.

- 24/FC/19.1** Clerk to write to the Wokingham District Veteran Tree Association (WDVTA) to thank them for an interesting and informative report

This had been done.

24.1 Toilets for Millworth Lane

The Facilities Manager reported that Tony Grover had instigated the arborists report on the tree that was creating a barrier to the installation of the toilets. The Tennis Club had requested use of the Pavilion for their Easter Club so they could access the toilets. The Pavilion was being tidied up and cleaned to enable use during Easter.

ACTION – Facilities Manager to follow up on the arborists report with Tony Grover

24.2 Millworth Sports Park

There had been concerns that reverting to only one netball/basketball would inhibit the opportunity for leagues to use Millworth Sports Park and would especially prevent the option of a club moving to, or being created at this site. Consequently, an option had been devised which would allow a second netball/basketball court by rotating the five a side pitch 90°.

The Clerk advised that the most typical set up for “league” netball for more casual players was at venues with two courts available and two groups of 6 teams which allowed one round of matches (3 games) to be held in a two hour session e.g. John Madejski Academy (Mon & Thu). Laurel Park play indoor and outdoors on either 2 or 4 courts depending on the venue. It is estimated that with separate facilities there would be a slight increase in projected annual income £78.4k compared to an original projection of £76.0k with no additional costs.

Revised costings were being prepared for the next Sports Working Party meeting and any significant cost variation would need to be referred back to Full Council.

Members suggested that there may be opportunities for receiving sponsorship for some of the facilities.

Members were in agreement with the proposed revised layout.

ACTION – Clerk to:-

- Check costs with Tony Grover
- Share the revise plan with committee members
- Submit updated proposals to Full Council in March 2024

24.3 High Copse

The Clerk and the Facilities Manager had been involved in the design of the kitchen and bar area and the key suite for the building. The fit had been done in consultation with SPC, UoR and Beard.

Cllr Boyer suggested that as the site was now quite visible SPC should publish updates in the newsletter to inform residents of progress.

ACTION – Clerk to:-

- check if the UoR are paying for the kitchen and bar upgrade
- publish regular updates on High Copse in the monthly SPC newsletters in conjunction with UoR
- send the project plan of the site to Councillors

24/FC/25

School Green Centre and School Green

25.1 School Green Working Party

The Facilities Manager reported that the planning application for the screens had now been submitted.

25.2 Catering at the School Green Centre

Cllr Peer advised that there had been 31 expressions of interest followed by six site visits and finally four tender submissions received by the deadline of 16th February 2024 at 1.00 p.m. The submissions were then opened and reviewed by a working party led by Cllr Peer with Cllrs Johnson & Tatla, the Clerk and Deputy Clerk in attendance.

Each was reviewed and assessed against the published criteria and weighting set out in the tender documentation. This had resulted in each of the members of the panel separately identifying two clear front runners and two which they did not feel should be considered for the contract.

The two front runners had been invited to deliver a formal presentation and then answer questions on Friday 15th March.

The presentation would ask them to set out their vision for how the café (and its associated activities including marketing) would look six months after it opened. They would be asked to provide some samples of items that would appear on their menus and answer questions regarding their presentation and tender documentation.

The Clerk would arrange a special meeting of this Committee on Wednesday 20th March to allow members to review the proposals and consider a recommendation to the Full Council meeting on 27th March.

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

25.3 Screening Facility

The Clerk advised that the Facilities Committee would be responsible for the physical installation of the Screening Facility in the Ryeish Green room and the Arts, Culture and Events committee would oversee the arrangements for the actual screening of facilities and other uses of the equipment. The diary for the room had been cleared for the six weeks of the summer holiday period to enable the installation work to be carried out.

There was a provisional date of Thursday, 21st March (afternoon) for a meeting to share more detailed design proposals

ACTION – Clerk to arrange a meeting for 21st March to share more detailed design proposals

24/FC/26

Spencers Wood Pavilion and Recreation Ground

26.1 Chapel Lane Pre-School contract

The Facilities Manager reported that he had requested SPC solicitors to set a deadline for the signing of the lease for the end of the month. He confirmed that the rent was still being paid.

ACTION – Clerk to send the signed lease to solicitors

26.2 Spencers Wood Room Hire Rates

Much discussion took place regarding the marketing of the Spencers Wood Pavilion. The Clerk reported that it was the day time/weekday bookings that needed boosting. The promotional offer until 31st March had only seen an increase of three bookings.

ACTION – Clerk to continue to promote the facilities at Spencers Wood Pavilion

24/FC/27

Manor Ground

27.1 Manor Ground Pavilion

The Facilities Manager reported that working on the final snagging list for the building. The Dementia care group had indicated they would leave the pavilion in the summer. The Clerk confirmed that the budget had taken that loss of income into account.

Cllr Johnson expressed concern about the pitch. The Facilities Manager reported that annual renovation work was currently taking place.

28.1 Options for Shinfield North

The Clerk reported that the working party had met on 5th March to discuss various options that included a financial contribution to Whiteknights School for a new building, buying their own property, a site on the ECMWF site that was due to move, community bus, hiring of St Barnabas Hall.

The working party had asked the Clerk to look into the details of purchasing a community bus that could be used around the Parish as an initial first option.

ACTION – Clerk to pursue the option of purchase and refit of a vehicle for use as a community bus

28.2 Development of Volunteer Group

The Clerk had been unable to pursue this further and asked the committee what the expected outcome would look like. This was something that required further thought. Currently we had volunteer litter pickers and support for the Deardon Orchard as well as the Shinfield Volunteer Group.

ACTION – The Committee asked the Clerk to thank the Grounds Maintenance Officer for all his recent work in tidying around the community.

28.3 Taking care of roundabouts

Wokingham Borough Council (WBC) had been unable to specify how many times the roundabouts were maintained throughout the year. It was anticipated that with the financial cutbacks this service would be less than adequate. Members agreed that WBC should be reminded when roundabouts required maintenance on a regular basis.

28.4 Provision of a BMX Pump Track

The Clerk gave some background information on similar facilities and members also drew attention to the track in Paddick Drive, Lower Earley. Members felt that this would be a good facility if placed on the hill below the Manor Ground pitches.

ACTION – Clerk to contact Nigel Frankland, UoR to discuss the installation of a BMX Pump Track in more detail

28.5 Waste bins in the Parish

The Clerk suggested some criteria for locating and maintaining waste bins in the Parish. Currently the bins were disproportionately distributed around the Parish.

A policy should include the following elements:-

- Accessible by collection vehicles (to within 10m)
- On SPC land or permission can be obtained (licence fee may be applied by WBC)
- Budget exists (both for bin installation and ongoing collection)
- Repositioning of bins to compensate for lack of bins in certain areas

ACTION –

- Cllrs Johnson and Masseron to assess the positioning and condition of the existing bins
- Clerk to provide maps of existing waste bins to Cllrs Johnson and Masseron

28.6 Field at Alder Grove

The field at Alder Grove had been on lease to SPC from the UoR. Members did not feel that they had any use for this field and proposed that SPC did not take on the lease.

Proposed: Cllr Boyer
Seconded: Cllr Masseron
Approved: Unanimously

ACTION – Clerk to inform the UoR that SPC did not wish to take on the lease for the field at Alder Grove

24/FC/29 29.1 Correspondence

There had been no correspondence.

