

To all members of Shinfield Parish Council

**Notice is hereby given and you are summoned to attend a meeting of the Full Council on
MONDAY 18th July 2022 at the School Green Centre, commencing 19.30**



Bruce Winton
Parish Clerk
13th July 2022

Members: Cllrs N Boyer, E Brown, I Clarke, P Emmet, A Grimes, P Jahromi, L James, M Jones, D Lias, M McDowell, I Montgomery, A, Narayanan, D Peer and R Tatla.

Agenda

- 1. Public Questions**
 - 1.1 To **RECEIVE** and **CONSIDER** public questions
- 2. Apologies and declarations of members' interests**
 - 2.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
 - 2.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
 - 2.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest
- 3. Minutes of Meeting on 20th June 2022**
 - 3.1 To **APPROVE** the minutes of the Full Council meeting on 20th June 2022* as a correct record of the meeting
 - 3.2 To **RECEIVE** information on matters arising
- 4. Reports**
 - 4.1 To **RECEIVE** reports from the Borough Councillors
 - 4.2 To raise any questions to WBC via the Borough Councillors
 - 4.3 To **NOTE** the minutes of the Recreation and Amenities Committee 30th June 2022* and update from the Chairman of the Committee
 - 4.4 To **NOTE** the minutes of the Planning & Highways Committee 7th July 2022* and update from the Chairman of the Committee
 - 4.5 To **RECEIVE** and **NOTE** reports from Working Parties
 - 4.6 To **RECEIVE** a report from the Chairman
 - 4.7 To **RECEIVE** reports from outside bodies

5. Proposal for New Meeting Schedule

- 5.1 To **RECEIVE** and **CONSIDER** a report from the Clerk on a proposed new schedule for Council Meetings *

6. Proposal for Village Green Working Party

- 6.1 To **RECEIVE** and **CONSIDER** a report from the Clerk to form a working party to consider options for the presentation and improvement of Village Green *

7. Land Swaps

- 7.1 To **RECEIVE** and **CONSIDER** an update from the Chairman on land swaps with Wokingham Borough Council

8. New Community Centre

- 8.1 To **RECEIVE** and **CONSIDER** a verbal report from Cllr Grimes on the New Community Centre
- 8.2 To **RECEIVE** and **CONSIDER** quotation for the provision of bollards in the car park at School Green Centre to prevent encroachment on the footpath and prevent the possibility of vehicle ramming towards the School Green Centre *

9. Invoices for Payment

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

10. Correspondence

- 10.1 To **RECEIVE** and **CONSIDER**.

11. Dates of Future Meetings

- 11.1 To **NOTE** that the next Full Council Meeting is on Monday 22nd August 2022 (and not 15th August as originally scheduled) at 7.30 p.m.

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

Minutes of a meeting of
Full Council
Held on Monday 20th June 2022
At School Green Centre commencing at 19.30

Present: N Boyer, E Brown, I Clarke, P Emmment, A Grimes (Chair), L James, D Lias, M McDowell, I Montgomery, D Peer, R Tatla

Attending: B Winton (Clerk)

22/50 Public Questions

50.1 There were no public questions.

22/51 Apologies and declarations of Members' Interest

51.1 Apologies had been received from Cllrs Jahromi and Jones. Apologies had also been received from Borough Cllrs Bath, Frewin and Rance.

51.2 There were no declarations of members' interests.

51.3 There were no changes to members' declarations of pecuniary interest.

22/52 Minutes of the Previous Meeting

52.1 The minutes of the committee meeting of 16th May 2022 were approved as a correct record and signed as such by the Chairman.

Proposed: Cllr Emmment
Seconded: Cllr Brown
Approved: Unanimously

52.2 The following matters arising were covered:

46.2 The Deputy Clerk had written to BCllr Rance regarding foliage growing next to the A33.

46.3 Councillors to prepare questions in regard to Borough Councillors reports prior to Full Council Meeting is an ongoing item.

47.1 Cllr Grimes to investigate putting forward a claim for incurred costs due to no sound proofing installed when the School Green Centre was built. This is an ongoing item.

ACTION – Cllr Grimes to pursue claim for incurred costs

47.1.1 Cllr Grimes was asked to write to both Lidl and Aldi regarding what, if any, plans they had for a shop in Shinfield.

ACTION – Cllr Grimes to write to Lidl and Aldi

47.1.2 The Clerk advised that Robyn's Nest were not providing full cooked breakfasts due to a lack of space in the kitchen. The Clerk was asked to revisit this with Robyn's Nest.

ACTION – Clerk to investigate option of full cooked breakfasts at Robyn's Nest

48.1 Clerk to investigate the cost of the phone bill for the Clerk's phone. The previous Clerk had international roaming, and this had been removed.

22/53

Reports

53.1 Reports from Borough Councillors

Members **NOTED** the contents of the reports from BCllrs Batth and Rance.

