

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, 25th February 2026, commencing at 19:30 at the School Green Centre



Bruce Winton
Chief Executive and Clerk to the Parish Council
20th February 2026

Members: Cllrs Bowler, Boyer (Chair), Clarke, Hoyle, Jahromi, James, Johnson, Masseron Matic, Montgomery, Peer, Pollock, Poole and Rance

Agenda

16. Public Questions

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

17. Apologies and declaration of members' interest

- 17.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
17.2 To **RECEIVE** and **CONSIDER** declarations of members' pecuniary interests

18. Minutes of the Full Council meetings held on 17th December 2025

- 18.1 To **RECEIVE** and **APPROVE** the minutes of Full Council meeting held on 28th January 2026*
18.2 To **RECEIVE** information on matters arising from the minutes of the meeting held on 28th January 2026

19. Reports from Borough Councillors

- 19.1 To **RECEIVE** and **NOTE** reports from Borough Councillors*
19.2 To raise any questions to Wokingham Borough Council via the Borough Councillors.

20. Reports from Committees and associated Working Parties

- 20.1 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 4th February 2026* and an update from the Chair
20.2 To **RECEIVE** and **NOTE** the draft minutes of the Children and Young Adults Committee held on 5th February 2026* and an update for the Chair
20.3 To **RECEIVE** and **NOTE** the draft minutes of the Planning and Highways Committee held on 11th February 2026* and an update from the Chair

- 20.4 To **RECEIVE** and **NOTE** the draft minutes of the Finance and General Purposes Committee held on 18th February 2026** and an update from the Chair
- 20.5 To **RECEIVE** a verbal report from the Chair of the Council
- 20.6 To **RECEIVE** reports from outside bodies

21. Corporate Governance

- 21.1 To **RECEIVE** and **NOTE** a report of a potential breach of the Code of Conduct
- 21.2 To **RECEIVE** and **NOTE** an update from the Corporate Governance Working Party on the revised Financial Regulations
- 21.3 To **RECEIVE** and **CONSIDER** an update to the Shinfield Parish Council Standing Orders**
- 21.4 To **RECEIVE** and **APPROVE** the appointment of new Councillors to committees*

22. Annual Parish Meeting

- 22.1 To **RECEIVE** and **CONSIDER** a verbal update on the arrangements for the Annual Parish Meeting in May 2026

23. School Green Centre Café

- 23.1 To **RECEIVE** and **NOTE** a verbal update from the Café Working Party

24. Bus Service

- 24.1 To **RECEIVE** and **CONSIDER** a request from Wokingham Borough Council to make a financial contribution to enhancements to the 600 bus service

25. Grants

- 25.1 To **RECEIVE** and **CONSIDER** a recommendation from Finance and General Purposes Committee to approve the arrangements for the grant scheme for 2026*

26. Invoices for payment

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

27. Correspondence

- 27.1 To **RECEIVE** and **NOTE** the notice of election for a Shinfield Parish Councillor for the Shinfield Village Ward, if contested, on Tuesday 24th March

28. Date of Next Meeting

- 28.1 The date of the next Full Council Meeting will be held on 25th March 2026

*** indicates papers attached**

**** indicates papers to follow**

BOROUGH COUNCILLOR REPORTS

BCllr Rance

22.1.26 Attended WBC Full Council. I was to ask question re Beke/Westall. Time ran out. I was unable to. V. Srinivasan had question on Crosfields Sch. Crossing. He was absent, so I asked. An assurance was elicited from Ex. Member for Active Travel that a crossing would be begin **mid 2026**.

Cllr A. Gray submitted Motion 538 regarding private estate management and associated fees placing significant financial burdens on new development residents. An Amendment was proposed by Ind. Cllr A. Freeney, seconded by Cllr J. Barley.

23.1.26 Coincidentally heard from Resident who wanted to bring attention to the Homeowners Rights Network, who are collating information regarding privately managed estates, with unadopted amenities/roads/drainage systems/green spaces.

25.1.26 Resident, who up to now 'has not been heard' living in 2 bed flat with 3 children, one of whom is a boy so legally should not be sharing a room with sister, but eldest sister disruptive with severe ADHD/behavioural problems/unable to sleep, wishes WBC to move them to 3 bed property for all their health sakes. It's not happening, but I am supporting!

27.1.26 Westall Street resident contacted me with photos – 10 ft by 50ft strip of grass in front of their houses being used as a car park. It is now bald and a mud patch. Questioning who owns that strip and what enforcement steps could be taken. Resident thinks it is Bloor! **30.1.26** reply from WBC – it's not their land. It's the Developers! **04.02.26** WBC email. The land belongs to Trinity. **6.2.26** I wrote to Bloor who replied. They regard this as a neighbour's dispute and the residents who are not happy about the parking on the land, must tackle the offending neighbour. Bloor take no responsibility.

6.2.26 Bit like the parents who collect the children from school. I collected 2 grandchildren today and was aghast at how many cars were parked on the grass verges outside every house in Chestnut Crescent. Each patch is water and mud logged and no grass left!

28.1.26 Attended **HOSC** "The Voluntary & Community Sector in WB makes significant & positive contributions to Adult Social Care". It was proposed Adult Services re-commission the VC with new contracts to continue delivery to residents after the current contract portfolio expires.

29.1.26 Undertook WBC Domestic Abuse Training – most useful

2.2.26 10.30am ½ hr slot! Am a Foundation Governor at Shinfield St. Mary's. Asked to celebrate Agape Trust coming to the school, with coffee and cake. Actually, I never got any coffee or cake!

2.30pm Part of committee of 3 on Taxi Driver Hearing at WBC.

3.2.26 Resident supplied photos plus complaint about Tipped Rubbish outside School Green Bins. Photo showed address on wrapping paper. Reported it to WBC – they never acknowledge. They **may** investigate.

4.2.26 Great to see Planning Application for new footpath leading to Shinfield Infants/Nursery.

5.2.26 Attended my first Childrens & Young Adults Mtg. at School Green. Very interesting.

6.2.26 I have been included many emails from Shinfield Park Residents who are quite rightly fuming. Since 2.1.26 there have been 4 Breaches by Wrenbridge Contractors, beginning work

before 8 am. The residents sent a flurry of emails to WBC, who in turn complain to Wrenbridge, who then “Apologise profusely” and say “the Contractors are ‘on notice’”. Rightly the Residents are politely but aggressively pursuing WBC that **this cannot continue. There are never any consequences or fines**, and so ruthlessly the Breaches continue. **11.2.26** More on this: One of the residents is constantly working hard and agitating Wrenbridge on behalf of the community. So many Breaches have occurred and he has submitted to WBC justification for the Enforcement of a Temporary Stop Notice on the contractors.

10.2.26 Attended useful Councillor’s Course held in Shaw House, Newbury. An amazing historical building. Sat learning for 4 hours (plus nice lunch) A good day!

11.2.26 Assisted resident with his Second Stage Appeal which was a lot of detailed work. His mother is in final stages of cancer, and father is in a Dementia Home, but could well be moved any moment by WBC because of funding.

Because I am not a Shinfield resident I don’t get the Newsletter. But read my daughter’s (who is a resident). Very lively colourful booklet. I got a mention under the section By Elections – interesting to read this was the first in over 40 years.

13.2.26 Invited to celebrate Ramadan with residents on 27th February. I’ve accepted.

13.2.26 Resident at North Shinfield complained to me that she in turn had complained to WBC about an abandoned van with no MOT. It has not been removed, and it is taking up parking spaces that are needed. Have contacted WBC.

14.2.26 Visited two different residents in North Shinfield, one in Westland, one in Fairlawn, to talk about issues they have with neighbours around parking and ‘dumped’ vans.

15.2.26 A couple months ago I asked WBC to remove Covid signs from varying locations, brought to my attention by a resident. Some were removed, others not it turns out. I wrote again to WBC on 21.1.26 did not get a reply. Have written again.

BCllr Gray

I continue my work on the following committees:

- Children's Services Overview and Scrutiny Committee (Chair)
- Corporate Parenting Board
- Overview and Scrutiny Management Committee
- Community Governance Review Working Group
- Wokingham School Place Planning Stakeholder Group

Motion at full council

Following the motion at full council in January on estate management fees a detailed response has been given to the consultation a lot of the councils input to the response was regarding what common standards should be required for adoption and how this can better be enforced by the legislation.

Casework

- Work with SANG charges ongoing- working with the residents group and relevant solicitors to try and move this forward. The block at the moment is with Bloor and Bellway, getting them to agree on the deed of variation for either a buyout by residents or the reduced fee. There is a possibility Reading University will still charge the reduced fee anyway, but many residents may want the peace of mind of it being 'locked in' to their deeds legally.
- Had a tour around the Chapters complex, there appears to be some progress on getting these apartments occupied. I am hoping more will become public in the next month.
- Responded to various queries residents have raised including potholes/road maintenance, queries on Muslim burial plots and maintenance of green spaces.
- I reported the lack of streetlighting on Cutbush Lane which was raised by a couple of residents and was raised at the last SPC meeting- the response so far is that further investigation is required, so it is still in progress.

Any additional reports from BCllrs Edmunds, Glover, Munro and Srinivasan will be circulated at the meeting

Minutes of a meeting of Full Council
Held on Wednesday, 28th January 2026
At School Green Centre commencing at 19:30

Present: Cllrs Bowler, Boyer (Chair), Clarke, Hoyle, Jahromi, James, Johnson, Matic, Peer, Pollock and Poole

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
BCllrs Gray and Glover

1 member of the public

26/1 Public Questions

1.1 Receive and consider questions from the public.

There were no public questions.

26/2 Apologies and declaration of members' interests

2.1 Apologies for absence

Apologies had been received from Cllrs Masseron and Rance

Post meeting note: A resignation letter dated 24th January had been received from Cllr Jones on 29th January 2026.

2.2 Declarations of members' interest

2.3 Changes to members declaration of pecuniary interest

26/3 Minutes of the Full Council Meetings held on 17th December 2025

3.1 The minutes of the meeting held on 17th December 2025 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr Jahromi
Seconded: Cllr Clarke
Approved: 10 approved, 2 abstentions

3.2 Matters arising from the minutes of the meeting held on 17th December 2025

126.2

- 25/106.2 Clerk to confirm date of the meeting of the Education Working Party to members of the working party

This had been done.

- 25/110.1 Clerk to circulate the draft article outlining the cost of ASB in the Parish to Finance and General Purposes Committee members

This had been done.

- 128.3** Clerk to add staffing structure to the agenda of the Staffing Committee meeting in January 2026

This had been done and was on the agenda – see minute 26/8.1.