24/FC/30 Date of Next Meeting

30.1 The next meeting would be held on Wednesday, 3rd April 2024

The meeting ended at 21:48

List of Actions

24/FC/23.2 24/FC/18.2	Deputy Clerk to arrange a meeting with the Shinfield Rangers, Cllrs Clarke and James, Facilities Manager and Clerk to confirm the grant monies that are spent on Millworth Lane and the Manor Ground pitches	Deputy Clerk
24/FC/23.2 24/FC/18.4	Clerk to arrange for promotion of the WBC roundabout sponsorship scheme in the SPC Newsletter	Clerk
24/FC/24.1	Facilities Manager to follow up on the arborists report, for the installation of the toilets at Millworth Lane, with Tony Grover	Facilities Manager
24/FC/24.2	Clerk to check the costs of the Millworth Sports Park with Tony Grover	Clerk
24/FC/24.2	Clerk to share the revised plan of Millworth Sports Park with committee members	Clerk
24/FC/24.2	Clerk to submit updated proposals of the Millworth Sports Park to Full Council in March 2024	Clerk
24/FC/24.3	Clerk to check if the UoR are paying for the kitchen and bar upgrade at High Copse pavilion	Clerk
24/FC/24.3	Clerk to publish regular updates on High Copse in the monthly SPC newsletters in conjunction with UoR	Clerk
24/FC/24.3	Clerk to send the project plan of the High Copse site to Councillors	Clerk
24/FC/25.2	Clerk to arrange an extraordinary meeting of the Facilities Committee on 20 th March at 19:00 and circulate the café tender documents to the committee. Cllr Johnson to circulate the summary information of the tender documents to the committee.	Clerk and Cllr Johnson
24/FC/25.3	Clerk to arrange a meeting for 21 st March to share more detailed design proposals for the screening facility	Clerk
24/FC/26.1	Clerk to send the signed lease for Chapel Lane Pre-School to the solicitors	Clerk
24/FC/26.2	Clerk to continue to promote the facilities at Spencers Wood Pavilion	Clerk
24/FC/28.1	Clerk to pursue the option of purchase and refit of a vehicle for use as a community bus	Clerk
24/FC/28.2	The Committee asked the Clerk to thank the Grounds Maintenance Officer for all his recent work in tidying around the community.	Clerk

24/FC/28.4	Clerk to contact Nigel Frankland, UoR to discuss the installation of a BMX Pump Track in more detail	Clerk
24/FC/28.5	Cllrs Johnson and Masseron to assess the positioning and condition of the existing waste bins around the parish	Cllrs Johnson and Masseron
24/FC/28.5	Clerk to provide maps of existing waste bins to Cllrs Johnson and Masseron	Clerk
24/FC/28.6	Clerk to inform the UoR that SPC did not wish to take on the lease for the field at Alder Grove	

DRAFT

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 7th March 2024
at School Green Centre commencing at 19.30

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

Attending: B Winton (Clerk), S Herring (Deputy Clerk)

24/ACE/10 Selection of Chair for the Meeting

- 10.1 As both the Chair and Vice-Chair had sent their apologies for this meeting due to illness, members selected Cllr Peer to chair the meeting.

24/ACE/11 Public Questions

- 11.1 There were no public questions

24/ACE/12 Apologies and declarations of Members' Interest

- 12.1 There were apologies for absence from Cllrs Jahromi & Tatla
- 12.2 There were no declarations of members' interests

24/ACE/13 Minutes of the previous meeting

- 13.1 The minutes of the committee meeting of 8th February 2024 were approved as a correct record and signed as such by Cllr Peer.

Proposed: Cllr Montgomery
Seconded: Cllr Matic
Approved: Unanimously

13.2 Actions and Matters Arising

- 24/ACE/2.1 Clerk to add Public Art to the agenda for the February Finance and General Purposes Committee meeting

This had been done and had also been discussed at the Full Council meeting in February.

- 24/ACE/4.2 The Clerk to advise Chris Howard of the council's interest in any potential community use at the ECMWF site
- This had been done and was also discussed at Facilities Meeting on 6th March
- 24/ACE/4.2 Clerk to review space(s) for the youth club at the School Green Centre
- The Clerk confirmed that the Youth Club could continue to use the café until a new caterer was appointed, and we could also have a discussion with the new caterer about the Youth Club continuing to use that space. We now have confirmation that the regular hirer in the Grazeley room would like to move to Spencers Wood Pavilion which would make Grazeley available on a Wednesday except for the nights that the WI and Full Council take place for which they could, if necessary, use the Tower Room.
- 24/ACE/5.1 Clerk to arrange a meeting to consider potential layout using sample exhibition panels.
- This took place on 19th February with David Cotton present and was on the agenda at Item 4.1
- 24/ACE/5.1 Clerk to investigate possible celebrity attendance at the preview evening of the art exhibition
- The Clerk has not progressed this at all but would welcome suggestions.
- ACTION – Clerk to discuss with Charlotte Haitham Taylor, Chair of Arts4Wokingham**
- 24/ACE/5.3 Clerk to develop a possible event for Shinfield North in 2025
- This was on the agenda at Item 4.2
- 24/ACE/5.4 Clerk to pursue a Sing-along Cinema event for October 2024
- This was on the agenda at Item 4.1
- 24/ACE/6.1 Clerk to arrange the use of the Made in Shinfield posters
- These were now being prepared and issued monthly

- 24/ACE/7.2 Clerk to arrange a meeting with the potential food vendor at Spencers Wood Recreation Ground and report back accordingly

This was on the agenda at Item 7.1

24/ACE/14 Developing Arts & Culture in the parish

14.1 Art Exhibition

The test set up of the panels had been very useful and David Cotton was satisfied with a layout which would provide sufficient space for 300+ pieces of art. The layout lends itself to the rooms and should not require any additional lighting requirements. The Clerk presented the meeting with a plan of the proposed configuration which allowed other rooms to be used as required.

More Arts had confirmed they would be involved and had nominated a principle contact for the event. The Clerk would arrange a preliminary meeting and invite them to the next exhibition project team meeting.

A major focus of the next meeting would be the overall marketing plan for the event.

ACTION – Clerk to arrange the next Project Team meeting for the Art Exhibition

14.2 Sing-along Cinema

The Clerk had proposed that the Facilities Committee oversee the installation of the cinema equipment, and the actual operation of the cinema be overseen by this committee. This was agreed.

As was discussed at the previous meeting the first film “season” would be Singalong Cinema during the October half term. This would allow time after the installation during the school holidays to run some test events (including involving the café operator) and hold a formal opening event in conjunction with Shinfield Studios (ideally with the latter being able to arrange the presence of a ‘star’).

14.3 Possible Events for Shinfield North

The Clerk suggested

- A Shinfield Sports Day on the Crosfields School site during the school holidays or over a weekend in 2025.
- An outside event at Frensham Green, run on a similar basis to the Friday Fundays currently held at the School Green Centre, possibly over a weekend in summer 2024.

Members felt that these suggestions would be good possibilities for events over the next couple of years and would increase face to face engagement with residents.