The Clerk was asked to write to BCllr Batth regarding reference in his report to him working with WBC to arrange a pelican crossing for Crosfield School

ACTION – Clerk to write to BCllr Batth

There was a discussion regarding the condition of Croft Gardens play park. The Clerk was asked to have some initial discussion about possibly taking over the playgrounds currently managed by WBC and the cost implications of doing so.

ACTION – Clerk to investigate taking on WBC playgrounds

BCllr Frewin was intending to conduct a survey of the occupiers of the relatively new builds in the parish to gauge their opinions regarding their properties and asked if any Parish Councillor was willing to work with him on this.

53.2 Questions to Wokingham Borough Council via Borough Councillors

There were no questions from Councillors for Wokingham Borough Council via Borough Councillors.

53.3 Minutes of Recreation & Amenities Committee 26th May 2022

Cllr Clarke discussed the ongoing considerations of the R&A Committee regarding bollards for School Green which is likely to come to a future Full Council meeting for consideration. Cllr Clarke also covered the ongoing discussions with Wokingham Borough Council regarding the condition of Orchard Rise allotments before they are handed over to Shinfield Parish Council. Members **NOTED** the minutes of the R&A Committee meeting on 26th May 2022.

53.4 Minutes of the Finance & General Purposes Committee 8th June 2022.

Cllr James advised Councillors of the committee's considerations regarding potential cost increases not recognised in the budgets for 2022/23.

Cllr Grimes and the Clerk would push harder to resolve the outstanding land swap issues. It was noted that WBC were receiving the financial benefits of the two football pitches intended to move from SPC to WBC as part of the swap. Cllr Grimes and the Clerk would write to the Leader of WBC and the Chief Executive regarding this matter to ensure that there was no possibility of WBC claiming adverse possession of the football pitches and to look to recover the income that SPC would have earned.

Members **NOTED** the minutes of the Finance & General Purposes Committee meeting on 8th June 2022.

ACTION – Cllr Grimes and the Clerk to write to WBC regarding the land swap and the football pitches.

53.5 Minutes of the Planning & Highways Committee 9th June 2022

Cllr Lias provided an update on the proposals for the Three Mile Cross traffic works. The Clerk was asked to write to Motion to ascertain their views on whether the proposed traffic measures for the surrounding area were in line with SPC's desired outcomes. The matter would also be discussed at the Highways Meeting with WBC on 6th July.

Members **NOTED** the minutes of the Planning & Highways Committee meeting on 9th June 2022.

ACTION – Clerk to write to Motion regarding the proposed traffic measures

53.6 Working Parties

Cllr Clarke advised that

- i) the installation of new fitness equipment at Spencers' Wood Recreation ground would be starting shortly
- ii) The various works for the Millworth Lane pavilion had been completed under budget
- iii) He and the Clerk were in discussions with University of Reading regarding the cricket pitches at the Manor. It would not be cost effective for UoR to provide a temporary pavilion for the short remaining part of the season (the pitch could be available from 22nd July) and so the intention was to move in the new year.

53.7 Chairman's Report

Cllr Grimes advised that the Jubilee Picnic at Spencers' Wood Recreation ground on 3rd June 2022 had been very well attended and he had given the toast to Her Majesty. He was now having a regular update meeting with the Clerk. The bus stops in Hyde End Road were in place and being well used. There was a public meeting on Hyde End Lane traffic issues scheduled for 28th June 2022.

53.8 Reports from Outside Bodies

There were no reports from outside bodies.

22/54

**Annual Accounts and Annual Governance and Accountability Return –
Year Ending 31st March 2022**

54.1 The contents of the Internal Audit Report were **NOTED**. Specific attention was drawn to the comment on the Risk Register, and this was addressed later in the agenda.

54.2 The Financial Statement for the year ended was **APPROVED**. Cllr James explained that there were a large number of variances between the budgets set and actual outturn, but the main variance was the need to engage a Locum Clerk from January resulting in an overspend of approximately £20k.

Proposed: Cllr Emmet
Seconded: Cllr Lias
Approved: Unanimously

54.3 Members considered the contents of the Shinfield Parish Council Risk Register and the changes to the format of the Risk Register proposed by the Finance & General Purposes Committee. Members **APPROVED** the current Risk Register and the proposed changes.

Proposed: Cllr Montgomery
Seconded: Cllr Clarke
Approved: Unanimously

54.4 Cllr Grimes read each statement in Section 1 out in turn and confirmed the acceptance of the statements by all members of the Council present. The form as presented showed Item 9 as a “no”, but this should more correctly be presented as “N/A”. The Clerk drew Council’s attention to the additional information that would be provided in addition to Section 1 in respect of the Risk Register.

Members **APPROVED** Cllr Grimes as Chairman of the Council to sign Section 1 – Annual Governance Statement 2021/22 subject to Item 9 being corrected.