- 128.5** Cllrs Pollock, Poole and Rance to inform the Clerk of the Committees they would like to join

Cllr Rance requested to become a member of the Arts, Culture and Events Committee.

Cllr Pollock had requested to become a member of the Children and Young Adults Committee and Finance and General Purposes Committee.

- 129.1** Clerk to inform the Edmund Godson Charity of the appointment of Mr Peter Robson as Trustee

This had been done.

- 130.1** Clerk to circulate the Member/Officer Conduct Protocol to Members

Clerk to add Member/Officer Protocol to the agendas of the Staffing Committee and Full Council in January 2026

This was on the agenda – see minute 26/7.1

- 131.1** Clerk and Finance Manager to refine the detailed budget figures to present to Full Council in January 2026.

Clerk to add Budget for approval to the agenda of the Full Council in January 2026

This was on the agenda – see minute 26/8.2

- 131.2** Clerk to inform St Barnabas Church of the decision of the committee regarding their application for grant funding and arrange payment

This had been done.

- 135.1** Clerk to meet with the Clerk to Governors regarding SPC representation on the governing body

This related to St Mary's CE Junior School. Cllr Montgomery and the Clerk met with the CEO of Agape Trust and the Head Teacher of the school on 13th January where a number of issues were discussed.

26/4

Reports from Borough Councillors

- 4.1 Report from Borough Councillors

Members **NOTED** the written reports from BCllr Glover, Gray and Rance

- 4.2 Questions arising from the reports of the BCllrs

BCllr Rance's report

- Cllr Hoyle highlighted the item relating to the lack of lighting on Cutbush Lane

BCllr Glover's report

- Cllr Boyer raised the issue of accidents occurring at the junction of Beke Avenue and Westall Street. Cllr Bowler stressed that there should be a 'Stop' sign at this junction due to the poor visibility. Wokingham Borough Council (WBC) had been alerted to the issue but as the road had not yet been adopted the timescales for improvements were unknown.
- Planned cycleway Spencers Wood to Lidl – this was at risk of not proceeding due to the houses being build too close to the intended cycleway.

BCllr Gray's report

- Positive progress relating to housing governance had taken place. There was still an outstanding issue of fees on private estates that was a national issue.

ACTION –

Deputy Clerk to add the following items to the agenda of the Planning and Highways Committee meeting:-

- Lighting along Cutbush Lane
- Junction at Beke Avenue and Westall Street

The Chair thanked BCllrs Glover, Gray and Rance for their reports

26/5

Reports from Committees and associated Working Parties

- 5.1 Members received the draft minutes of the Facilities Committee held on 7th January 2026 and an update from the Chair.

Cllr Johnson highlighted the following points:-

- He had produced a Chair's report, mainly to assist him with keeping track of the busy role
- Shinfield Parish Council had the highest pitch play rate in the Borough for football
- Aldergrove play park was now complete
- Positive discussions had taken place with the University of Reading (UoR) regarding the High Copse site and other potential initiatives

Cllr Clarke asked questions in relation to the proposed northern pitches and potential to extend parking at High Copse; and the field next to Alder Grove School that had been set aside for extending the school. These items would be discussed at the next relevant committee meetings.

Members NOTED the minutes of the Facilities Committee

- 5.2 Members received the draft minutes of the Arts, Culture and Events Committee held on 8th January 2026 and an update from the Chair.

Cllr Matic highlighted the following points from the minutes:-

- The National Theatre Live cinema schedule had been doing well
- Art Exhibition would be held during February half term
- A proposal for the Annual Parish meeting was on the agenda
- Public Art – a number of good quality submissions had been received that were being shortlisted. A meeting was due to be held on 30th January to shortlist between 3-5 artists.

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

- 5.3 Members received the draft minutes of the Planning and Highways Committee held on 14th January 2026 and an update from the Chair

Cllr Boyer highlighted the following points from the minutes:-

- ET Planning consultants were formulating a response on behalf of SPC with input from the Committee. An extended deadline for SPC to submit comments had been approved. This would be discussed at the next Planning and Highways Committee meeting.

Members NOTED the minutes of the Planning and Highways Committee

- 5.4 Members received the draft minutes of the Staffing Committee held on 21st January 2026 and an update from the Chair

Cllr James highlighted that the committee had been focusing on the future staffing of the Parish. This was discussed in more detail at agenda item 8.1.

Members NOTED the minutes of the Staffing Committee

- 5.5 Report from the Chair of the Council

Cllr Boyer reported that he had been involved with the following:-

- Resolving staffing issues
- Meeting with Wrenbridge regarding the Shire Hall demolition

BCllr Gray had a meeting arranged with Wrenbridge and would be happy to bring any SPC concerns to their attention. It was noted that there were no plans in the planning application to improve the junction of Whitley Wood Lane with the B3270. This may be something that could be incorporated in the response for the proposed Hall Farm Development as the increase in traffic from the estate would impact on the amount of traffic approaching junction 11.

- 5.6 Reports from Outside Bodies

There were no reports.

26.6

Terms of Reference

- 6.1 The terms of reference for the Staffing Committee had been circulated to councillors with the agenda.

Cllr Hoyle suggested the following

- Page 1, Membership - the third bullet point should be removed 'appropriate training agreed by the Council' and replaced by 'experience of work in human resources'.
- Page 2, Training Recommendations – the last paragraph to be reworded 'other courses offered by HALC/BALC or an appropriate provider'.

Members **APPROVED** the terms of reference for the Staffing Committee subject to the changes detailed above.

Proposed: Cllr Hoyle
Seconded: Cllr Pollock
Approved: Unanimously

26/7

Member /Officer Conduct Protocol

- 7.1 The Member /Officer Conduct Protocol had been circulated to members with the agenda.

Members **AGREED** to adopt the Member/Officer Conduct Protocol.

Proposed: Cllr James
Seconded: Cllr Bowler
Agreed: 11 agreed, 1 abstention

ACTION – Clerk to arrange for the Member/Officer Conduct Protocol to be published on the SPC website and circulated to all Councillors and members of the staff

26/8

Budgets for 2026/2027

- 8.1 Long-Term Staffing Structure

A detailed proposal for the Long-Term Strategic Staffing Review had been circulated with the agenda together with details of the overall financial impact. The Chair of the Staffing Committee explained that the Council had grown considerably with the addition of more facilities. Additional room bookings and events created additional work for all staff, specifically the Customer Care Team and Finance departments. Other areas also identified work that the Council had not yet engaged with. The proposals were to increase the staffing as follows:-

- Caretaker roles to cover the evening shifts at the School Green Centre for changeover of events, opening up of other facilities across the Parish and some basic cleaning and adhoc tasks. Roles to cover an average of 24 hours per week.
Recommendation to recruit the Caretaker positions from 1st April 2026
- Community Engagement and Events Officer would be a new position to reach out to the community and become the lead for the delivery of existing and new events. The person appointed would work closely with the Media and Communications Officer to develop future resilience within the organisation.
Recommendation to recruit a full-time Community Engagement and Events Officer from 1st October 2026.
- Youth Workers for Teenage Age Group – an additional full-time equivalent(FTE) role to work with teenagers in the Parish as a continuation of the existing successful youth club (school years 6 and 7), to offer new initiatives to this age group.
Recommendation to recruit one 0.5 (FTE) Youth Worker from 1st October 2026 and one 0.5 (FTE) Youth Worker from 1st April 2027.
- Finance and Administrative Officer – an additional full-time role to support the Finance Manager with the growing demands of the business and to increase resilience for the future.
Recommendation to recruit a full-time Finance and Administration Officer from 1st April 2027.

Cllr James recommended that the Council adopt the proposals.

Proposed: Cllr James
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to implement the approved recommendations at the appropriate times

20:34 BCllr Gray left the meeting

8.3 Proposed budget for 2026/27

Cllr James presented the budget to members for consideration.

The Clerk had previously circulated detailed budget proposals for 2026/2027 with projected assumptions for one plus three years.

For planning purposes all prices were assumed to be at today's rates except for specific reasons e.g. allotments had a policy of above inflation increases.

The budgets include the impacts of the Long-Term Staffing Review, staff progression etc.

The shortfall between income (£521,835), expenditure (£1,273,250) and precept (£724.865) was £26,550 to be met from general reserves.

Members **APPROVED** the proposed budget recommendation for 2026/2027

Proposed: Cllr Matic
Seconded: Cllr Bowler
Approved: 9 approved, 1 abstention

8.4 Precept

The proposal was for a 7% increase taking a Band D equivalent from £84.76 to £90.69. The planning assumptions for 2027/28 onwards was that the total number of Band D properties would be reduced by 110 approx. due to the boundary change for Ryhill Way. Total precept would be £724,865.

Members **APPROVED** the proposed Precept recommendation for 2026/2027

Proposed: Cllr Hoyle
Seconded: Cllr Johnson
Approved: 6 Approved, 1 against, 3 abstentions

26/9

High Copse

9.1 Perimeter fencing for High Copse pitches

To protect the high quality pitches at High Copse the Facilities Committee felt it essential that perimeter fencing was installed. Three quotes had been received and presented to the Facilities Committee meeting held on 3rd January 2026.

- Duralock (UK) Limited – MeshFencing 1200mm £40,845 (ex VAT)
- Duralock (UK) Limited – Mesh Fencing 1300mm £45,165 (ex VAT)
- Jacksons Fencing – diamond knee rail fencing £13,556.92 (ex VAT)

The Facilities Committee requested the sum of £45,165 (ex VAT) for Mesh Fencing 1300mm for the perimeter of the pitches at High Copse be granted from CIL reserves. The Chair of the Facilities Committee anticipated that £25,000 may be received in grant funding from the Football Foundation to assist with the costs.

Members **AGREED** to the purchase of Mesh Fencing 1300mm from Duralock (UK) Limited from CIL reserves at a cost of £45,165 (ex VAT).

Proposed: Cllr Pollock
Seconded: Cllr Peer
Approved: Unanimously

ACTION –

- Facilities Manager to obtain the necessary planning consents
- Facilities Manager to order the fencing, subject to receiving planning consents
- Clerk to submit an application for Grant Funding to the Football Foundation to assist with the cost

26/10

Annual Parish Meeting

10.1 Proposed format for the Annual Parish Meeting 2026

The Arts, Culture and Events Committee meeting had set out an alternative presentation of the Annual Parish Meeting on 29th April 2026. A detailed proposal was circulated with the agenda that hoped to improve the attendance. This included:-

- Chairman's Report with more weight on the future
- Community Awards (Adult, Young Person, Charity/Organisation, Business, Community Initiative)
- Guest speaker

Members **APPROVED** the recommendation of the Arts, Culture and Events Committee.