ACTION – Cllr Matic to check with Wokingham Borough Council (WBC) regarding the HAF programme for 2024

ACTION – Clerk to investigate delivering a “Friday Funday” style event on Frensham Green

14.4 Arrangements for funding of Spencers Wood Carnival

The Clerk reported that he had written to the organisers of the Carnival to arrange a meeting to discuss the organisation and processes for 2024.

Shinfield Parish Council grants policy was not to provide grant funding every year for the same things, however, it was noted that the Spencers Wood Carnival does have an important part to play in the community. There was a concern that the Carnival committee were making payments to about ten local charities and organisation in effect passing on the grant made to them. The Carnival received £2,500 in 2023 and reported passing on £1,000 to this group of local charities and organisations.

Members agreed that the support from SPC for the carnival in 2024 would be reduced to £1,500 and would be maintained at that level for future future years thereby encouraging the Carnival to build up its own cash reserves.

The Carnival would be able to apply for a revenue grant to support any new initiative and this would be judged against other grant applications.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to inform the organisers of the Carnival of the decision of the committee

24/ACE/15**Shinfield Parish Council Communications**

- 15.1 The Clerk reported that A3 and A4 versions for March had been distributed and would be updated on an ongoing basis.

24/ACE/16**School Green Centre Cinema**

- 16.1 As the cinema had now been approved and was due to be installed during the school summer holidays 2024, consideration was now required for the operation.

For example:-

- Type of films to show and who would select these
- Ticketing and pricing
- Stewarding
- Applying for a premises licence
- Private hire

It was agreed that the Clerk would draft a paper setting out the key questions for consideration at the next meeting.

ACTION – Clerk to draft a paper with the various options

24/ACE/17**Community Services**

17.1 **Update on Mobile Catering**

JoJo food truck had made a request to pitch at the Spencers Wood Recreation Ground for five days per week. The food truck offered a varied menu leaning towards mediterranean. This could be offered on a similar basis to the Pizza Van that traded on a Thursday evening.

Members felt that two days a week, Friday and Saturdays would be preferable to see how it goes.

ACTION – Clerk to propose to JoJo food truck that they could trade at the Spencers Wood Recreation Ground on a Friday and Saturday evening.

17.2 **Pizza Van**

The Pizza Van was coming to the end of the free period and would now be charged a small site fee.

17.3 **Mobile and takeaway units**

Members suggested that a list of mobile and takeaway units be advertised on the SPC website and in the newsletter.

ACTION – Clerk to arrange for the relevant promotion on newsletter and website

24/ACE/18

Public Art

18.1

Next Steps

Full Council had agreed to start the process of commissioning a piece of art for the plaza to the north of the School Green Centre. Arts4Wokingham were happy to assist with the project.

ACTION – Clerk to contact Arts4Wokingham to start the process of commissioning a piece of public art

ACTION – Clerk to set up a project team to work with Arts4Wokingham

24/ACE/19

Correspondence

19.1

There was no correspondence for the committee.

24/ACE/20

Date of Next Meeting

20.1

The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 4th April 2024 at 19:30

The meeting ended at 21:00

List of Actions

24/ACE/13.2 24/ACE/5.1	Clerk to discuss with Charlotte Haitham Taylor, Chairs of Arts4Wokingham regarding possible celebrity attendance at the preview evening of the art exhibition	Clerk
24/ACE/14.1	Clerk to arrange the next Project Team meeting for the Art Exhibition	Clerk
24/ACE/14.13	Cllr Matic to check with Wokingham Borough Council (WBC) regarding the HAF programme for 2024	Clerk
24/ACE/14.13	Clerk to investigate delivering a “Friday Funday” style event on Frensham Green	Clerk
24/ACE/14.14	Clerk to inform the organisers of the Carnival of the decision of the committee with regards to funding	Clerk
24/ACE/16.1	Clerk to draft a paper with the various options for the operation of the cinema	Clerk
24/ACE/17.1	Clerk to propose to JoJo food truck that they could trade at the Spencers Wood Recreation Ground on a Friday and Saturday evening	Clerk
24/ACE/17.3	Clerk to arrange for the relevant promotion of mobile and takeaway units in the newsletter and website	Clerk
24/ACE/18.1	Clerk to contact Arts4Wokingham to start the process of commissioning a piece of public art	Clerk
24/ACE/18.1	Clerk to set up a project team to work with Arts4Wokingham	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 13th March 2024
At School Green Centre commencing at 19.30

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

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

24/PC/22 Public Questions

22.1 There were no public questions.

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

23.1 Apologies for absence were received from Cllrs Jahromi and Tatla

23.2 There were no declarations of members' interests.

24/PC/24 Minutes of the Previous Meeting

24.1 The minutes of the committee meeting of 14th February 2024 were approved and signed as such by Cllr Peer

Proposed: Cllr Grimes
Seconded: Cllr Lias
Approved: Unanimously

24.2 Actions and Matters Arising

24/PC/13.2 Clerk to circulate the NHM Biodiversity proposals to members
23/PC/122.2

This had been done.

24/PC/13.2 Clerk to invite Chris Howard and Connor Corrigan to the committee
24/PC/4.2 meeting on 17th April 2024

The Clerk had invited Mr Howard but had not yet had confirmation of attendance. Previously Mr Howard had indicated that these meetings were difficult but there did not appear to be a clash in April. (See also minute 30.1).

24/PC/13.2
24/PC/9.4

Clerk to follow up with Nigel Frankland (UoR) regarding options for increasing biodiversity within the parish

The Clerk had chased Mr Frankland on his views on this matter but had not had any response.

ACTION - Clerk to continue to follow up with Nigel Frankland (UoR) regarding options for increasing biodiversity within the parish

24/PC/14.2

Clerk to ask ET Planning to respond to PA233038

A new Ecological Assessment had been posted on the planning portal yesterday.

This item was on the agenda for further discussion

24/PC/16.2

Clerk to request further information from WBC regarding RFS.2023/088953

This related to a side extension to 34 Leyland Gardens and this item had now been closed as the owner had submitted a retrospective planning application (240177 – SPC had responded with “No Comment”). It would appear that the footpath to the side is still blocked.

24/PC/16.2

Cllr Lias to find out further information relating to the cottage in Spencers Wood where the render had been stripped off

Cllr Lias had checked the Grade II building listing. It was noted that this has now appeared on the list of WBC Enforcement Notices who were awaiting an application.

24/PC/17.2

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

This was on the agenda

24/PC/17.4

Traffic working party to put together an article that sets out the frustrations of SPC at the lack of communication and action from WBC on improvements to traffic issues in Shinfield Parish

This had been done and was on the agenda

24/PC/18.1

Clerk to arrange a meeting of a project group to look at the scope of the SPNP.

This was on the agenda.

24/PC/20.3

Clerk to arrange a meeting with SOLVE

This had been done and was on the agenda.

24/PC/20.4 Traffic working party to draft a response to the WBC Local Transport Plan 4

This had been submitted.

24/PC/20.5 Clerk to arrange a meeting with Richborough for Monday, 26th February

This was on the agenda at Item 10.5.