Proposed: Cllr Lias
Seconded: Cllr Brown
Approved: Unanimously

ACTION – Clerk to correct the form and represent to Cllr Grimes

- 54.5 As for the previous item, Item 11 of Section 2 should also be amended to "N/A".

Members **APPROVED** Cllr Grimes as Chairman of the Council to sign Section 2 – Accounting Statements 2021/22 subject to Item 11 being corrected.

Proposed: Cllr Montgomery
Seconded: Cllr Emmment
Approved: Unanimously

ACTION – Clerk to correct the form and represent to Cllr Grimes

- 54.6 Members **NOTED** the Notice of public access to AGAR.

22/55

Staffing Committee Update

- 55.1 Members received and considered a verbal update from Cllr James of the Staffing Committee meeting on 16th June 2022. It was proposed to change the structure to have a part time Deputy Clerk, move the building related aspects of the job to the Facilities Manager role, increase the responsibilities of the IT & Communications Manager and nominate a Front of House Supervisor.

Members **APPROVED** the proposed restructuring.

Proposed: Cllr Emmment
Seconded: Cllr Clarke
Approved: Unanimously

- 55.2 Members **APPROVED** the delegation of authority to the Staffing Committee, in consultation with the Clerk, to progress the recruitment of a Part Time Deputy Clerk.

Proposed: Cllr Clarke
Seconded: Cllr Peer
Approved: Unanimously

- 55.3 Members **NOTED** the intention to accommodate the new Facilities Manager within the current office in the School Green Centre. This would require the purchase of some additional desks, chairs and ancillary items.

- 55.4 Cllr James also advised that Cllr Tatla had been asked, and had agreed, to join the Staffing Committee.

22/56

New Community Centre

- 56.1 Members received a verbal update from Cllr Grimes on the New Community Centre. The soundproofing of the Tower Room had been very effective. Fire doors were still proving problematic but work in general on the snagging list continued.

The Clerk was asked to ascertain the whereabouts of the sound system that had been in the old Parish Hall and also the Parish Council archives

ACTION – Clerk to establish whereabouts of the sound system and archives

- 56.2 The Clerk was asked to ensure that the Facilities Manager maintained an up-to-date asbestos register for the Parish Council.

ACTION – Facilities Manager to maintain an up-to-date asbestos register

22/57

Invoices for Payment

- 57.1 Payment of the Lloyds Bank invoices was **APPROVED**.

Proposed: Cllr Lias
Seconded: Cllr Brown
Approved: Unanimously

- 57.2 Payment of the Barclaycard invoices was **APPROVED**.

Proposed: Cllr Boyer
Seconded: Cllr Emmet
Approved: Unanimously

22/58

Correspondence

- 58.1 Members **NOTED** the report from The Edmund Godson Charity regarding their local activity in the year 1st April 2021 to 31st March 2022

22/59

Dates of Future Meetings

- 59.1 The next Full Council Meeting is on Monday the 18th July 2022 at 7.30 p.m.
- 59.2 The meeting scheduled for Monday 15th August 2022 is **RESCHEDULED** for Monday 22nd August 2022 at 7.30 p.m.

The meeting ended at 21.30

List of Actions

47.1	Cllr Grimes to pursue claim for incurred costs	Cllr Grimes
47.1.1	Cllr Grimes to write to Lidl and Aldi	Cllr Grimes
47.1.2	Clerk to investigate option of full cooked breakfast at Robyn's Nest	Clerk
53.1	Clerk to write to BClr Batth regarding pelican crossing for Crosfield School	Clerk
53.1	Clerk to investigate taking on WBC playgrounds	Clerk
53.4	Cllr Grimes & the Clerk to write to WBC regarding the land swop and the football pitches	Cllr Grimes Clerk
53.5	Clerk to write to Motion regarding the proposed traffic measures for Three Mile Cross	Clerk
54.4	Clerk to correct the Section 1 return and represent to Cllr Grimes for signature	Clerk
54.5	Clerk to correct the Section 2 return and represent to Cllr Grimes for signature	Clerk
56.1	Clerk to establish the whereabouts of the sound system and archives	Clerk
56.2	Facilities Manager to maintain an up-to-date asbestos register	Clerk

Minutes of a meeting of
Recreation & Amenities Committee
Held on Thursday 30th June 2022
At School Green Centre commencing at 19.30

Present: N Boyer, E Brown, I Clarke (Chair), P Emmment, P Jahromi, L James, M Jones,
I Montgomery, D Peer, R Tatla

Attending: B Winton (Clerk)

22/RA/38 Public Questions

38.1 There were no public questions.

22/RA/39 Apologies and declarations of Members' Interest

39.1 No apologies had been received for this meeting.

39.2 There were no declarations of members' interests.

39.3 There were no changes to members' declarations of pecuniary interest.

22/RA/40 Minutes of the Previous Meeting

40.1 The minutes of the committee meeting of 26th May 2022 were approved as a correct record and signed as such by the Chairman.