Proposed: Cllr Pollock
Seconded: Cllr Jahromi
Agreed: Unanimously

ACTION – Clerk to make the necessary arrangements for the Annual Parish Meeting to be held on 29th April 2026

26/11 Corporate Governance Review

11.1 Following WBC's corporate governance review, it was anticipated that Shinfield Parish Council would have a few changes:-

- 18 Councillors (currently 15)
- 5 Wards (currently 5 wards)
- The loss of Ryhill Way (this will transfer to Earley Town Council)

26/12 School Green Centre Cafe

12.1 The Clerk reported the following:-

- The member of staff who was on long term sick leave had now returned on reduced hours. Another member of staff was increasing their hours temporarily to cover the short fall.
- The Clerk presented graphs demonstrating trends in sales that showed a consistent pattern, with the top 10 most popular items sold. The busiest times were between 10:00 – 12:00 and 15:30 – 16:30.
- Sales over the Christmas and new year period had been low as the schools had closed, the café was closed for the bank holidays and the weather had been bad.

ACTION: - Cllr Poole to meet with the Clerk and Deputy Clerk to explore possible improvements

26/13 Invoices for payment

13.1 Lloyds bank payment of invoice within the Clerk's financial delegation.

Members **NOTED** the payments made within the Clerk's financial delegation

13.2 Barclays bank payment of invoice within the Clerk's financial delegation.

Members **NOTED** the payments made on Barclaycard within the Clerk's financial delegation

13.3 Payment due to be made that are out the Clerk's financial delegation.

There were no scheduled payments outside the Clerk's delegation.

26/14 Correspondence

14.1 Cllr Clarke had written to thank everyone for the glass plaque in recognition of his 40 years as a Shinfield Parish Councillor.

26/15 Date of Next Meeting

15.1 The date of the next Full Council meetings will be held on 25th February 2026 at School Green Centre

Meeting ended at 21:36

List of Actions

26/4.2	Deputy Clerk to add the following items to the agenda of the Planning and Highways Committee meeting:- ➤ Lighting along Cutbush Lane ➤ Junction at Beke Avenue and Westall Street	Deputy Clerk
26/7.1	Clerk to arrange for the Member/Officer Conduct Protocol to be published on the SPC website and circulated to all Councillors and members of the staff	Clerk
26/8.1	Clerk to implement the approved long term staffing recommendations at the appropriate times	Clerk
26/9.1	Perimeter fencing for High Copse pitches ➤ Facilities Manager to obtain the necessary planning consents ➤ Facilities Manager to order the fencing, subject to receiving planning consents ➤ Clerk to submit an application for Grant Funding to the Football Foundation to assist with the cost	Facilities Manager Facilities Manager Clerk
26/10.1	Clerk to make the necessary arrangements for the Annual Parish Meeting to be held on 29 th April 2026	Clerk
26/21.1	Cllr Poole to meet with the Clerk and Deputy Clerk to explore possible improvements	Cllr Poole, Clerk & Deputy Clerk

Minutes of a meeting of
The Facilities Committee
held on Wednesday 4th February 2026
at the School Green Centre commencing at 19:30

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

Attending: S Herring (Deputy Clerk)
S Ali (Facilities Manager)
Cllr Bowler

26/FC/12 Public Questions

12.1 There were no public questions.

26/FC/13 Apologies and declarations of Members' Interest

13.1 Apologies had been received from Cllr Jahromi.

13.2 Declarations of Members' interests

There were no declarations of Members interests.

26/FC/14 Minutes of the Previous Meeting

14.1 The minutes of the Facilities Committee meeting held on 7th January 2026 were approved as a correct record and signed by Cllr Johnson

Proposed: Cllr Peer
Seconded: Cllr Boyer
Approved: Unanimously

14.2 The following matters arising from the meeting held on 7th January 2026 were discussed:

26/FC/1.1 Facilities Manager to contact Freely Fruity and arrange for collaboration to take place in maintaining the Deardon Orchard

This was on the agenda – item 21.1

- 26/FC/1.1 Facilities Manager to revisit discussions with Freely Fruity on the design and installation of a sign recognising their commitment to maintenance

Freely Fruity and the Facilities Manager would work together on the content and design of the sign. It was proposed that each tree would be labelled with a description and QR code for additional information. The Facilities Manager would present further information to the Committee when available.

ACTION – Facilities Manager to present an update on signage and maintenance at the Deardon Orchard at the next committee meeting

- 25/FC/132.2 Facilities Manager to draft the Heads of Terms between SPC and SRFC

This was on the agenda – see minute 15.2

- 25/FC/137.1 Facilities Manager to arrange the first meeting of the Allotments Working Party

To date expressions of interest had been received from 4 councillors and 32 allotment holders. It was anticipated that the first meeting would be held at the end of February.

ACTION – Facilities Manager to arrange a date for the first meeting of the allotments working party at the end of February

- 26/FC/4.2 Cllr Johnson and Facilities Manager to meet with SRFC to discuss a contractual agreement for the use of the facilities at High Copse and Manor Ground

This was on the agenda – item 15.2

- 26/FC/4.3 Deputy Clerk to add request for funding for fencing around High Copse pitches to the Full Council agenda for the meeting to be held on 28th January 2026

This was on the agenda of the Full Council meeting held on 28th January 2026. The item is on the agenda – see minute 15.5

- 26/FC/4.3 Facilities Manager to check with the Cricket Clubs that any fencing installed would not conflict with the boundaries

The Facilities Manager had spoken to the interested cricket clubs and confirmed that the quote for the perimeter fencing, approved by Full Council, would meet the requirements of the football and cricket clubs.

26/FC/4.3 Clerk to apply for grant funding from the Football Foundation

The Clerk had commenced the process; however, this had been held up while the Football Foundation verified the sites. As soon as this was complete the application would be submitted.

ACTION – Clerk to submit the application for grant funding from the Football Foundation once the sites had been verified

26/FC/4.4 Facilities Manager to order the storage containers for High Copse

This was on the agenda – item 15.9

26/FC/4.7 Deputy Clerk to add to agenda of the next meeting an item regarding the cricket tenders for High Copse

This was on the agenda – see minute 15.6

26/FC/5.2 Facilities Manager to arrange for the ground to be reseeded at Millworth Lane where the sheds had been removed

The Facilities Manager had been advised by Freely Fruity that the ground could be reseeded after March to give the grass the best opportunity to grow.

ACTION – Facilities Manager to arrange for the ground to be reseeded at Millworth Lane at an appropriate time in March 2026.

26/FC/5.3 Facilities Manager to draft Heads of Terms for discussion with the Tennis Club

This was on the agenda – see minute 16.2

26/FC/6.1 Full report on Ryeish Green Pavilion to be presented to the Facilities Committee at the meeting in March 2026

Minutes 21.1 refers.

26/FC/7.2 Facilities Manager to obtain quotes for the base for the recycle bins at School Green

This was on the agenda – see minute 18.2

26/FC/8.1 Facilities Manager to arrange for the order and installation of the Community Shelter at Spencers Wood recreation ground once the relevant permissions had been obtained

This was on the agenda – see minute 19.1

26/FC/9.1 Facilities Manager and Clerk to attend the formal opening of the MUGA and playground adjacent to Aldergrove School on 14th January 2026

The Clerk and the Facilities Manager attended the formal opening of the MUGA and playground adjacent to Aldergrove School on 14th January 2026.

The Clerk had since received communication from the Headteacher at Alder Grove expressing concern over children climbing over the MUGA fence near to a deep pond on the school site. It was recognised that this was not an issue for the Parish Council and the Headteacher had been advised to liaise with the developer and carryout any necessary risk assessment.

26/FC/9.3 The Chair would approach all parties involved to understand the issues relating to the sports pitches at Hyde End Lane

The Chair had been in contact with Glen Goody, Wokingham Borough Council (WBC) who was now the contact with Taylor Wimpey. Weekly contact meetings were being held to discuss outstanding issues in the parish. These included the issues with the site of the new football pitches on Hyde End Lane:-

- Standing water pipe required a cover
- Lines were required on the car park and an extension to the car park to alleviate parking on Hyde End Lane
- Splitting the lease between the pitches and the orchard

Cllr Hoyle expressed concerns that the road was not suitable for high levels of traffic and requested that a footpath that led from the sports centre to the new pitches was installed.

The initial playing of football on the pitches would be for one game only to test the parking and traffic issues. It was unknown who would be managing the booking of the pitches.

26/FC/9.4 Facilities Manager to research alternative switch operation for the shutters at High Copse

The Facilities Manager had been working with Beard and the University of Reading (UoR) regarding increasing the number of switches that operate the shutters at High Copse Pavilion due to the malfunction of some of the shutters. This had been a design fault and would need to be addressed by the developers.

ACTION – Facilities Manager to liaise with the developers to resolve the issues of the shutters at High Copse Pavilion

Item 12.1 was discussed at this point.

Cllr Bowler had attended the meeting as a member of the Ryeish Green Pavilion Working Party and left the meeting after this item.

26/FC/15

High Copse Items

15.1 First football matches played at High Copse and interim Shinfield Rangers cafe

Cllr Johnson reported that Shinfield Parish had the highest amount of football games played in the Wokingham Borough. The quality of the pitches at High Copse were reported as being outstanding.

Shinfield Rangers Football Club had been given permission to use the bar area at High Copse on a temporary basis as a café, during matches, until the Council had made a final decision on the running of the Tin Roof Café. The Clerk and Deputy Clerk would be discussing further options for the café with Cllr Poole.

15.2 Draft Heads of Terms between Shinfield Parish Council (SPC) and Shinfield Rangers Football Club (SRFC)

Officers had met with SRFC to discuss the Heads of Terms, however, this was still not finalised and ready to be presented to Committee.

It appeared that there had been a misunderstanding regarding the pitch charges as SRFC understood that the fees were per day rather than per match. Members agreed that the price set at their meeting in November 2025 (minutes 25/FC/131) should apply to cover the costs of running the site at High Copse and the football club should be charged accordingly.

SRFC were currently playing 4 junior games on a Saturday. Adult games were still taking place at Millworth Lane. There was the possibility that women's games would be played in the afternoon next year.

ACTION –

- Facilities Manager and Clerk to finalise the Heads of Terms between SPC and SRFC
- Cllr Johnson to circulate pitch fees charged by WBC

15.3 Proposal from Shinfield Rangers Football Club to use the Pavilion as a Club House and Bar for the Community

SRFC had sent in a proposal to use the Pavilion as a Club House and Bar for the Community. Members were against this proposal as it would restrict the hiring out of facilities and reduce the potential income from room hire. The Clerk had suggested that the 'physio room' could be made available for use as an office and shop for the club, however, members were against this proposal.