24/PC/25

Schedule of Deposited Plans

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

25.2 Planning application 240307 – plot at Shinfield Court, Church Lane, Three Mile Cross, RG7 1HP

Members wished to object to this planning application on the following grounds:-

- It was in the 'countryside' therefore contrary to the SPNP
- It was a very large building that offered no community benefit
- Footways were not good in the area so it was unlikely that people would walk, the alternative being the use of cars therefore increasing traffic at an already busy and dangerous junction in Three Mile Cross
- Concerns over flooding, for example run off from the roof
- Concerns over the timing of deliveries
- The proposed second entrance was too close to the existing entrance that could cause potential confusion if vehicle indicators were showing too early
- Protection of hedgerows and boundary edges

ACTION – Clerk to submit the Council's objections to PA240307

25.3 Planning application 232560 – Whitehouse Farm Beech Hill Road Spencers Wood Wokingham RG7 1HR

This application had been closed but demonstrated a good summary of what a DEPZ plan looked like

25.4 Planning application 232833 – Natural History Museum - Land South Of Cutbush Lane East, Shinfield

Cllr Lias noted that in response to the Council's 'positive objection', SPC's concerns had been referenced in detail in the report.

25.5 Planning application 233038 - Land East of Hayes Drive North of 3 Mile Cross Wokingham

SPC wished to object to this planning application and would ask ET Planning to write a response. Concerns including flooding, traffic and infrastructure.

ACTION – Clerk to request ET Planning to write a response to the planning application

24/PC/26

Appeals

26.1 There are two changes to the previous months report:

253 Shinfield Road (PA 232141) is a new appeal. Permission refused due to the proposed design. Owner argues that most of what was being proposed had been approved in a previous application.

The other one was the decision on Belamie Gables (PA 223802) which was received after the February report was issued but had been discussed at the February meeting.

Members **NOTED** the report.

24/PC/27

Enforcement Notices

27.1 Closed Enforcement Notices

Of the Closed Enforcement Notices this month two applications had been submitted, three were voluntary compliance and two had no closure reason noted. The Clerk had requested further information on these last two items and advised that one had seen a planning application submitted and the other was a permitted development with no breach.

27.2 Live Enforcement Notices

Of the Live Enforcement Notices this month there were two new cases, four awaiting compliance, three with ongoing investigation and four awaiting an application.

The Lieutenants Cottage, Basingstoke Road was noted at 24/PC/16.2 above.

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

24/PC/28

Highways, Street Lighting and Footpath Matters

28.1 Footpath matters

Members reported the following:-

- Hyde End Lane footpath was not happening as fast as anticipated.

- Footpath 20 – the quote received from Diggerwise was more than the S106 budget. Quote had been revised and is now within budget.
- Footpath 10 – BCllr Pauline Jorgensen had been taking credit for the installation barriers on her Facebook page. Cllr Masseron agreed to look at the footpath and find out where these were.
- Footpath 4 – unable to open at the moment as the ground is too wet due to the vast amounts of rain

ACTION – Cllr Masseron to investigate where the installation of barriers were on Footpath 10

28.2 Update on Streetlamps

The Clerk advised that he has not been able to spend any time on this matter since the last meeting due to other priorities.

ACTION – Clerk to continue to work on arranging for the streetlamps to be turned off between 00:30 and 05:00

28.3 Traffic Working Party

Following a meeting between WBC and SPC, the Clerk had created a list of actions. Members requested that this be sent to WBC with a request for acknowledgement and to confirm its accuracy. An update of outstanding work would take place at the next meeting of the traffic working party.

ACTION – Clerk to send list of actions to WBC and request acknowledgement of its accuracy

28.4

BCllr Pauline Jorgensen had raised a request for a pedestrian crossing outside Crosfields School with no reference to SPC. This was being presented at WBC's Full Council meeting on the 22st March. SPC had previously discussed this in the past when it was not considered a priority, and Reading Buses were against the proposal as it would cause additional delays on this already busy road. Members questioned why they would spend money on a crossing on the Shinfield Road, that was considered low priority, when there were more serious issues that needed addressing to protect the Infants in the parish. Members were disappointed that the local Borough Councillors had not picked this up and raised it with SPC. WBC had informed SPC that there was currently a long list prioritising works and Members questioned why this crossing should be given special consideration and not follow WBC procedures.

ACTION – Clerk to write to Borough Councillors regarding BCllr Jorgensen's proposal for a pedestrian crossing on the Shinfield Road.

Proposed: Cllr Grimes
 Seconded: Cllr Boyer
 Approved: Unanimously

24/PC/29

Renewal of Neighbourhood Plan

29.1 Shinfield Parish Neighbourhood Plan (SPNP)

The Clerk was seeking expressions of interests from members and was proposing a date of 26th March. The meeting would need to be in the evening as it was important that the Chairman was a member of the project group.

Expressions of interest had been received from Cllrs Grimes, Hoyle, James and Peer

ACTION – Clerk to arrange a meeting of the SPNP project group

24/PC/30

Developments within the Designated Emergency Planning Zone (DEPZ)

30.1 A response from AWE to West Berkshire Council had been circulated with the agenda setting out the reasons for the refusal of a planning application. This document had been included as it gives a good summary of AWE's position with regards to the DEPZ.

Questions would hopefully be addressed to Chris Howard, WBC at the meeting on 17th April 2024. Members agreed that it was important that the DEPZ be addressed in the WBC Local Plan.

ACTION – Clerk to follow up with Chris Howard, WBC regarding his proposed attendance at the meeting on 17th April

24/PC/31

Correspondence

31.1 Members **NOTED** the National Association of Local Council (NALC) response to the government's new street vote development order plans.

31.2 Members **NOTED** the WBC's recommendation with regarding to the Natural History Museum and that they had taken on account of SPC's comments.

31.3 Members **NOTED** the update on the proposed building work at Dobbies Garden Centre

31.4 Save our Loddon Valley Environment (SOLVE)

Cllr Peer gave verbal feedback from a meeting held on 12th March with four members from SOLVE. The Chairman had put forward an alternative perspective for consideration by SOLVE that was well received. SOLVE wished to work with SPC and other parishes. If the planning was approved, the development must make improvements for the community. Any response to the WBC Local Plan would have an impact.

31.5 Richborough Estates

Cllr Peer gave verbal feedback from a meeting held on 26th February with Richborough Estates relating to a new proposed development of 500 houses in Spencers Wood that fell within the DEPZ. Members discussed requirements that may be beneficial to the community so they may consider in these in their planning.