Proposed: Cllr Emmment
Seconded: Cllr Brown
Approved: Unanimously

40.2 The following matters arising were covered:

62.2.3 The next report on maintenance work is due in August 2022

1.6 Suitable Access to Spencers' Wood Pavilion. A visit by an engineer had been arranged.

7.2 Orchard Rise Allotments. Discussions with Wokingham Borough Council were ongoing and some work at the site has been noted. The Clerk had restated the position that SPC would not take on the site until it was fit for purpose.

34.2 The Clerk has provided an update to BDS regarding the discussion at the previous meeting on the Millworth Lane proposals. BDS had provided a revised layout and were working on initial costings.

36.3 The Clerk confirmed that the Link Visiting Scheme payment would need to be regarded as coming from the 2022/23 budget allocation.

37.1 The discussion of bollards was an item on the agenda.

37.3.2 The next quarterly Bookings analysis was intended to be provided at the July committee meeting but as that meeting had been cancelled this will now be presented at the August meeting.

22/RA/41

Works Update

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

Work had begun on the play equipment on Thursday 23rd June and was progressing well with completion expected on Monday 4th July. A maintenance hole cover had been discovered when some of the existing tarmac had been lifted resulting in an extending of the area to be covered and a slight repositioning of the equipment. There was an additional cost of £1,124.01 + VAT.

The MUGA was out for planning consultation and at the time of the meeting two objections had been posted on the planning portal by members of the public.

Post meeting note – three objections in total were posted

41.2 Update on Proposals for Millworth Lane

The Clerk has provided an update to BDS following the discussion at the May R&A Committee meeting. A revised drawing had been received and an initial estimate of the magnitude of costs was awaited. The Chair also advised on plans for toilets for the tennis club.

22/RA/42

Community Services

42.1 **Sports Strategy Group**

The University of Reading had started work on the High Copse site with concrete being removed and plans progressing to remove the overhead power cables in the area and bury them instead.

42.2 **Community Services**

Cllr Brown provided a verbal update. The Welcome Club had been struggling to recruit but now had two new volunteers. There was a surplus of just over £500 from the Jubilee picnic event and the organisers intended to share this amongst some local charities. The Car Service were advertising for drivers and the advert was on the SPC website.

There was a discussion about a Christmas Tree for Spencers' Wood Village Hall following a suggestion that the Council had previously agreed to provide one. The Clerk was asked to write and confirm the arrangements for a tree with the SWVH Committee. Cllr Jahromi suggested considering planting permanent Christmas Trees. The Clerk would ask the new Facilities Manager to consider the implications and viability of such an approach.

ACTION – Clerk to write to SWVH Committee about provision of a Christmas Tree

ACTION – Clerk to ask Facilities Manager to consider planting permanent Christmas Trees

42.3 **Pavilion Youth Club**

Cllr Boyer had visited on Wednesday 29th and the session was well attended. The Clerk advised that there had been provision in the budget for extending the hours of the Youth Club and so the additional hours required to provide two sessions on a Wednesday for different age groups is budgeted for. The intention was to revert to just one session during the summer holidays where overall numbers are reduced.

22/RA/43

Grant Applications

43.1 3rd Shinfield Brownies

It was felt that more information was required before any decision on making a grant could be considered. In particular, it was felt that any grant would be better focused on those who had specific financial challenges that may prevent them from attending an activity rather than a general contribution towards the unit. For example, activity x would cost £y per person and it was felt that z children would be unable to participate.

The Clerk suggested that it may be possible to offer in kind support by allowing a sleepover at the School Green Centre using Grazeley and Shinfield rooms and the kitchen and subject to a risk assessment including Safeguarding.

ACTION – Clerk to obtain more information from the unit leader

ACTION – Clerk to offer option of use of School Green Centre

ACTION – Clerk to consider if the application form could be revised to provide additional guidance to applicants and more information for members

43.2 3rd Shinfield Guides

The same comments and actions as for the Brownies applied to this grant request.

43.3 Aldergrove School Jubilee Grant

It was agreed that a grant of £290 would be paid.

Proposed: Cllr Jahromi

Seconded: Cllr Brown

Approved: Unanimously

43.4 Whiteknights Jubilee Grant

The Clerk advised that upon further investigation this school had been paid a grant of £840 (based on £2 per pupil and 420 pupils on the books) by the Locum Clerk although there was no record of this having passed through committee. The Committee agreed that the payment was in accordance with the terms of the Jubilee Grant and NOTED the payment.

43.5 CAB Wokingham

It was agreed that a grant of £1,250 (and not the £3,000 requested) would be paid and that no grant request from CAB Reading would be considered if received. The Clerk advised that he was in discussion with CAB regarding regular visits by their van to School Green Centre.