Members **AGREED** that they would not support the use of the Pavilion as a Club House and bar for SRFC.

ACTION – Clerk to inform SRFC that SPC would not support the use of the Pavilion as a Club House and bar.

15.4 Proposed 3G pitch

The Clerk had written to UoR to request formal permission to use the identified land for a 3G pitch. He was awaiting a response from Nigel Frankland, UoR that should arrive shortly after their meeting, expected to take place on 17th February 2026.

15.5 Fencing around pitches at High Copse

Full Council meeting held on 28-01-2026 approved the purchase of Mesh Fencing 1300mm from Duralock (UK) Limited from CIL reserves at a cost of £45,165 (ex VAT). An application would be submitted to the Football Foundation for a potential grant of up to £25,000 to offset against this cost.

ACTION -

- Facilities Manager to obtain the necessary planning consents
- Facilities Manager to order the fencing, subject to receiving planning consents and following the response to the Grant Funding from the Football Foundation
- Clerk to submit an application for Grant Funding to the Football Foundation to assist with the cost

15.6 Update on the Cricket tender for High Copse.

The deadline for receipt of tenders was 1st February. 7 had expressed an interest.

Four tenders had been received and had been circulated to members of the committee:-

- Calcot Cricket Club
- Pure Cricket Academy
- Reading Lions Cricket Club
- Shinfield Cricket Club

Members **AGREED** to invite each club in for a presentation to enable an assessment to be made in relation to their commitment. A working party would be set up, membership to be Cllrs Clarke, Johnson, the Clerk and Facilities Manager. Other councillors were welcome to join the working party and should contact the Clerk if interested.

ACTION –

- Clerk to arrange a meeting of the cricket club working party
- Clerk to invite interested parties to attend a meeting and give a presentation to the working party
- Working party to report to the Facilities Committee in March

15.7 Proposal to introduce Padel at High Copse

Members discussed the proposal to install Padel at High Copse. It was recognised that Padel was also in the proposed plans for the redevelopment of Millworth Lane recreation ground. There were financial benefits to introduce this sport soon and options to either contract it out to another company or for SPC to operate. If this was contracted out at High Copse, SPC would need to seek approval from the UoR in the first instance.

Before any further decision could be made a noise assessment would be required for both sites.

ACTION – Facilities Manager to arrange for a noise assessment for Padel to be carried out on 2 sites, namely High Copse and Millworth Lane recreation ground

15.8 Water irrigation for the sports pitches at High Copse

Members wished to pursue the use of the existing borehole sited at High Copse sports pitches and recognised that a licence would need to be obtained.

Committee **AGREED** to obtain a licence for borehole water extraction sited at High Copse.

Proposed: Cllr Boyer
Seconded: Cllr Johnson
Agreed: Unanimously

ACTION – Facilities Manager to investigate the cost of a borehole water extraction licence and the process of obtaining this for the sports pitches at High Copse.

15.9 Update on the proposal for additional storage at High Copse

The Facilities Manager had ordered and paid for the containers and they would be installed once the ground had dried out.

26/FC/16

Millworth Lane

16.1 Update for the Fitness Centre at Millworth Lane

The Facilities Manager reported that

- Tony Grover, BDS had given the go ahead for the scope of the archaeological works.
- WBC were in agreement – work now needs to take place
- WBC to arrange for the work to commence
- SPC pay.

ACTION – Facilities Manager to report back to the Committee on the outcome of the archaeological report and next steps, once received.

- 16.2 Draft Heads of Terms between Shinfield Parish Council (SPC) and the Tennis Club

The Facilities Manager had a meeting arranged with the Tennis Club in March to discuss the proposed Heads of Terms with the club.

ACTION – Facilities Manager to draft Heads of Terms for discussion with the Tennis Club

26/FC/17

Land Acquisition

- 17.1 Potential land acquisition from the University of Reading (UoR)

The Clerk had written to Nigel Frankland, UoR on 14th January to request the acquisition of land at:-

- Millworth Lane
- Cow herds field for a 3G pitch
- Leasing land next to Manor Ground for Mountain Bike Trail

ACTION –

- Clerk to circulate the letter sent to the UoR to members of the Committee
- Clerk to circulate the response from the UoR to members of the Committee once this had been received

26/FC/18

School Green Centre

- 18.1 Any matters relating to the School Green Centre and School Green

The Facilities Manager had arranged for MD Fire Doors to carry out an inspection of the fire doors at the School Green Centre where a number of faults had been identified resulting in a quote of £15,000. The Facilities Manager would be contacting AOC (architects) as this was felt to be excessive work and expense considering the age of the building, and for any guarantees to be checked.

The Deputy Clerk explained that the repair to the fire doors at the entrance to the corridor leading to the Pound Green Room was urgent as the bottom hinge had broken and the doors could not be shut at night or would not close in the event of a fire.

Members **AGREED** that the fire doors at the entrance to the corridor leading to the Pound Green Room should be repaired urgently.

The cost of the repairs would be financed from the long-term maintenance reserve.

ACTION –

- Facilities Manager to check guarantees and standard of work carried out by AOC
- Facilities Manager to arrange for a separate quote for the repair of the fire doors at the entrance to the corridor leading to the Pound Green Room and arrange for this work to be carried out urgently
- Deputy Clerk to circulate the quote from MD Fire Doors to members of the Committee

18.2 Recycling bins

Quotes had been received for the installation of the base for the repositioning of the recycling bins:-

- Cockburn Grounding and Groundworks Limited £12,460 (ex VAT)
- Reading Groundworks £22,222.74 (including VAT)
- DPF Works £24,680.00 (excluding VAT)

Members **AGREED** to proceed with the quotation received from Cockburn Grounding and Groundworks Limited for £12,460 (ex VAT).

Proposed: Cllr Johnson
Seconded: Cllr Masseron
Approved: Unanimously

ACTION –

- Clerk to contact Wokingham Borough Council to confirm the necessary approval for the repositioning of the recycling bins at School Green car park
- Facilities Manager to organise the works to commence once the necessary consent had been received

26/FC/19

Spencers Wood Pavilion and Recreation Ground

19.1 Installation of Community Shelter

The Facilities Manager had submitted a pre-application, this would take approximately 4-6 weeks. Facilities Manager to make sure WBC were happy with the proposals to instal a community shelter.

ACTION – Facilities Manager to update the Committee at the meeting in March.

26/FC/20

Microgeneration

20.1 An update on microgeneration within the Shinfield Parish Council (SPC) estate

The Facilities Manager reported that the consultant from 'Reduce Energy' had visits arranged at High Copse and Manor pavilions (these had been delayed due to occupation by hirers). The consultant expected to be able to submit a report in the next couple of weeks.

Recommendations for improvements would be financed from CIL money set aside for microgeneration. Proposals would be submitted to the Finance and General Purposes Committee and Full Council for final approval.

ACTION - Facilities Manager to circulate the report from 'Reduce Energy' once received

26/FC/21

Parish Wide Items

21.1 An update on maintenance of Deardon Orchard

The Facilities Manager had spoke to Freely Fruity (Matt) who would get back with a date for getting a group together to carry out the work. Freely Fruity would be willing to take the lead on it, potentially in the Spring.

21.2 Any other matters within the parish not covered above

Ryeish Green Pavilion Working Party
(This item had been taken after minute 26/FC/14.2)

The Ryeish Green Pavilion Working Party had submitted a report prior to the meeting, and this had been circulated to members of the Committee.

Cllr Hoyle emphasised that the community should be informed of the findings and be given the opportunity to respond. A decision should be taken following the consultation. Cllr Hoyle expressed concerns over leaving the building to decay as this was an unnecessary cost to the parish.

Cllr Clarke requested that the shipping container on the site should be removed by the football club.

The Working Party would like to make the following requests:-

- 1) To extend the final report for a further 5 months (May 2026) as there were still a few outstanding quotes for costs
- 2) To install 2 steel doors to protect the building from anti-social behaviour (ASB) – cost per door approx. £500-£600 each
- 3) Cllr Hoyle to join the working party

Proposed: Cllr Johnson
Seconded: Cllr Masseron
Approved: Unanimously

ACTION –

- Ryeish Green Working Party to report on viable options for the Ryeish Green Pavilion at the meeting to be held in May 2026 at the latest
- Facilities Manager to arrange for the installation of 2 steel doors to the Ryeish Green Pavilion
- Facilities Manager to ask the football club to remove the container on the site of Ryeish Green pavilion.

26/FC/22

Correspondence

- 22.1 There was no correspondence

25/FC/23

Date of the Next Meeting

- 23.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 4th March 2026

The meeting ended at 21:09

List of Actions

14.2

26/FC/1.1	Facilities Manager to present an update on signage and maintenance at the Deardon Orchard at the next committee meeting	Facilities Manager
25/FC/137.1	Facilities Manager to arrange a date for the first meeting of the allotments working party at the end of February	Facilities Manager
26/FC/4.3	Clerk to submit the application for grant funding from the Football Foundation once the sites had been verified	Clerk
26/FC/5.2	Facilities Manager to arrange for the ground to be reseeded at Millworth Lane at an appropriate time in March 2026.	Facilities Manager
26/FC/9.4	Facilities Manager to liaise with the developers to resolve the issues of the shutters at High Copse Pavilion	Facilities Manager
26/FC/15.2	➤ Facilities Manager and Clerk to finalise the Heads of Terms between SPC and SRFC	Facilities Manager and Clerk
	➤ Cllr Johnson to circulate pitch fees charged by WBC	Cllr Johnson
26/FC/15.3	Clerk to inform SRFC that SPC would not support the use of the Pavilion as a Club House and bar.	Clerk
26/FC/15.5	➤ Facilities Manager to obtain the necessary planning consents for the pitch perimeter fencing at High Copse	Facilities Manager
	➤ Facilities Manager to order the fencing, subject to receiving planning consents and following the response to the Grant Funding from the Football Foundation	Facilities Manager
	➤ Clerk to submit an application for Grant Funding to the Football Foundation to assist with the cost	Clerk
26/FC/15.6	➤ Clerk to arrange a meeting of the cricket club working party	Clerk
	➤ Clerk to invite interested parties to attend a meeting and give a presentation to the working party	Clerk
	➤ Working party to report to the Facilities Committee in March	Clerk
26/FC/15.7	Facilities Manager to arrange for a noise assessment for Padel to be carried out on 2 sites, namely High Copse and Millworth Lane recreation ground	Facilities Manager
26/FC/15.8	Facilities Manager to investigate the cost of a borehole water extraction licence and the process of obtaining this for the sports pitches at High Copse.	Facilities Manager