24/PC/32

Date of the next meeting

32.1 The date of the next meeting will be Wednesday, 10th April 2024

The meeting ended at 21:30

DRAFT

List of Actions

24/PC/24.2 24/PC/13.2	Clerk to continue to follow up with Nigel Frankland (UoR) regarding options for increasing biodiversity within the parish	Clerk
24/PC/25.2	Clerk to submit the Council's objections to PA240307 – plot at Shinfield Court, Church Lane, Three Mile Cross, RG7 1HP	Clerk
24/PC/25.5	Clerk to request ET Planning to write a response to the planning application 233038 – Land East of Hayes Drive North of 3 Mile Cross, Wokingham	Clerk
24/PC/27.2	Clerk to monitor any changes to RFS/2024/089113, The Lieutenants Cottage, Basingstoke Road, RG7 1SP	Clerk
24/PC/28.1	Cllr Masseron to investigate where the installation of barriers were on Footpath 10	Cllr Masseron
24/PC/28.2	Clerk to continue to work on arranging for the streetlamps to be turned off between 00:30 and 05:00	Clerk
24/PC/28.3	Clerk to send list of actions from the Traffic Working Party to WBC and request acknowledgement of its accuracy	Clerk
24/PC/28.4	Clerk to write to Borough Councillors regarding BCllr Jorgensen's proposal for a pedestrian crossing on the Shinfield Road	Clerk
24/PC/29.1	Clerk to arrange a meeting of the SPNP project group	Clerk
24/PC/30.1	Clerk to following up with Chris Howard, WBC regarding his proposed attendance at the meeting on 17 th April	Clerk



Minutes of a meeting of
Children and Young Adults Committee
Held on Thursday 14th March 2024
At School Green Centre commencing at 19:30

Present: Cllrs Fernandes, Grimes, Matic & Montgomery (Chair)

Attending: B Winton (Clerk)

24/CYA/11 Public Questions

- 11.1 There were no public questions

24/CYA/12 Apologies for Absence and Declarations of Interest

- 12.1 Apologies for absence were received from Cllrs Johnson & Tatla

It was **NOTED** that Councillors Fernandes, Johnson and Matic have children of school age

- 12.2 There were no declarations of members' interests

24/CYA/13 Minutes of the previous meeting

- 13.1 The minutes of the meeting held on 18th January 2024 were approved and signed by the Chairman as a correct record

Proposed: Cllr Grimes
Seconded: Cllr Matic
Approved: Unanimously

- 13.2 Matters arising from the minutes

- 24/CYA/4.1 Clerk to add Terms of Reference to the agenda of the next Full Council Meeting

This had been done and the Terms of Reference had been approved (Full Council Minute 24/5.5 refers)

24/CYA/5.1 Clerk to invite Anthem Trust to a meeting with SPC

A meeting had taken place on Teams on 22nd February 2024. This would also be covered at Item 4.1 on the agenda.

24/CYA/5.2 Clerk to arrange a meeting of the Education Working Party

A meeting had taken place on Teams on 27th February 2024 between

- Cllrs Grimes, Lias, Montgomery & Tatla
- Clerk
- BCllr Bray, Ming Zhang, Oliver Gill and Rebecca Brookes

This would also be covered at Item 4.1 on the agenda.

24/CYA/8.1 Clerk to draft objectives for the Youth Service in Shinfield Parish

This is on the agenda at Item 7.2

24/CYA/9.1 The Clerk to advise Shinfield St Mary's Church of England Junior School that Cllr Fernandes expressed an interest in joining the governing body

This had been done

24/CYA/14

Education

14.1 Oakbank School

Members considered the discussion with Oakbank school and also the dialogue with concerned Oakbank parents at Full Council on 28th February.

Members then considered the draft letter to the Department for Education's South East Regional Director and approved the final version. A copy of the final version is included at Appendix A to these minutes.

ACTION – Clerk to send the letter to DfE on behalf of Shinfield Parish Council

14.2 **Developing a more "User Friendly" Agenda and Paperwork**

It was noted that the meetings that have attracted the greatest attendance have been those where education was featuring significantly on the agenda (i.e. school buses in July/August 2023 and Oakbank in February 2024). It was therefore suggested that this committee may be a good opportunity to adopt a more "user friendly" approach this to include:

- Setting out the key items to be discussed at the meeting in addition to the formal summons and agenda
- Revising the order of items on the agenda to put the main business items at the start
- Being clearer about the ability of members of the public to attend and participate in the business of the meeting
- Providing additional information in the newsletter and social media

There was also a suggestion to consider adopting a different start time for the meetings to enable more people to attend.

In more general terms “table toppers” could be used in the café to communicate more about council business e.g. meetings coming up and outcome of previous meetings.

ACTION – Clerk to implement the revised approach for the May meeting

ACTION – Clerk to work with new café operator when appointed regarding use of “table toppers”

14.3 **Education Working Party**

Members noted the discussions at the Education Working Party meeting which had taken place on 27th February with WBC.

14.4 **Membership of Education Working Party**

Cllr Hoyle has asked to join the Education Working Party and Cllr Tatla has invited the parent who led the representation by Oakbank parents to also join the working party.

Members **NOTED** the additions to the membership of the working party.

24/CYA/15

Anti-Social Behaviour

- 15.1 The Clerk advised that in general, reports of Anti-Social Behaviour had reduced in the last couple of months. This may in part be due to the relocation of the youth club to the School Green Centre as would be covered elsewhere on the agenda and the improved security measures at Spencers Wood Pavilion. He did however report that the police were investigating an alleged assault on a Saturday afternoon in February at Spencers Wood Recreation Ground. Although the incident occurred at the far end of the MUGA it was caught on SPC cameras and this and other footage has been provided to the police. There had been one report of damage to a shed at Orchard Rise allotments which had been logged with the police.

24/CYA/16

Young Councillors

- 16.1 At the previous meeting it had been agreed that a good time to launch such an initiative would be when either the cinema or Millworth Sport Park were ready for use. With a working timetable for the cinema being installation in August and some “soft” test events in September/October this would suggest a timetable of November to launch this initiative. This could be done in the SPC Newsletter and also by contacting groups directly such as: Oakbank School, Scouts, Guides, ACF cadet force. These communications could be initiated in September at the start of the new school year.

24/CYA/17

Youth Club & Youth Services

17.1 Youth Club

The attendance at the Youth Club has improved dramatically since its relocation to the School Green Centre. There has been no transferral of the anti-social behaviour seen previously at Spencers Wood Pavilion. The Youth Club leader reports that they are now beginning to see some of those who previously attend at the pavilion now coming to the School Green Centre. Numbers for the younger age-group are approximately 30-40 each evening and for the older age group 15-20. The group will be able to make use of the Grazeley Room when it is available (2-3 times per month) and the Tower Room or café area on other nights. There is also a noticeable improvement in the staff's enjoyment of the club.

17.2 Youth Services

The Clerk had circulated a draft policy for Youth Services. Members **NOTED** the additional "meat on the bones" of the terms of reference.

This led to a discussion on a possible adventure weekend for young adults camping out at a location within the parish involving University of Reading, youth organisations and sports clubs. The youth organisations and clubs could be a potential source of support for the event including those working towards the Duke of Edinburgh scheme.

ACTION – Clerk to develop proposals for such an event

24/CYA/18

Correspondence

18.1 WBC Childrens Services Meeting and Education Strategy

The Clerk had circulated the above strategy and members discussed at great length. There was a concern that, while Shinfield was clearly identified as an area of concern for WBC, there were no obvious remedial actions being proposed. Members agreed that questions should be tabled for the meeting.

ACTION – Clerk to draft and circulate questions in relation to WBC's Education Strategy

24/CYA/19

Date of Next Meeting

19.1 The date of the next Children and Young Adults Committee meeting will be 9th May 2024

The meeting ended at _____

List of Actions

24/CYA/14.1	Clerk to send the letter to DfE on behalf of Shinfield Parish Council	Clerk
24/CYA/14.1	Clerk to implement the revised approach for the May meeting	Clerk
24/CYA/14.2	Clerk to work with new café operator when appointed regarding use of “table toppers”	Clerk
24/CYA/17.2	Clerk to develop proposals for such an adventure weekend event	Clerk
24/CYA/18.1	Clerk to draft and circulate questions in relation to WBC’s Education Strategy	Clerk

Dame Kate Dethridge
Regional Director for South East
By Email (sent 15th March at 11.28)

Dear Dame Kate

Secondary Education Provision in Shinfield Parish

I have been instructed to write to you by Shinfield Parish Council's Children and Young Adults Committee with regard to recent developments at Oakbank School (Hyde End Lane, Ryeish Green, Reading, RG7 1ER) administered by the Anthem Trust.