Proposed: Cllr Emmment
Seconded: Cllr Jahromi
Approved: Unanimously

43.6 Keep Mobile

Cllr Brown advised that Keep Mobile were very busy within the parish and there was a tangible benefit to residents by supporting this application. It was agreed that a grant of £1,365 would be paid.

Proposed: Cllr Brown
Seconded: Cllr Montgomery
Approved: Unanimously

43.7 Help for Ukraine

Cllr Jahromi gave members a report of his most recent visit to Poland and about the homelessness, hunger and general shortages refugees from Ukraine were suffering. Cllr Jahromi had hoped that one option would be to provide one or more ambulances as most such vehicles in eastern Ukraine had been destroyed. All members were very keen to support those refugees, but it was recognised that the costs involved in providing ambulances was beyond the funds available.

The Clerk proposed that he investigate what practical help could be offered. This may take the form of using School Green Centre as a holding location for donations of a list of priority items e.g. blankets, sleeping bags and baby food. This could take place over a week and then be transported to Poland through a reliable source to ensure the aid gets to those who need it. Shinfield Parish Council could offer to make a financial commitment up to a set limit to supplement donations made by residents. Such an effort could be timed to coincide to mark the 6 months since the start of the Russian invasion.

ACTION: Clerk to investigate how the most practical help can be provided to Ukrainian refugees and engaging the local community to do so

43.8 **The Link Visiting Scheme**

The Clerk advised that a letter of thanks had been received from The Link Visiting Scheme for the grant of £900.

22/RA/44 Other Items

44.1 **Pride in our Parish**

The Chair advised that there was a balance of £6,993 in the reserve set aside for this purpose and set out three possible applications for those funds.

- a) To consider replacing the Turkish Oak tree at Millworth Lane with replacement native trees
- b) To replace the tree on Shinfield Village Green planted in 2019 but which had since died
- c) To plant additional shrubs at Spencers' Wood following the installation of the new fitness equipment

The replacement of the Turkish Oak should be considered alongside the proposals for Millworth Lane. The additional planting at Spencers' Wood could be assessed once the new fitness equipment and MUGA were in place.

It was agreed that the replacement of the tree on Shinfield Village Green should be progressed.

Proposed: Cllr Jahromi

Seconded: Cllr Tatla

Approved: Unanimously (to replace the tree on the Village Green)

ACTION: Clerk to arrange replacement of the tree

The Clerk was asked to find out if all the works from the tree survey had been completed. Councillor Peer asked if there had been any movement on a tree in memory of the previous Chairman Peter Hughes.

ACTION: The Clerk to find out if all the works from the tree survey had been completed

ACTION: The Clerk to check with Chairman Grimes regarding the tree for Peter Hughes

44.2 **Robyn's Nest Café**

The Clerk provided a summary of the key terms in the licence with Robyn's Nest including the fact that the licence fee was the greater of a percentage of net profit or a fixed amount payable each year (the latter being linked to inflation), kitchen electricity costs were rechargeable to Robyn's Nest and that SPC had no say over prices or menu in the café.

The Clerk set out the costs that had been incurred in fitting out the building for the café and providing the main kitchen elements. Based on the current fixed licence fees these would be paid back in approximately 11 years. If SPC's share of net profit exceeded the fixed amount, then the payback period would be reduced.

Members **NOTED** the report.

44.3 **Ryeish Pavilion**

The Clerk provided a brief overview of the current condition of the building and internal layout. Members were asked for their thoughts on possible uses. Cllr Tatla advised that midwives were no longer permitted to operate from GP surgeries and as a result midwifery services in Wokingham borough were being provided across a range of various locations at a significant cost. She suggested that this may be a feasible option for the pavilion. Cllr Boyer stated that any consideration of options for the pavilion should include considering whether to demolish it if no viable use could be identified.

The Chair advised that he intended to return to the conversation in September and asked members to give more consideration to possible alternative uses. The Clerk stated that he could arrange a visit before the September R&A meeting to allow members a chance to view the building in its current state. The Clerk was also asked to raise the pavilion as a possible option for midwifery services to see if there was any possible interest.

A possible plan of action was to identify uses that may be acceptable to SPC, investigate what would be required to make adaptations to the building and seek expressions of interest before working with a preferred partner to redevelop the building to generate a meaningful return for the Council.

ACTION: Clerk to arrange site visit in September

ACTION: Clerk to establish possible midwifery interest in the building

44.4 Deer Leap Park

There appeared to be little happening at the site although Cllr Boyer advised that from a discussion at the Planning & Highways meeting on 9th June the play equipment had been ordered on a 15-week lead time.

44.5 Chapel Lane Pre-School

The Clerk advised that he has not yet been able to progress this matter.