26/FC/16.1	Facilities Manager to report back to the Committee on the outcome of the archaeological report at Millworth Lane Recreation Ground, and next steps, once received.	Facilities Manager
26/FC/16.2	Facilities Manager to draft Heads of Terms for discussion with the Tennis Club	Facilities Manager
26/FC/17.1	➤ Clerk to circulate the letter sent to the UoR to members of the Committee	Clerk
	➤ Clerk to circulate the response from the UoR to members of the Committee once this had been received	Clerk
26/FC/18.1	➤ Facilities Manager to check guarantees and standard of work carried out by AOC at the School Green Centre	Facilities Manager
	➤ Facilities Manager to arrange for a separate quote for the repair of the fire doors at the entrance to the corridor leading to the Pound Green Room and arrange for this work to be carried out urgently	Facilities Manager
	➤ Deputy Clerk to circulate the quote from MD Fire Doors to members of the Committee	Deputy Clerk
26/FC/18.2	➤ Clerk to contact Wokingham Borough Council to confirm the necessary approval for the repositioning of the recycling bins at School Green car park	Clerk
	➤ Facilities Manager to organise the works to commence once the necessary consent had been received	Facilities Manager
26/FC/19.1	Facilities Manager to update the Committee at the meeting in March regarding the installation of a community shelter at the Spencers Wood Recreation Ground.	Facilities Manager
26/FC/20.1	Facilities Manager to circulate the report on microgeneration from 'Reduce Energy' once received	Facilities Manager
26/FC/21.2	➤ Ryeish Green Working Party to report on viable options for the Ryeish Green Pavilion at the meeting to be held in May 2026 at the latest	Ryeish Green Pavilion Working Party
	➤ Facilities Manager to arrange for the installation of 2 steel doors to the Ryeish Green Pavilion	Facilities Manager
	➤ Facilities Manager to ask the football club to remove the container on the site of Ryeish Green pavilion.	Facilities Manager

Minutes of a meeting of
Children and Young Adults Committee
Held on Thursday 5th February 2026
At School Green Centre commencing at 19:30

Present: Cllrs Bowler, Matic and Montgomery

Attending: Cllr Rance
B Winton, Clerk
Rachel Walker, SPC Youth Club
Nicky Bray, SPC Youth Club

26/CYA/1 Public Questions

- 1.1 There were no public questions.

26/CYA/2 Apologies for Absence and Declarations of Interest

- 2.1 Approval of apologies for absence

Apologies had been received from Cllrs Johnson & Pollock.
- 2.2 Members' declarations of interest

There were no declarations of members' interests.

26/CYA/3 Youth Matters

- 3.1 The development of the role profile for the Youth Worker role approved by Full Council

The committee gave Rachel Walker and Nicky Bray the opportunity to discuss the current youth club and the rationale for the teenage youth work role. Teenagers have little in the way of leisure opportunity within the parish and would also benefit from consistent faces to help them.

There was a discussion on the draft role profile. Rachel Walker emphasised the need for consistency in the workers who engaged with young people and the benefit of giving that group opportunities to develop.

The Clerk advised that the Police & Crime Commissioner currently had a grant scheme open for potential equipment to support the new role and he would make an application for that.

ACTION – Clerk to apply to the Police and Crime Commissioner Grant Scheme

There was a discussion on how else the current youth club could be supported and the items identified were an iPad and access to Edukey for more secure record keeping and access to additional training.

ACTION – Clerk to source an iPad for Youth Club

ACTION – Clerk to discuss additional training for Youth Club team

3.2 Potential future development of the existing youth club

Additional equipment would always be welcome for the current Youth Club, but it was recognised that storage at School Green Centre was always a challenge. Items discussed were pool table, dart board and table tennis.

ACTION – Clerk to investigate what equipment for the Youth Club might be possible

Rachel Walker and Nicky Bray left the Meeting

3.3 Development of Youth Council

It was agreed that further discussion on this would be deferred until such time as the teenage youth workers and the Community Engagement & Events Officer were in place.

ACTION – Clerk to place on the Agenda for the meeting on 26th November 2026

3.4 Potential for a Duke of Edinburgh scheme for the parish

The Deputy Clerk was investigating SPC membership to Berkshire Youth Organisation as a possible route to the Duke of Edinburgh Scheme as they run a virtual scheme. According to the BYO website “This provides a young person the flexibility to engage to suit their lifestyle, resources and time. It also provides the opportunity for young people to participate in the scheme if their school has reached capacity.”

Members however still wished to explore a directly delivered route for young adults in the parish.

ACTION – Clerk to continue to investigate options for delivery of Duke of Edinburgh Scheme

3.5 Options for youth mentoring

It was agreed that this would be covered by the teenage youth worker role.

ACTION – Clerk to include in the role profile for youth workers

- 3.6 How to establish an alliance between schools, museums, Shinfield Studios and other organisation to support education and employment opportunities for young adult in the Parish.

Potential membership of such a group was discussed and the following were identified:

- Oakbank Secondary (and other secondary schools)
- Shinfield Studios
- Museums
- UoR and Reading College
- Education Business Partnership (who do our work placements)
- Local Businesses

ACTION – Clerk to develop overall brief for such a working party

- 3.7 How to engage more with children and young adult

There was nothing to add to the conversations already noted.

26/CYA/4

Minutes of the previous meeting

- 4.1 The minutes of the meeting held on 2nd October 2025 were approved and signed by the Chair as a correct record.

Proposed: Cllr Matic
Seconded: Cllr Montgomery
Approved: Unanimously

- 4.2 Matters arising from the minutes

25/CYA/31.2

24/CYA/37.3

Clerk to request the Youth Club to design posters aimed at directing young people to websites relevant to them

The Clerk had made the request but had not managed to deliver on this yet.

ACTION - Clerk to request the Youth Club to design posters aimed at directing young people to websites relevant to them

24/CYA/38.1

Clerk to arrange installation of the touchscreen device for the café

This had not yet been installed.

ACTION - Clerk to arrange installation of the touchscreen device for the café

- 24/CYA/38.1 Clerk to arrange “user-friendly” agenda to be posted alongside the formal agenda for the next meeting
- This had been attempted for the November 2025 meeting but had not resulted in any additional comments or attendees.
- It was agreed to defer any further conversation on alternative approaches until the Community Engagement & Events Officer had been recruited.
- ACTION – Clerk to add “user-friendly” agenda discussion to the agenda for the 26th November 2026 committee meeting**
- 25/CYA/13.1 Clerk to provide an update at the next meeting on equipment for streaming meetings
- The software licence and training were included in the budget approved by Full Council in January and the equipment would be recommended to Finance & General Purposes Committee meeting in February.
- ACTION - Clerk to add capital equipment to agenda of Finance & General Purposes Committee in February 2026**
- 25/CYA/15.1 Clerk to add to the agenda for the February Meetings of both Children and Young Adults and Arts, Culture and Events committees for a Beating of the Bounds type event
- It was agreed that this would be added to the agenda to for the next ACE meeting in March 2026.
- ACTION – Clerk to add “Beating of the Bounds” style event to the agenda for the ACE Meeting in March 2026**
- 25/CYA/15.2 Clerk to arrange a meeting with students of Oakbank School, to discuss a Young Councillors Working Party
- This would be on the agenda for the meeting with the Headteacher of Oakbank Secondary School on 12th February
- ACTION – Chair of the Committee and the Clerk to report back to members at the next CYA committee meeting**
- 25/CYA/15.2 Clerk to note for next discussion with Oakbank School – screen a film version of any set plays or books
- As for the previous item.
- 25/CYA/26.4 Clerk to note for next discussion with Oakbank School – regarding creating a Youth Council
- As for the previous item.

25/CYA/33.2 Clerk to add to agenda for next Education Working Party – charges for access to the leisure centre for Oakbank School

This had been done.

25/CYA/34.2 Clerk to note for next discussion with Oakbank School – presentation by Clerk on matters of interest to students at Oakbank

As for item 25/CYA/15.2

25/CYA/34.3 Clerk to investigate the requirement for Duke of Edinburgh Scheme

Covered above

25/CYA/35.1 Members to consider if they felt they needed to add to the list of councillors on the committee

Added Cllr Pollock and potentially Cllr Rance

25/CYA/35.2 Clerk to register Cllr Peer and himself for the Future Leaders; Attracting young talent to parish and town councils” on 25th February 2026

This had been done.

26/CYA/5

Education

5.1 An update on the change of trust for Oakbank

The Chair of the Committee and the Clerk would be meeting the new Head Teacher (Mr Rob Gerrard) at Oakbank on 12th February to discuss items including:

- Use of facilities
 - Cinema, NT Live etc
 - Sports facilities.
- Establishment of a Youth Council
- Board of Governors
- Youth Support Staff
- Advocating for Oakbank School

5.2 An update on the planned primary school for Spencer’s Wood

The Clerk advised that:

- WBC put out to tender via governments find tender service in April 2025 value up to £8m with contract running May 2026 to April 2028
- Planning permission in June 2025
- AT the Education Working Party Meeting on 7th January Prue Bray advised that the school was in the proposed budgets for approval

5.3 An update from the Education Working Party meeting held on 7th January 2026

Meeting on Teams on 7th January

- Cllr Hoyle, Clerk and Deputy Clerk for SPC (Cllr Montgomery was away)
- Prue Bray, Oliver Gill, Gillian Cole - WBC
- Representative from Swallowfield Parish Council
- Member of public who had a child at Oakbank School

Oakbank

- New head started in Jan and was very experienced within GLT
- CEO Will Smith attended WBC Overview and Scrutiny Committee in January
- Extra provisions being made for Years 10 & 11
- Year 7 residential trip had been held
- All students were in uniform
- Positive feedback from everyone "All is calm," "clear on where trust is going"
- Cllr Hoyle asked about next year applications – BCllr Bray advised that WBC were not expecting significant turnaround until there is a new Ofsted, but GLT knew what they were signing up for
- £3.7m of Capital has been made available to the school but that would not go far given the work required at the school
- BCllr Bray has raised costs of accessing Ryeish Sports Hub with Places Leisure

Primary School

- As per previous item

LGV Secondary School

- There was a discussion about the proposed new secondary school in the development but there were no definitive decisions.

- 5.4 A report from the Chair and Clerk regarding meeting with St Mary's Junior School.