As a parish council we recognise the importance of a good secondary school education. As a parish we have doubled in population over the last ten years, however the delivery of secondary education has failed to keep up with that increase in population.

As an indication of our concerns as a Parish council, we have now formed a Children and Young Adults Committee to develop relationships with our local education services and young people services in order to move the agenda along in the direction of improvement.

We have been contacted by the Oakbank Parent Teacher Association and a group of concerned parents and have held discussions with teachers, Anthem Trust and Wokingham Borough Council about the school and its future. The outcome of these discussions is a recognition that relationships between teachers and parents have broken down with the Trust.

Oakbank Free School (and in its previous incarnation as Ryeish Green maintained school) is hampered by a poor reputation and even more so by the limitations of the site with old and poor condition buildings. The fact that there is no 6th form provision is yet another challenge for the school. Despite these many challenges we have noticed that the school appeared to be on an upward trajectory,

Our immediate short-term concern is the absence of a constructive response from Anthem Trust to the recent Ofsted Report in November 2023. The resulting mass long-term absence of the senior leadership team and significant number of staff resignations (currently 17 vacancies) mean that in many respects the school has taken a large number of steps backwards and confirms the impression that it is a "stuck school".

While the Anthem Trust will no doubt say that they are urgently putting together an action plan for improvements, it should be noted that they have been responsible for Oakbank Free School since its opening in September 2012.

Again, the Trust may point to failings of senior leadership, but it cannot just be bad luck that a succession of leadership teams, appointed by Anthem Trust, have not been effective in turning the school around and maintaining the standard of education our students deserve.

As a parish council we wholeheartedly back any initiative, including transfer to a new Trust if appropriate, that will improve the school and have been reaching out to them over a period of time as to how we can provide effective help to the school, the parents and most importantly the students. We have also been building the relationship with Wokingham Borough Council.

We understand that Wokingham BC has a monitoring role, and it is your department which is responsible for performance management and overall regulation of the school. As such, we welcome your thoughts on how improvements can take place and how to protect the education of the current and future pupils.

While we wish Oakbank School to deliver now, in the longer term there is a much more fundamental question around providing sufficient capacity for secondary education with a quality that is attractive to the parents of this parish. Oakbank is only able to take 120 students each year, which is already insufficient for the size of the local population. The massive increase in the parish population is predominantly through young families moving into the area and the situation will only be compounded in the future

According to 2021 census data for Shinfield the 10-14 age group was 6.7% of the population (compared to an average of 6.0% for the whole of England). For 5-9 years the figures stand at 8.0% against 5.9% and for 0-4 years the figure increases to 8.1% against 5.4%. When those children reach secondary school age where are they expected to go?

The solution to this problem was supposed to be Bohunt Wokingham School (Remount Drive, Arborfield, Reading, RG2 9GB) but with Arborfield village also experiencing significant development starting a few years after Shinfield, that school is now effectively closed to Shinfield students.

Further proposed local development, called Hall Farm, would see 3,500 homes built between Shinfield and Arborfield and we are advised this would trigger a new secondary school. Our concern is that such a building is at least 10 years away and runs the risk of the same outcome as Bohunt.

All of the above means that we have a school dragging many anchors behind it including each year having to take a large proportion of students who never even listed it as one of their options. We also have significant numbers of students with no option but to travel to schools in Wokingham instead, which largely deprives them of access to after-school activities which so enrich school life. As mentioned earlier access to 6th form education is only available in Wokingham or even further afield for which parents are paying high charges for coach transport (£950 from September 24) and pupils suffer a significant time penalty.

Wokingham Borough Council's Executive Member for Childrens Services in a public meeting described Shinfield parish as "a victim of geography". We appreciate a situation that has evolved over a decade cannot be resolved instantly, however there appears to be no plan to do anything meaningful to give the students of Shinfield parish a stable education.

We would therefore welcome engagement with you on to discuss whether this is an acceptable model for education and how your statutory duties and powers can be brought to bear to help remedy this extremely worrying situation.

Yours Sincerely,



Bruce Winton
Clerk to Shinfield Parish Council

CC:

John Redwood, MP for Wokingham

Prue Bray, Wokingham Borough Council, Executive Member for Childrens Services

Ming Zhan, Wokingham Borough Council, AD for Learning Achievement and Partnerships

Annual Grant Scheme

Introduction for Full Council

The paper below was considered and approved by Finance & General Purposes Committee at their meeting on 21st February 2024. At the Full Council meeting on 28th February members requested that the report be submitted to Full Council.

There were some concerns raised about the process in 2023. However it is the Clerk's opinion that these related to the processing of capital grants which had been received under the guise of the annual grants process and had become conflated with it. The changes recommended to and approved by F&GP attempt to provide greater clarity on the distinction between the annual grants process (for sums up to £5,000) and capital grants (over £5,000)

Report to Finance & General Purposes Committee – 21st February 2024

Introduction

The council adopted an annual grant scheme in 2023 which proved to be largely successful resulting in 26 applications of which

- 7 applications were awarded in full (ranging between £210-£1,500)
- 7 applications were awarded a proportion of the amount applied for (with awards ranging between £200-£2,000)
- 9 were not awarded any funding
- 3 were capital grant applications

Recommendation

It is proposed that the same approach of an annual award scheme is repeated for 2024 with the following modifications to the process:

- Capital Grant applications should not use the annual grant process to make an application these should be separated out of the process
- More emphasis is placed on attractive new initiatives and a specific statement that repeats of funding awards made in 2023 would not be considered
- Additional wording is provided to provide more clarity that current SPC policy is only to allow an award to a religious organisation where it is for non-religious purposes

Attached are:

- Item 6.1a¹ – Grant Award Policy 2024
 - This is the policy adopted by F&GP for 2023 modified as above
- Item 6.1b – Grant Application Form 2024
 - This is the application form used in 2023 with some additional wording

¹ The reference numbers have been changed to reflect the Item number in the Full Council papers

Grant Awarding Policy - 2024

Introduction

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

The Aims and Objectives of the Award Scheme

The Award scheme is intended to help local organisations (or regional/larger organisations with clear activities within the Parish) provide benefits for local residents. In particular, the scheme is intended to help launch new initiatives or activities that would not otherwise take place. While the Council may still choose to make awards for existing running costs, the preference is to help new initiatives.

Please note that it is not the intention to provide the same grants over multiple years. The council would like to see its limited available funds deployed to assist new initiatives that benefit residents of the parish.