44.6 Bollards for School Green Centre

The Clerk produced a sample of a black recycled plastic bollard as had been requested at the previous meeting. This was preferred to the oak and other options previously considered.

Proposed: Cllr Tatla

Seconded: Cllr Jahromi

Approved: Cllr Montgomery voted against. All other voted in favour of the black recycled plastic bollard for Village Green

44.7 Cricket Issues

The new pitch at Manor is theoretically available for play from 22nd July 2022. However, SPC have proposed to University of Reading to delay taking over the pitch until 2023. This would allow the pitch more time to bed in and avoid UoR having to install a temporary pavilion (and allowing them to progress with a permanent building). In return for the deferment SPC would avoid having to take on the ground maintenance cost until 2023. Members NOTED the update.

44.8 Newsletter

The Clerk advised that he would be convening a meeting of the working party next week to discuss the hard copy issue to go to all households and encouraging residents to sign up for the electronic version. He confirmed that provisions would be in place for anyone not able to access the electronic version. Members NOTED the update.

44.9 Orchard Rise Allotments

This item had already been discussed in the meeting as noted in 40.2 above.

44.10 Replacement Bus Shelter at Spencers' Wood

Members NOTED that the insurance company had agreed to pay the costs of removing the damaged shelter (already carried out) and of providing a replacement shelter. This would be as close in appearance to the previous shelters as possible.

44.11 SPC assistance for WBC Garden Forest Scheme

Laura Buck from Wokingham Borough Council had given a presentation on trees at the Annual Parish Meeting which had included details of this scheme. The Clerk advised that he had agreed to the use of a room at the School Green Centre for the storage and distribution of bare root trees (a range of six native varieties such as rowan, hazel and silver birch) to those residents who had requested them (72 residents had requested a total of 155 trees). The dates were to be confirmed but would be in October or November 2022.

44.12 Use of Council Land at Grazeley

The committee considered a request for the possible use of council land near Grazeley as a site for the temporary storage and onward distribution of vehicles and equipment. It was felt that the site was inappropriate for such use and would require change of use and planning permission which were not expected to be forthcoming. Members agreed not to proceed any further with the request.

44.13 Terms & Conditions of Room Hire and use of Bouncy Castles

The Clerk explained that he was currently revising the terms and conditions for room hire at the School Green Centre and Spencers' Wood Pavilion to improve their clarity and ensure that council staff had sufficient provision to allow them to effectively manage potential issues such as excessive noise from an event.

One of the current provisions was that the council did not permit the use of bouncy castles and similar equipment to be used at the venues. The Clerk asked for this to be changed to permit such equipment to be used provided it came from a recognised hire company and that company provided risk assessment, insurance certificates and confirmation of ongoing PIPA maintenance of the equipment (either through PIPA (Professional Inflatable Play Association) or ADIPS (Amusement Device Inspection Procedures Scheme)). All details should be provided in advance of the event planned.

Member agreed to approve the use of this type of equipment on that basis.

Proposed: Cllr Boyer
Seconded: Cllr Peer
Approved: Unanimously

The Clerk asked if members would consider the purchase of such equipment for exclusive use at School Green Centre. Members decided not to proceed with that option. The Clerk offered to provide data on the number of events using such equipment as part of the ongoing reporting of room bookings.

ACTION: Clerk to provide information on number of activities involving bouncy castles or similar equipment

44.14 **Chickens on Allotments**

At the January 2022 R&A Meeting it was agreed that those allotment holders with chickens be instructed to remove them within three months. The Clerk had, in agreement with the Chair of R&A, put a moratorium on this action in the light of a threat of legal action from one of those allotment holders affected.

The Clerk proposed that the three allotment holders who currently have chickens be allowed to retain them for the duration of their holding of an allotment (for animal welfare issues replacement chickens could be obtained). This was subject to them agreeing to comply with a specific set of requirements designed to prevent the animals being a nuisance or encouraging rats and to ensure the welfare of the animals. No new permissions for livestock would be granted and the practice would end with these three allotment holders.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

ACTION: Clerk to put in place specific agreement with the three allotment holders who currently have chickens

22/RA/45

Future Meetings

- 45.1 Members **NOTED** that the meeting scheduled for Thursday 28th July had been cancelled.
- 45.2 Members **NOTED** that the meeting scheduled for Thursday 25th August would now be held on Thursday 18th August.
- 45.3 Members **NOTED** confirmation that the September meeting would be held on Thursday 22nd September 2022.