There had been a very positive meeting with Darren Gray (CEO of Agape) and Philippa Healy (Head Teacher)

Items discussed included:

- Using Millworth Lane as overflow car parking for large school events – This could be accommodated if the school request in advance
- Online Safety training – The school would be interested in this if SPC revived their previous proposal
- Volunteers – The school was always looking for more help
- Langley Mead Path – the new path was flooding a lot and SPC offered to raise the issue with the University of Reading

26/CYA/6

Anti-Social Behaviour

- 6.1 Update on Anti-Social behaviour within the Parish

There were no new ASB incidents to report

26/CYA/7

Correspondence

- 7.1 Membership of CYA

Cllr Pollock had requested to join the committee.

Cllr Rance confirmed that she would also like to join the committee.

26/CYA/8

Date of Next Meeting

- 8.1 The date of the next Children and Young Adults Committee meeting will be 2nd April 2026

The meeting ended at 21.00

List of Actions

26/CYA/3.1	➤ Clerk to apply to the Police and Crime Commissioner Grant Scheme	Clerk
	➤ Clerk to source an iPad for Youth Club	Clerk
	➤ Clerk to discuss additional training for Youth Club team	Clerk
26/CYA/3.2	Clerk to investigate what equipment for the Youth Club might be possible	Clerk
26/CYA/3.3	Clerk to place the Development of a Youth Council on the Agenda for the meeting on 26 th November 2026	Clerk
26/CYA/3.4	Clerk to continue to investigate options for delivery of Duke of Edinburgh Scheme	Clerk
26/CYA/3.5	Clerk to include youth mentoring in the role profile for youth workers	Clerk
26/CYA/3.6	Clerk to develop overall brief for working party to establish an alliance between schools, museums, Shinfield Studios and other organisations	Clerk
26/CYA/4		
24/CYA/37.3	Clerk to request the Youth Club to design posters aimed at directing young people to websites relevant to them	Clerk
24/CYA/38.1	Clerk to arrange installation of the touchscreen device for the café	Clerk
24/CYA/38.1	Clerk to add “user-friendly” agenda discussion to the agenda for the 26 th November 2026 committee meeting	Clerk
25/CYA/13.1	Clerk to add capital equipment to agenda of Finance & General Purposes Committee in February 2026	Clerk
25/CYA/15.1	Clerk to add “Beating of the Bounds” style event to the agenda for the ACE Meeting in March 2026	Clerk
25/CYA/15.2	Chair of the Committee and the Clerk to report back to members on the meeting with the Headteacher of Oakbank Secondary School arranged for 12 th February	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 11th February 2026
At School Green Centre commencing at 19:30

Present: Cllrs Boyer (Vice Chair), Hoyle, James and Masseron

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

2 members of the public

26/PC/12

Public Questions

12.1 Loddon Garden Village planning application

A member of the public expressed concerns regarding the potential impact on traffic in and around Shinfield in relation to the Loddon Garden Village planning application. The additional housing and schools could gridlock the whole of the parish without consideration for new infrastructure or roads. He reported that GP appointments would go from low to non-existent among other things. He requested that Shinfield Parish Council (SPC) included steps to mitigate the problem in their response to the planning application.

The Clerk explained that SPC had received an extension to respond to the Planning Application and had commissioned consultants to draft a response. The Committee had submitted a long list of considerations to the consultant including concerns over traffic and pushing for extensions of 20mph zones.

ACTION – Clerk to invite the member of public to join the Traffic Working Party

19:47 One member of the public left the meeting

12.2 Car park at the end of Hyde End Lane

BCllr Johnson had submitted a question on behalf of a resident prior to the meeting reporting that the car park sign on Hyde End Lane opposite the car park for users of Mays Farm Meadow SANG had been whitewashed, obscured with a white permanent paint.

The Clerk had contacted the University of Reading (UoR) who had immediately responded and reinstated the sign to it's original condition.

26/PC/13

Apologies and declarations of Members' Interest

- 13.1 Receive and consider approval of apologies for absence
- Apologies had been received from Cllrs Jahromi and Peer
- 13.2 There were no declarations of members' interests

26/PC/14

Minutes of the Previous Meeting

- 14.1 The minutes of the Planning and Highways Committee held on 14th January 2026 were approved and signed as such by Cllr Boyer.

Proposed: Cllr James
Seconded: Cllr Hoyle
Approved: 3 Approved, 1 Abstention

- 14.2 Actions and Matters Arising from the meeting held on 14th January 2025

25/PC/118.2

- 25/PC/122.3 Clerk to seek clarification from Wokingham Borough Council (WBC) that the 20mph speed limit would remain outside Grazeley C of E Primary School.

The Clerk reported that the 20mph speed limit would be retained outside of Grazeley C of E Primary School.

26/PC/4

Clerk to inform ET Planning of the additional comments SPC would request to be included in the response to PA252498 – Loddon Garden Village

This had been done and was also on the agenda – see minute 15.3.

26/PC/7.1

Clerk to follow up with BCllr Betteridge on outstanding highways and footpath issues.

BCllr Betteridge had promised a meeting with the team but no dates had been forthcoming. The Clerk had now requested a meeting with BCllr Betteridge to try and progress these items.

ACTION – Clerk to follow up dates for a meeting with BCllr Betteridge

26/PC/7.3

Junction of Beke Avenue and Westall Street

- Clerk to raise this issue with BCllr Betteridge at the next meeting regarding traffic issues within the Parish

See minute 26/PC/7.1 above

- Clerk to arrange for awareness to be raised via social media

This had been done.

- Cllr Rance offered to ask a Ward question with WBC in her capacity as BCllr

BCllr Rance advised that due to time constraints at the Wokingham Borough Council (WBC) Full Council meeting she had been unable to ask a question.

This item was on the agenda - see minute 18.4

- 26/PC/8.1** Clerk to send out invitations for the next meeting of the Neighbourhood Development Working Party

This had been done.

- 26/PC/8.2** Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; and High Copse Pavilion

This was on the agenda – see minute 19.2

- 26/PC/9.1** Clerk to draft requirements for a monitoring officer to act on behalf of SPC

This was on the agenda – see minute 20.1

- 26/PC/10.2** Clerk to notify the Enforcement & Safety Team, WBC that SPC supported the renewal of the Public Space Protection Order

This had been done.

26/PC/15 **Schedule of Deposited Plans**

- 15.1 Planning applications were circulated to members weekly. Plans deposited following the most recent Thursday planning email which require urgent attention will be forwarded as received.
- 15.2 Weekly responses to planning applications

The Clerk advised that currently only Cllr Boyer and Cllr Peer regularly responded to the weekly planning application email. These items in the past would have been considered at committee meetings where it could be confirmed that a quorum supported the council response. It was suggested that there was no desire to return to the previous approach but we did need to ensure that a collective view of the planning applications was reflected in the responses.

It was therefore proposed that at least 3 members of the committee submit a response prior to officers submitting a Shinfield Parish Council response on the WBC planning portal. This is in line with decisions taken at all meetings where a quorum of 3 members is required. If we did not receive at least three responses, then the application(s) would be recirculated.

Members **AGREED** that at least 3 members of the Planning and Highways Committee respond to the weekly Planning Application email.

15.3 Loddon Garden Village – Planning Application 252498

ET Planning had secured a formal extension to respond to the planning application to 20th March 2026. Comments made by the Committee had been forward to the consultants for inclusion in the report. ET Planning would have their report ready for consideration by the committee at their meeting in March.

ACTION –

- Clerk to circulate the draft report from ET Planning, once received, to members of the committee
- Clerk to send the final report to Nigel Frankland, University of Reading (UoR)
- Clerk to arrange for the response to be published in the Shinfield Parish Council (SPC) electronic newsletter
- Deputy Clerk to add to the agenda of the next Planning and Highways Committee meeting
- Deputy Clerk to add to the agenda of Full Council meeting to be held in March

26/PC/16

Appeals

16.1 Planning inspectorate appeals relating to Shinfield Parish

There had been no new cases in January.

ACTION – Clerk to amend the monthly planning inspectorate appeals report to cover the last years only, therefore 2023/2024 financial years onwards.

26/PC/17

Enforcement Notices

WBC had introduced a new system 'Planning Applications and Enforcement Investigations Dashboard' where live updates could be obtained on a daily basis. The format of the enforcement tables has been taken from the new system.

ACTION – Clerk to share the link to the dashboard to members of the Committee.

17.1 Closed Enforcements tables for January 2026

This month there were

- 5 cases deemed no breach
- 1 cases voluntary compliance
- 1 had applications submitted
- 3 cases - other

Members **NOTED** the Closed Enforcement Tables

17.2 Outstanding Enforcements tables for end January 2026

It was noted that there were now 5 live enforcement notices for Bismillah House

- Storage of vehicles – investigation ongoing
 - Construction of extended area of hard standing – investigation ongoing
 - Tree works application 223088 replanting not undertaken – investigation on going
- NEW for this month
- Refusal of PA 252180
 - Refusal of PA 252320

Additional

- 7 new cases
- 2 relate to Shire Hall site

Cllr Boyer reported that he had attended a meeting with the developers of the Shire Hall site. Demolition was complete and the start of build was expected at the end of February 2026.

Members **NOTED** the outstanding Enforcement tables

26/PC/18

Highways, Street Lighting and Footpath Matters

18.1 A verbal report on Highways, Street Lighting and Footpath matters

Footpath 12

Cllr Masseron had submitted some cost estimates for upgrading Footpath 12 that detailed various construction options. These were for information at this stage. Andy Glencross, WBC had visited the site. From the cost estimates it was considered that items numbered 2 and 5 would be the most desirable; this would upgrade the path with the installation of street lighting. Funding was undetermined at this stage.

A section of the path was owned by Vistry and it was understood that they still intended to build 7 houses on the site in 2026. The path was part of their planning application. Vistry could be approached to upgrade the path early in the development.

Cllr Masseron reported that the area around the large tree that had previously had fire damage was still attracting anti-social behaviour and suggested the installation of CCTV to act as a deterrent.

Debris needed to be cleared from the site.

ACTION – Clerk to investigate options and costs for installing CCTV on footpath 12

18.2 An update on the footpath from Lailey Path to Shinfield Infant and Nursery School

The Clerk had received an update from Jess Edwards, Transport Planning, Wokingham Borough Council (WBC):-

- The planning application and Certificate of Lawfulness had been validated and was expected to be determined by 25th March 2026.
- The Full Planning Application was application number 253139.
- The Certificate of Lawfulness was application number 253135.
- They were working with the Legal team and consultants to get a plan that meets the requirements of HM Land Registry regarding the land ownership information.
- Liaising with colleagues who would deliver the scheme, but we do not have a date for works at this time.