Timetable

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

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

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

Information Checking

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

The Awards Panel

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

Terms & Conditions of Grant Awards

- SPC awards grants, at its discretion, to
 - Charities
 - With preference given, in order, to
 - Local charities
 - National Charities with a significant parish presence
 - Other national charities
 - Volunteer organisations
 - Sports Clubs
 - Not for profit organisations
 - Social Enterprises
 - Religious organisations
 - provided it is for a purpose which does not discriminate on grounds of belief
 - For the avoidance of doubt financial support will only be provided in circumstances where the benefits will be accessible by the community at large and not restricted to members of a religious group
 - Other worthy causes (as determined by SPC)
 - This may include residents coming together purely for a specific cause
- Applicants must demonstrate
 - A clear need for financial support
 - That the grant does not solely or largely support their normal ongoing operations
 - Preference will be given to new initiatives
 - Awards may not be a repeat or continuance of any award made in 2023
 - For the avoidance of doubt a 2023 recipient may be able to make a grant request for a new initiative but not for the same activity as in 2023.
- Applicants must demonstrate (as fully as possible) that the requested grant will benefit the residents of the parish by achieving one or more of the following:
 - Providing a service for all or specific groups of residents
 - Enhancing the quality of life of residents
 - Improving cultural, recreation or sports facilities
 - Improving the environment (by activities within the parish)
 - Promoting the parish in a positive way
- SPC will NOT award grants:
 - To private individuals
 - To commercial organisations
 - For a purpose for which there is a statutory duty upon other local or central government departments to fund or provide
 - To political parties

- To religious organisations unless for a purpose which does not discriminate on grounds of belief
- To any organisation which in the view of SPC has racist, extremist or other policies which SPC deems to be unacceptable.
 - This list is not exclusive and may be added to at the council's discretion
- Financial Criteria
 - Grant awards will not exceed £5,000
 - Any organisation wishing to request a grant of more than £5,000 should contact the Clerk for further information
 - Grant payments will only be made to named organisations
 - Grants will be paid by bank transfer to the organisation (no payments made to individual bank accounts)
 - Where residents come together to make a grant application, they must, if successful, create a bank account for the purpose before any funds are paid over
 - The applicant will be responsible for the administration (including monitoring and reporting back to SPC) and accounting of any grant awarded
- Other Criteria
 - A successful award in any financial year does not guarantee that a grant would be made in any subsequent year
 - Any grant must only be used for the purpose(s) specified in the grant application
 - Any unspent portion of the grant should be returned to SPC no later than 12 months from the date of the awarding of the grant
 - F&GP committee may approve the grant award to be carried over beyond the 12 month period.
 - The maximum extension will be 12 months (i.e. to no later than 24 months from the date of the award)
 - No further extension will be permitted
 - Grants will not be made retrospectively
 - Successful applicants will be required to submit a feedback form in respect of their grant no later than 12 months after notification of the grant award
 - Should the activity continue beyond that period, interim updates should be provided every six months

Right of Appeal

There is no right of appeal for any application which:

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

Grant Award Application Form - 2024

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

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

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

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

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

Information about your organisation

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

X

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

X

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

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

X

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

X

Information about this Specific Application

Tell us what you would like to do

X

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

X

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

X

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

X

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

X

What may stop you from achieving these outcomes?

X

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

X

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

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

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

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

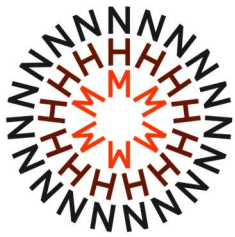
Financial Information (this information will not be shared with anyone else)
Income & Expenditure (as per your most recent set of accounts – please also submit separately a copy of your most recent accounts)
Income X Expenditure X
Balance Sheet Items (as per your most recent accounts – please also submit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

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

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

Data Protection:

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



Natural
History
Museum

Natural History Museum
Cromwell Road
London SW7 5BD
United Kingdom
+44 (0)20 7942 5000
nhm.ac.uk

Our Patron:
HRH The Princess of Wales

Cllr Andrew Grimes
Chairman
Shinfield Parish Council
School Green Centre
School Green
Shinfield

Dear Cllr Grimes

Natural History Museum Steering Group on Local Benefits across the Borough of Wokingham

I am writing to invite you to nominate a Shinfield Parish Councillor to join the Natural History Museum (NHM) steering group, which will guide the development of a community engagement plan. This follows through on the commitment NHM made in our planning application (text attached below) as well as on the discussions we have been having with Parish Councillors and Wokingham Borough Councillors.

The first meeting will be in April 2024, scheduled at a convenient time for attendees and I would be happy to meet with your nominee to give them further background. I hope that we will be able to hold the first meeting in person, and that we would meet twice again before the autumn, in person or online. We will discuss a terms of reference and ways of working at the first meeting.

Wokingham Council will be represented on the group by Nicky Philips (Interim Head of Economic Development and Skills – Economy and Housing), and discussions are underway with other partners on the wider membership of the group.

We very much appreciate the change of the position of Shinfield Parish Council on the planning application. We look forward to working with you and connecting with people in Shinfield as the work progresses.

Yours sincerely

Kathryn Packer
Programme Director
NHM Unlocked Programme
07920 007067
Kathryn.packer@nhm.ac.uk



The Natural History Museum (NHM) is delighted to be joining the community in Shinfield. We have made a commitment to community strategy in planning application under the Planning Statement

(Appendix B, Statement of Intent – Community Engagement Plan):

The Natural History Museum (NHM) are greatly looking forward to being an active part of the Shinfield and Wokingham communities, and to working with the Parish and Borough Councils and other partners including those at Thames Valley Science Park, academic and other local interest groups to produce a comprehensive Community Engagement Strategy within six months of our planning application being determined. We anticipate this will be secured as a condition to the application should it be approved.

Following discussions with a number of parties and in support of developing a sustainable and long-term strategy which supports the shared aims of NHM and Wokingham Borough Council, development and delivery of this plan is anticipated to be undertaken in a phased manner. This first phase would be one of understanding existing activities and needs through dialogue with existing and new partners to develop the strategy. This will be followed by a growth phase during which plan will be developed, during the construction of the centre and the move of the 28 million specimens to the site.

Then the operational phase during which the final Community Engagement Strategy is fully implemented alongside the operational stage of our new site. Whilst NHM have for some time been engaging with local parties, and particularly the University of Reading, to develop proposals for a long-term Community Engagement Strategy and programme of community outreach, this approach is proposed to enable sufficient time for further development of these relationships, and any further ones, to define a detailed programme of activity which will provide a legacy for engagement for future years.