The meeting ended at 21.50

List of Actions

22/RA/40.2	a) Report on Maintenance work to go to August R&A	Clerk
	b) Orchard Rise allotments to be transferred to SPC when preparatory works have been completed	Clerk
	c) Quarterly Report on Bookings to go to August R&A	Clerk
22/RA/42.2	a) Clerk to write to SWVH committee about the provision of a Christmas tree	Clerk
	b) Clerk to ask Facilities Manager to consider planting permanent Christmas trees	Clerk
22/RA/43.1	a) Clerk to obtain more information on Brownie and Guide grant applications	Clerk
	b) Clerk to offer option of using School Green as a venue for a Brownie/Guide activity	Clerk
	c) Clerk to review application form to provide more information to allow members to be better informed about grant requests	Clerk
22/RA/43.7	a) Clerk to investigate how the most practical help can be provided to Ukrainian refugees and engaging the local community to do so	Clerk
22/RA/44.1	a) Clerk to arrange replacement of the tree on Village Green	Clerk
	b) Clerk to establish if all the works from the tree survey had been completed	Clerk
	c) Clerk to check with Chairman regarding the tree for Peter Hughes	Clerk
22/RA/44.3	a) Clerk to arrange site visit to Ryeish Pavilion in September	Clerk
	b) Clerk to establish possible midwifery interest in Ryeish Pavilion	Clerk

- | | | |
|-------------|--|-------|
| 22/RA/44.13 | a) Clerk to include information on use of bouncy castles in future quarterly reports | Clerk |
| 22/RA/44.14 | a) Clerk to put in place specific agreement with the three allotment holders who currently have chickens | Clerk |

DRAFT

Minutes of a meeting of
Planning & Highways Committee
Held on Thursday 7th July 2022
At School Green Centre commencing at 19.30

Present: Cllrs N Boyer, E Brown, P Emmment, A Grimes, L James, D Lias, D Peer (Chair), R Tatla

Attending: B Winton (Clerk)

22/PC/59

Public Questions

59.1 Speed limit on Hyde End Road

A resident of Hyde End Road had recently had a speeding car crash into his garden and his neighbour's garden and wished to ask the Council what the process was for reducing speed limits.

Members explained what the process was and their efforts to date to attempt to get appropriate speed limit reductions in the parish. Members advised the resident that there were already proposals (as part of the works intended for the Church Lane/Basingstoke junction in Three Mile Cross) to extend the 30mph section along Hyde End Road going south towards Shinfield Meadows.

Cllr Emmment offered to assess that part of Hyde End Road for suitability of use of the council's Speedwatch equipment and if appropriate undertake checks on traffic subject to the availability of volunteers.

ACTION – Cllr Emmment to assess suitability of location and conduct Speedwatch as appropriate

Members were trying to get Wokingham Borough Council, as the highways authority, to take an area wide approach to speed limits to discourage inappropriate routes being used as cut throughs.

There was a discussion on the excessive noise of some vehicles particularly motor bikes. Cllr Emmment advised that legislation on vehicle noise was being considered at a national level.

The discussion then turned to the development of High Copse, and it was suggested that this would be a good case for a further extension of the 30mph zone. In the meantime, the narrow route leading from Appleton Way towards High Copse was felt to be inappropriate for the increased volume of traffic expected after the completion of the plans for the area. The Clerk was asked to speak to the Chair of R&A and Nigel Frankland (University of Reading who owns High Copse) about practical options for preventing its use as a cut through.

ACTION – Clerk to contact Chair of R&A and Nigel Frankland

22/PC/60

Apologies and declarations of Members' Interest

- 60.1 Apologies had been received from Cllr Jahromi.
- 60.2 There were no declarations of members' interests.

22/PC/61

Minutes of the Previous Meeting

- 61.1 The minutes of the committee meeting of 9th June 2022 were approved as a correct record and signed as such by Cllr Peer.

Proposed: Cllr Emmet
Seconded: Cllr Brown
Approved: Unanimously

22/PC/62

Actions and Matters Arising

- 28.5 Make good Footpath 17.

The Deputy Clerk had written to the University of Reading regarding this footpath on 12th May and the Clerk has chased twice but no response has been received from UoR. The Clerk was asked to continue to chase UOR on this matter

ACTION – Clerk to chase UoR

- 123.2.6 Update from Motion regarding Village Gates.

The Clerk has chased John Russell at Motion regarding this matter and other outstanding items but to no avail. Mr Russell was now on holiday until later in July and the Clerk would contact him then

ACTION – Clerk to chase Motion

22/PC/54.1 Clerk to raise new objection to Application 221114

The Clerk had submitted an additional objection as discussed at Committee. The application has since been withdrawn by the applicant.

22/PC/55.3 Clerk to invite Borough Councillor Johnson to the next planning committee meeting

BCllr Johnson had sent his apologies as he was out the country on work matters.

22/PC/56.1 Taylor Wimpey Reinstatement of Footpath 13

Progress is covered in Cllr Brown's update later in the agenda.

ACTION – Clerk to keep TW reinstatement of Footpath 13 on the agenda until matter resolved

22/PC/56.3 Overgrown footpath on Hyde End Road

SPC's Grounds Maintenance Officer has addressed this.

22/PC/56.4 Relocation of SPC noticeboard at Grazeley

This item was on the agenda.