18.3 Other Highways, Street Lighting and Footpath Matters

WBC consultation on bus services

WBC had put out a consultation on buses that included the number 3 and 600 bus routes. They had written to the clerk requesting a contribution towards funding.

ACTION –

- Clerk to obtain more detailed information relating to the request for a contribution towards funding
- Clerk to add to the agenda of the Finance and General Purposes Committee
- Clerk to arrange for awareness with residents by publishing in the newsletter and on social media encouraging responses to the consultation

Woodcote Lane

Cllr Masseron reported that the ground had been restored and was now a safe walking option.

Cycleway from Spencers Wood to Lidl

Signage for the proposed cycleway from Spencers Wood via Lidl and Church Lane could not proceed as the houses had been built too close to the path. This matter would be raised with BCllr Betteridge with a request for a road audit of Shinfield West. This could have an impact on the Loddon Garden Village planning application.

ACTION – Clerk to raise the issue of signage of the cycleway from Spencers Wood via Lidl to Church Lane at the meeting with BCllr Betteridge

18.4 Report of accidents at the Junction of Beke Avenue and Westall Street.

Wokingham Borough Council (WBC) had been made aware of the lack of signage and road markings at this junction that appeared to be contributing to a number of road traffic accidents. WBC would encourage the developers to install more signage.

18.5 Lighting requirements on Cutbush Lane

The Clerk showed members a visual map of the street lighting on Cutbush Lane and highlighted the lighting gap in question.

ACTION – Clerk to request WBC to install an additional streetlight on Cutbush Lane

26/PC/19

Renewal of Neighbourhood Development Plan (SPNDP)

19.1 A verbal update from the Neighbourhood Plan Renewal Working Party.

There was no update to provide since the last meeting.

19.2 A verbal update on registering Assets of Community Value (ACV)

The Clerk reported that he had drafted the application for the Manor Ground and would be drafting the one for High Copse before the next meeting.

Millworth Lane and the School Green Centre would be done at a later date subject to a response from the University of Reading regarding land acquisition.

ACTION – Clerk to submit the requests for Assets of Community Value for the Manor Ground Pavilion and land; and High Copse Pavilion

26/PC/20**Monitoring Officer**

- 20.1 The Clerk had been liaising with other local parish councils who were keen to jointly appoint a monitoring officer for the proposed Loddon Garden Valley planning application. A draft outline of responsibilities was under consideration.

The Committee did not feel that Shinfield Parish Council required their own monitoring officer as the majority of development in the area had been completed.

26/PC/21**Correspondence**

- 21.1 Natural History Museum (NHM)

The Clerk reported he had attended a meeting of the NHM Engagement Working Party which had not met for almost a year. They provided an update on landscaping which was progressing as previously presented to the Planning and Highways Committee. They were running a public art process for their site but are in the early stages.

External construction is on schedule despite the weather, and they hoped to be weather proof by end of April 2026 and to host the next working party meeting on site.

Cllr Fernandes had been appointed as the official representative so there was now a vacancy for this position. Cllr Boyer and the Clerk would take on the role for the time being. This role could be delegated to the Community Engagement Officer once appointed.

Members NOTED the update.

- 21.2 Notification Part 2 Hearings for the Local Plan Update 2023-40

Members NOTED the Notification Part 2 Hearings for the Local Plan Update 2023-40

- 21.3 Sonning Neighbourhood Plan Consultation

Members NOTED the Sonning Neighbourhood Plan Consultation

25/PC/22**Date of the next meeting**

- 22.1 The date of the next meeting will be Wednesday, 11th March 2026

The meeting ended at 20:42

List of actions

26/PC/12.1	Clerk to invite the member of public to join the Traffic Working Party	Clerk
26/PC/14.2		
26/PC/7.1	Clerk to follow up dates for a meeting with BCIr Betteridge to discuss outstanding highways and footpath issues	Clerk
26/PC/15.3	➤ Clerk to circulate the draft report from ET Planning, once received, to members of the committee	Clerk
	➤ Clerk to send the final report to Nigel Frankland, University of Reading (UoR)	Clerk
	➤ Clerk to arrange for the response to be published in the Shinfield Parish Council (SPC) electronic newsletter	Clerk
	➤ Deputy Clerk to add to the agenda of the next Planning and Highways Committee meeting	Deputy Clerk
	➤ Deputy Clerk to add to the agenda of Full Council meeting to be held in March	Deputy Clerk
26/PC/16.1	Clerk to amend the monthly planning inspectorate appeals report to cover the last years only, therefore 2023/2024 financial years onwards.	Clerk
26/PC/17.1	Clerk to share the link to the Planning Applications and Enforcement Investigations Dashboard to members of the Committee	Clerk
26/PC/18.1	Clerk to investigate options and costs for installing CCTV on footpath 12	Clerk
26/PC/18.3	WBC consultation on bus services	
	➤ Clerk to obtain more detailed information relating to the request for a contribution towards funding	Clerk
	➤ Clerk to add to the agenda of the Finance and General Purposes Committee	Clerk
	➤ Clerk to arrange for awareness with residents by publishing in the newsletter and on social media encouraging responses to the consultation	Clerk
	Cycleway from Spencers Wood to Lidl	
	Clerk to raise the issue of signage of the cycleway from Spencers Wood via Lidl to Church Lane at the meeting with BCIr Betteridge	Clerk
26/PC/18.5	Clerk to request WBC to install an additional streetlight on Cutbush Lane	Clerk
26/PC/19.2	Clerk to submit the requests for Assets of Community Value for the Manor Ground Pavilion and land; and High Copse Pavilion	Clerk

Council and Committee Membership as at 22/01/2026

Full Council	Facilities	Planning & Highways	Arts, Culture and Events	Children & Young Adults	Finance and General Purposes	Staffing	
Bowler, Corinne Boyer, Nigel Clarke, Ian Hoyle, Richard Jahromi, Peyman James, Laurie Johnson, Brett Masseron, Nadine Matic, Zoran Montgomery, Ian Peer, Dawn Pollock, Anthony Poole, Greg Rance, Jackie Vacancy	Boyer, Nigel Clarke, Ian Hoyle, Richard Jahromi, Peyman James, Laurie Johnson, Brett Masseron, Nadine Peer, Dawn 8	Boyer, Nigel Hoyle, Richard Jahromi, Peyman James, Laurie Masseron, Nadine Peer, Dawn 6	Bowler, Corinne Jahromi, Peyman James, Laurie Matic, Zoran Montgomery, Ian Peer, Dawn Rance, Jackie 7	Bowler, Corinne Johnson, Brett Matic, Zoran Montgomery, Ian Pollock, Anthony Rance, Jackie 6	James, Laurie Johnson, Brett Masseron, Nadine Matic, Zoran Montgomery, Ian Peer, Dawn Pollock, Anthony 7	James, Laurie Masseron, Nadine Matic, Zoran Montgomery, Ian Peer, Dawn 5	Borough Councillors Edmunds, Dave Glover, Catherine Gray, Andrew Munro, Stuart Rance, Jackie Srinivasan, Vishal
Winton, Bruce Herring, Sally	Ali, Shams Herring, Sally	Winton, Bruce Herring, Sally	Winton, Bruce	Winton, Bruce	Winton, Bruce Mason, Jane	Winton, Bruce	

Cllrs shown in red are those seeking appointment to a committee

Annual Grant Scheme

Introduction

This paper is to confirm arrangements for the Annual Grant Scheme 2026. The budget allocated is £30,000. No changes to the previously agreed arrangements are proposed.

Recommendation 1 - Proposed Timetable for 2026

Finance & General Purposes Committee recommend the following timetable for the application of the 2026 scheme:

29 April	Chair announces launch of the scheme at Annual Parish Meeting
1 May	2026 scheme launched with the SPC newsletter and social media
3 July	Closing date for submissions
Early July	F&GP members meet as a Working Party to consider applications received
22 July	F&GP recommendations to Full Council Meeting

Recommendation 2 – Grants to Private Individuals

For 2025, SPC introduced grants to young people as follows:

To make available

- Grants to private individuals who are under the age of 18 at the closing date of the application process
- Individuals must live in the Parish of Shinfield
- Grants would be to support sporting or cultural activities
- The maximum level of each grant to be £150
- The maximum number of grants available would be five

One such grant was made.

It is recommended that the arrangements are not changed for 2026.

Category A Grant Awarding Policy - 2026

Introduction

Shinfield Parish Council makes a sum of money available each year to support activities of benefit to the community within the parish.

The Aims and Objectives of the Award Scheme

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

The council is prepared to make grants where:

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

For 2026, the Parish Council has made £30,000 available to support activities within categories A & B.

Category C does not have any specific funding allocated and each request within this category will be considered individually on its merits.

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

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

Category A Applications

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

Please note that it is the Council's preference that awards in this category should be used to help launch new initiatives or activities that would not otherwise take place and that support as many residents as possible. Applications meeting these criteria will be given priority.

Timetable

The scheme opens on Friday 1st May 2026 and applications must be received by midnight on Friday 3rd July 2026

Meetings to consider applications to take place in July before recommendations are made to Full Council on 22nd July 2026.

Applicants will be advised of the outcome no later than 31st August 2026

Information Checking

If applications are received by the Clerk no later than noon on Friday 26th June 2026, 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 26th June 2026, the Clerk will not be able to guarantee to review the application.