Ref	Date Paid	Supplier / Payee	Amount (Inc VAT) Paid £	Description
1	14/02/2024	Access & Security Systems	594.00	Call Out to Repair Shutters - SWP
2	15/02/2024	Chargemaster Limited	7.85	Fuel Card for Van - February Fee
3	15/02/2024	Alphabet (GB) Ltd	468.85	Van Rental - February
4	15/02/2024	Telefonika UK Ltd	151.55	Mobile Phones February (4)
5	22/02/2024	British Gas Lite	1,426.39	Electricity January - SGC North
6	22/02/2024	British Gas Lite	1,425.19	Electricity January - SGC South
7	22/02/2024	British Gas Lite	710.60	Electricity January - SWP
8	22/02/2024	British Gas Lite	126.15	Electricity January - Millworth Pavilion
9	23/02/2024	Larkstel Ltd	799.92	Monthly Maintenance - Ground February
10	23/02/2025	Larkstel Ltd	360.00	Verti Drain Football Pitches at the Manor Ground
11	23/02/2026	Larkstel Ltd	468.00	Marking Pitches & Winter Site Maintenance
12	23/02/2024	Select Environmental Services	158.31	Commercial Waste Collection - SGC January
13	23/02/2024	Select Environmental Services	69.01	Commercial Waste Collection - SWP January
14	23/02/2024	Select Environmental Services	58.76	Commercial Waste - Manor Pavilion - January
15	23/02/2025	Select Environmental Services	79.49	Commercial Waste - Millworth Pavilion January
16	23/02/2025	Select Environmental Services	1,928.78	41 Litter Bins X 4 Collections - January
17	23/02/2024	The Head Partnership	706.50	Fees - Pre School Lease
18	23/02/2024	SPY Alarms	738.00	Servicing & Alarm - SWP
19	23/02/2024	SmartestEnergy Ltd	1,061.47	Electricity Manor Pavilion - December
20	23/02/2024	Spotless Oven Cleaning	72.00	Single Oven Clean - The Manor
21	23/02/2024	M & D Services	1,668.00	Completion of Works - School Green Bollards
22	23/02/2024	Bring Me Sunshine Window Cleaning	276.00	Window Cleaning 26 January
23	23/02/2024	Harcon Fall Protection & Safety	714.00	Servicing the Roof Harness - SGC
24	23/02/2024	ProServicing Limited	474.00	Service Accoustic Moveable Wall
25	23/02/2024	KBS Depot Ltd	2,323.20	Replace Notice Board - SGC (3rd Party Insurance Claim)
26	23/02/2024	A & E Fire & Security	642.05	Emergency Lights & Extinguishers - SWP
27	23/02/2025	A & E Fire & Security	949.10	Emergency Lights & Extinguishers - SGC
28	23/02/2024	Merritt-Harrison	3,775.50	Consultants - Café
29	23/02/2024	SSE Energy Solutions	585.06	Street Lighting December
30	23/02/2024	Kreatif Design Ltd	299.98	Website Repair
31	23/02/2024	W J Hatt Ltd	2,209.20	Final Payment - Hartley Court Water Troughs
32	23/02/2024	Air It Limited	51.59	Internet SGC - February
33	23/02/2024	Air It Limited	1,280.27	Managed IT Support & Security - Feb
34	23/02/2024	Air It Limited	378.17	Datto Cloud Back Up - Feb
35	23/02/2024	Air It Limited	204.00	Fees for Lap Top Set Up
36	23/02/2024	Air It Limited	1,203.12	Microsoft 365 & E Mails - Feb
37	23/02/2024	Air It Limited	51.59	Internet SWP - February
38	23/02/2024	Air It Limited	295.65	VOIP - Phones SGC - 1 Mth
39	23/02/2024	Absolute Brilliance Cleaning Ltd	5,091.70	Cleaning - January SGC
40	23/02/2024	Absolute Brilliance Cleaning Ltd	1,784.80	Cleaning - January SWP
41	23/02/2024	Absolute Brilliance Cleaning Ltd	228.00	Cleaning - January Manor
42	23/02/2024	Everflow Utilities	792.22	Water All 9 sites 12/2/24 - 11/04/24
43	27/02/2024	British Gas Lite	42.25	School Green External Meter January
44	28/02/2024	Petty Cash	200.00	Drawings
45	28/02/2024	Access & Security Systems	54.00	Call Out Alarm
46	28/02/2024	Dyno Rod	247.00	Clear Drains - SGC
47	28/02/2024	Office Depot International (UK	22.99	Office Supplies
48	28/02/2024	Ricoh UK Ltd	487.96	Photocopying / Printing - 3 mths Rental & Usage
49	28/02/2024	Imagin Products Ltd	35.04	ID Cards - New Councillors
50	28/02/2024	Fcc Recycling (UK) Ltd	223.44	Green Waste 14/2/2024 &
51	28/02/2024	Lister Wilder	69.98	Round Up Weedkiller 5ltr 8/2/2024
52	28/02/2024	Employees	19,480.87	Net Pay February
53	29/02/2024	Nest Pension Contributions	1,808.66	Ers and Ees Pension Contributions - February
54	05/03/2024	Lloyds Bank plc	7.00	Bank Fee January
55	07/03/2024	FibreNest	37.00	Broadband March - Manor
56	13/03/2024	Wokingham Borouh Council	1,781.27	Business Rates Manor Pavilion (Annual) 2023-2024
57	13/03/2024	Thames Valley Signs (berkshire	43.20	3 X Plot Number Signs for Allotments
58	13/03/2024	Select Environmental Services	1,928.78	Litter Bins 4 Collections - February
59	13/03/2024	SSE Energy Solutions	515.62	Electricity Street Lighting - January
60	13/03/2024	A & E Fire & Security	463.10	6 Mthly Alarm Test SGC
61	13/03/2024	Kreatif Design Ltd	254.99	Training & Recording for Website
62	13/03/2024	Absolute Brilliance Cleaning Ltd	1,784.80	Cleaning - February SWP
63	13/03/2024	Absolute Brilliance Cleaning Ltd	5,558.98	Cleaning - February SGC

64	13/03/2024	Absolute Brilliance Cleaning Ltd	228.00	Cleaning - February Manor
65	13/03/2024	SPY Alarms	259.20	Annual Maint Contract SWP
66	13/03/2024	A1 Locksmiths (Berkshire) Ltd	72.30	Additional Keys - Facilities
67	13/03/2024	Lister Wilder	545.49	Service & Repairs to Facilities Mower & Strimmer
68	13/03/2024	Nigel Jeffries Landscaping Ltd	288.00	Cut New Hedge Manor Grd 22 Feb
69	18/03/2024	Alphabet (GB) Ltd	468.85	Rental Van March 2024

Total Payments

73,596.79

Ref	Date Paid	Supplier	Amount Paid (inc VAT) £	Description
1	01/02/2024	Vista Print	42.99	Standard Business Cards
2	01/02/2024	Anker Technology UK I	67.99	Anker Speaker & Mic for Meetings
3	02/02/2024	Amazon EU	144.87	Wireless Transmitter/Adaptor
4	06/02/2024	Adobe	51.98	Software Licence - Mthly Fee
5	07/02/2024	Seton	127.13	115 ltr Grit Bin for Manor
6	07/02/2024	Terraquest	24.60	Cost of Plans for School Green
7	08/02/2024	Planning Portal	208.50	Planning Application School Green
8	13/02/2024	The Works	12.00	Craft Materials Youth Club *
9	13/02/2024	The Works	33.50	Craft Materials Youth Club *
10	13/02/2024	Iceland	40.50	Food for Youth Club *
11	17/02/2024	The Works	39.00	Items for Youth Club Activity *
12	26/02/2024	Waitrose Ltd	5.75	Tea Bags - Visitors & Office
13	26/02/2024	Ashley Blinds	156.62	Blinds for 3MX Room - SGC
14	26/02/2024	Costco	156.94	Tuck Shop Supplies - Youth Club *
15	29/02/2024	Amazon EU	95.99	Cordless Pump for Facilities Team
16	29/02/2024	Amazon EU	9.99	Leads for Equipment - SGC
Total			1,218.35	

* *Note - Items paid for the Youth Club are reimbursed from weekly subs and sales*

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

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