The Awards Panel

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

Who is Eligible for a Category A grant

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

Who is Not Eligible for a Category A grant

- SPC will NOT award grants:
 - To private individuals (except for young people under the age of 18 as set out below)
 - To commercial organisations
 - For a purpose for which there is a statutory duty upon other local or central government departments to fund or provide
 - To political parties
 - To religious organisations unless for a purpose which does not discriminate on grounds of belief (as set out above)
 - To any organisation which in the view of SPC has racist, extremist or other policies which SPC deems to be unacceptable.
 - This list is not exclusive and may be added to at the council's discretion

Terms and Conditions for Category A grants

Financial Need

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

Benefit to the Parish and/or its residents

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

Financial Criteria

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

- The applicant will be responsible for the administration (including monitoring and reporting back to SPC) and accounting of any grant awarded

Other Criteria

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

Right of Appeal

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

Terms and Conditions for Grants to Young People

- Grants may be made to individuals under the age of 18 (at the closing date for applications)
- Individuals must live in the parish of Shinfield
- Grants may be to support sporting or cultural activities
- The maximum level of each grant is £150
- The maximum grants available in this category is five per annum

Ref	Date Paid	Payee Name	Amount Paid (inc VAT) £	Payment Method	Transaction Detail
001	22/01/2026	Reading Gateway Church	25,000.00	Faster Payment	Grant for Refurbishments
002	23/01/2026	Arthur J Gallagher Insurance	799.01	Faster Payment	Insurance for Council Van - Annual Renewal
003	26/01/2026	SYSCO GB Ltd	680.35	Direct Debit	Supplies for Café
004	28/01/2026	Employees	34,557.93	Faster Payment	Net Pay January
005	29/01/2026	Nest Pension Contributions	3,020.61	Direct Debit	Nest Contributions - January
006	02/02/2026	SYSCO GB Ltd	730.15	Faster Payment	Supplies for Café
007	02/02/2026	Air It Limited	479.70	Faster Payment	Phones (SGC) & Broadband (SWP & SGC)
008	02/02/2026	Harcon Fall Protection & Safet	804.00	Faster Payment	Servicing Safety Harness System - School Green Centre
009	02/02/2026	Britannia Retail Limited	474.00	Faster Payment	Annual Service High Copse Roller Shutters
010	02/02/2026	La Dolce Vita Caffè	421.00	Faster Payment	Cake Supplies for Cafe
011	02/02/2026	SKS Window Cleaning	420.00	Faster Payment	Window Cleaning All Sites
012	02/02/2026	Buzz Catering Supplies	130.74	Faster Payment	Disposable Cups for Café
013	02/02/2026	Adcock Refridgeration	1,068.00	Faster Payment	Call Out To SGC - Heating Failure
014	02/02/2026	Office Depot International (UK	113.99	Faster Payment	Blue Tork Rolls - High Copse Pavilion
015	02/02/2026	A & E Fire & Security	363.10	Faster Payment	Call out to High Copse - Door Exit System Failed
016	02/02/2026	A & E Fire & Security	1,447.48	Faster Payment	School Green Centre - Replace Entry System - Office
017	02/02/2026	Urban Planet Communications	2,323.00	Faster Payment	Printing of Annual Newsletter - 8,341 copies
018	02/02/2026	A1 Locksmiths (Berkshire) Ltd	127.94	Faster Payment	Clares Green Allotment - Replacement Padlock
019	02/02/2026	Select Environmental Services	2,350.56	Faster Payment	Collection & Disposal - Litter Bins December
020	02/02/2026	Select Environmental Services	114.73	Faster Payment	General Waste SWP - December
021	02/02/2026	Select Environmental Services	41.22	Faster Payment	Feminine Units SWP - December
022	02/02/2026	Select Environmental Services	112.08	Faster Payment	High Copse December - General & Recycling
023	02/02/2026	Select Environmental Services	360.46	Faster Payment	SGC - General, Recycling & Food - December
024	02/02/2026	Select Environmental Services	62.35	Faster Payment	Manor - General & Recycling - December
025	02/02/2026	Select Environmental Services	129.31	Faster Payment	Millworth - General - December
026	02/02/2026	Kingdom Coffee International L	220.83	Faster Payment	Hot Drink & Coffee Supplies - Café
027	02/02/2026	Wokingham Borough Council	2,310.00	Faster Payment	Reimbursement for Summer HAF Trip
028	02/02/2026	IRIS Software Limited	72.00	Faster Payment	Payroll System - January
029	02/02/2026	Wokingham Borough Council	3,805.00	Direct Debit	25% Business Rates - High Copse
030	02/02/2026	Berkshire Youth	100.00	Faster Payment	Subscription 2026
031	02/02/2026	Engie Power Limited	56.06	Faster Payment	Electricity Street Lighting - December
032	02/02/2026	PPL PRS Ltd	726.64	Faster Payment	Renewal Licence PPL PRS
033	03/02/2026	Lloyds Bank plc	17.13	Faster Payment	Bank Fee & Charges 1 mth
034	09/02/2026	Petty Cash Cafe	100.00	Cheque at Bank	Top Up Café Petty Cash
035	09/02/2026	SYSCO GB Ltd	673.39	Direct Debit	Supplies Café
036	10/02/2026	MD Fire Doors	900.10	Faster Payment	Survey - SGC Fire Doors
037	10/02/2026	Cardinus Risk Management Limit	2,436.00	Faster Payment	Valuation of Reinstatement Costs for Buildings Insurance
038	10/02/2026	SSE Energy Solutions	21.64	Faster Payment	Street Lighting Final - December 1st
039	10/02/2026	SSE Energy Solutions	624.48	Faster Payment	Street Lighting - November
040	10/02/2026	SSE Energy Solutions	423.87	Faster Payment	Street Lighting - September
041	10/02/2026	SSE Energy Solutions	581.70	Faster Payment	Street Lighting - October
042	10/02/2026	Nisbets Limited	36.57	Faster Payment	High Copse - Fire Assembly Point Sign
043	10/02/2026	Kingdom Coffee International L	323.86	Faster Payment	Coffee and Tea Supplies Café
044	10/02/2026	La Dolce Vita Caffè	207.00	Faster Payment	Cake Delivery (2)
045	10/02/2026	Larkstel Ltd	14,614.74	Faster Payment	Grounds Maintenance (Pitches & Open Space) the Manor & High Copse - 2 months
046	10/02/2026	Thames Valley Signs (berkshire)	457.44	Faster Payment	High Copse - "Keep Off Grass", Signs and Gate Sign
047	10/02/2026	Office Depot International (UK	55.34	Faster Payment	Office Stationery
048	10/02/2026	A & E Fire & Security	344.88	Faster Payment	Key Fobs and Attendance - Office Door SGC
049	10/02/2026	A & E Fire & Security	1,148.31	Faster Payment	High Copse Pavilon - Annual Maintenance CCTV, Alarms, Fire Extinguishers
050	10/02/2026	A & E Fire & Security	925.44	Faster Payment	SWP - Annual Maintenance CCTV, Alarms, Fire Extinguishers
051	10/02/2026	A & E Fire & Security	808.60	Faster Payment	SGC Annual Maintenance - Alarm Checks , Emergency Lighting etc
052	10/02/2026	Air It Limited	367.16	Faster Payment	Phones (SGC) & Broadband (HC)
053	10/02/2026	Air It Limited	1,430.80	Faster Payment	Microsoft 365 - January
054	10/02/2026	Air It Limited	1,748.02	Faster Payment	Managed Services Agreement January
055	10/02/2026	Air It Limited	56.27	Faster Payment	Broadband - SWP - February
056	10/02/2026	Air It Limited	56.27	Faster Payment	Broadband - SGC - February
057	10/02/2026	Air It Limited	1,435.33	Faster Payment	Microsoft 365 - February
058	10/02/2026	Air It Limited	1,748.02	Faster Payment	Managed Services Agreement February
059	10/02/2026	Select Environmental Services	2,938.20	Faster Payment	Litter Bins - January
060	10/02/2026	A1 Locksmiths (Berkshire) Ltd	39.50	Faster Payment	Key Safe - High Copse
061	10/02/2026	SPY Alarms	429.60	Faster Payment	Maintenance of Alarms - School Green Centre
062	10/02/2026	Ricoh UK Ltd	639.18	Faster Payment	Phocopier Rental and Copies (1 qtr)
063	10/02/2026	National Association Local Councils	84.00	Faster Payment	Training Course
064	10/02/2026	Absolute Brilliance Cleaning Ltd	5,596.33	Faster Payment	Cleaning & Consumables - SGC January

Ref	Date Paid	Payee Name	Amount Paid (inc VAT) £	Payment Method	Transaction Detail
065	10/02/2026	Absolute Brilliance Cleaning Ltd	1,834.96	Faster Payment	Cleaning & Consumables - SWP - January
066	10/02/2026	Absolute Brilliance Cleaning Ltd	1,060.61	Faster Payment	Cleaning & Consumables - High Copse - January
067	10/02/2026	Absolute Brilliance Cleaning Ltd	228.00	Faster Payment	Cleaning & Consumables - The Manor - January
068	10/02/2026	Kreatif Design Ltd	141.59	Faster Payment	Mthly Support (£60) & Annual Licence (£82)
069	10/02/2026	E T Planning Ltd	3,195.91	Faster Payment	Planning Support - SPC Reponse on Local Development
070	10/02/2026	Kompan UK	609.22	Faster Payment	Annual Inspection of Playgrounds
071	10/02/2026	FibreNest	37.00	Direct Debit	Broadband - Manor Pavilion February
Total Payments			131,798.70		

Ref	Date Paid	Supplier	Amount Paid (inc VAT) £	Transaction Detail
001	03/01/2026	Amazon EU	12.55	Descaler for Council Owned Electrical Items
002	03/01/2026	T V Licensing	174.50	TV Licence - High Copse - Annual Fee
003	06/01/2026	Adobe	66.49	Creative Cloud Pro - Software 1 mth
004	09/01/2026	Mailchimp	40.46	Mailing 1,500 Newsletters - 1mth Fee
005	09/01/2026	Amazon EU	102.13	Materials for Youth Club Activities
006	13/01/2026	PM247 Ltd	168.00	Diagnostics on Heating System Failure - School Green Centre
007	13/01/2026	Sainsburys	93.95	Youth Club - Tuck Shop Purchases
008	13/01/2026	Lidl	6.94	Milk for Office
009	13/01/2026	Go Custom	129.25	Cafe Uniform - New Members of Staff
010	15/01/2026	Seventh Art Productions Ltd	34.98	Exhibition On Screen - Purchase of DVD
011	15/01/2026	Wokingham Borough Council	270.70	Pre Application Consultation - Youth Shelter
012	19/01/2026	Appliance Rescue	90.00	Call out to Diswasher - Spencers Wood Pavilion
013	19/01/2026	Amazon EU	11.98	Security Cabinet Lock - School Green Centre
014	19/01/2026	HMV	18.98	Purchase of Film for Cinema
015	20/01/2026	Textmagic	60.00	Purchase of Data to Message Allotment Holders
016	20/01/2026	Enterprise Rent a Car	943.30	Replacement Van - Initial Payment and Insurance 1 Driver
017	20/01/2026	Galaxy Wholesalers	12.99	A4 Diary for Café
018	21/01/2026	The Bits n Bobs Shop Ltd	6.99	Wall Planner for High Copse Office
019	21/01/2026	Wokingham Borough Council	1.20	Parking Fee - Banking in Woodley
020	27/01/2026	Enterprise Rent A Car	156.00	Insurance for Additional Driver
021	28/01/2026	Lidl	7.54	Replenish Tea and Milk - Office
022	28/01/2026	Grounds Management Association	74.00	Training Course - Facilities Manager
023	30/01/2026	Tinyyo Limited	21.58	Blank Canvas' - Half Term Activities
024	30/01/2026	Enterprise Rent A Car	867.51	Extended Rental - Replacement Van
Total Paid			3,372.02	

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

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