22/PC/57.2 Clerk to write to agent regarding Planning Application 212507

This was covered later in the agenda.

22/PC/58.1 Clerk to write to Andy Glencross WBC regarding the Motion report on 30mph speed limits

The Clerk had hoped to discuss the matter with John Russell at Motion first, but this had not been possible. The Clerk was asked to continue to pursue with Mr Russell and follow up with Chris Easton as the new Assistant Director of Highways and Transport at WBC

ACTION – Clerk to follow up with John Russell and Chris Easton as appropriate

- 22/PC/58.3 Clerk to write to WBC planners regarding the status of Crosfields Travel Plan (PA 212473)

Following an objection submitted on behalf of SPC by John Russell in December, WBC had responded in February to say that they regarded the condition in the planning application referring to a Travel Plan for the school had been discharged. The Clerk was asked to write to Chris Easton to arrange a meeting to explain how decisions are made.

ACTION – Clerk to write to Chris Easton

22/PC/63

Schedule of Deposited Plans

- 63.1 Planning Application 221914

An application has been received to vary condition 1 of application 212914 and was considered by members. A new developer had taken on the site and the proposal was changing the proposed layout but appeared to comply with the original constraints. The Clerk was asked to make comments that restated the council's objection to any three storey buildings on the site and that protected trees should be looked after correctly. Consideration should also be given to ensuring that the path from the SANG to the fields beyond was to an appropriate standard.

ACTION – Clerk to submit comments

22/PC/64

Enforcement Update

- 64.1 The closed enforcement report from Wokingham Borough Council was discussed. Members **NOTED** the report.

- 64.2 The live enforcement report from Wokingham Borough Council was discussed. Members **NOTED** the report.

Of particular concern were Enforcement 87262 relating to a 2m high breeze block wall and 87379 relating to D Hearn's garage in Three Mile Cross. In respect of the latter the Clerk was asked to contact WBC to find out what was happening at the property and express the members' concerns regarding safety on the site.

ACTION – Clerk to write to WBC

22/PC/65**Highways, Street Lighting and Footpath Matters**

65.1 Cllr Brown provided a summary of his written report.

65.2 WBC My Journey Website - Western Area Cycle Route Map.

Cllr Brown had been sent the latest footpath map from WBC My Journey website which showed Footpaths 16 and 20 as “off carriageway cycle routes”. As has been previously discussed at Planning & Highways, this is incorrect as the routes are not appropriate for or been assessed as such. Members restated their position that SPC could not endorse the use of these footpath by cyclists and any liability for an accident arising from such use would be attributable to WBC.

Andrew Fletcher at WBC has indicated to Cllr Brown that WBC may be open to upgrading these paths providing they could get the permission of the relevant landowners. SPC welcomed any developments which improved cycle routes in the parish provided they were correctly assessed and engineered.

It was proposed that SPC should continue to explore opportunities, when they arise, for the upgrading of footpaths to cycle routes in the parish provided they are professionally assessed on behalf of SPC or are deemed to be suitable by WBC.

Proposed: Cllr Grimes
Seconded: Cllr Emmment
Approved: Unanimously

65.3 Footpath 13

At the last meeting, members had approved expenditure of up to £1,500 for work to improve this footpath. The road planings had been obtained for £760 and a further £500 had been spent to hire a digger for two days to assist with the positioning and laying of the planings. Taylor Wimpey had begun the process of clearing the large volume of soil which had been dumped on the ecology field. The intention was that the field be replanted with an appropriate seed mix which would include Marsh Ragwort which is the rare plant which should have been translocated to the field.

65.4 Walks Leaflet

Cllr Brown provided an update on the progress regarding these leaflets.

22/PC/66**Relocation of Parish Noticeboard at Grazeley**

- 66.1 The Clerk had been asked at the last meeting to look at repositioning the parish noticeboard at Grazeley. Relocating the noticeboard to the site suggested would cost £655 + VAT. However, a visit to the site showed that the intended position would obstruct sightlines for traffic at the junction of the private road and Mortimer Road. The Clerk recommended that the noticeboard stay in its current location but with an increased frequency of visits by the Grounds Maintenance Officer to cut back vegetation around the board.

Proposed: Cllr Boyer
Seconded: Cllr Peer
Approved: Unanimously

22/PC/67**Correspondence**

- 67.1 Planning Application 212507

The Clerk had written to the agent on this matter. The agent had responded that she had been led to believe there was no Planning & Highways committee in June and wished to be able to address the committee at the July meeting to ask the committee to reconsider its previous decision on this application. The Clerk had advised the agent that the meeting had been correctly advertised and there had been a unanimous decision by committee. Should there be a significantly new application then the agent or her client would be able to address the committee at that time.

- 67.2 Speedwatch

Cllr Emmet had received a request from a Swallowfield Parish Councillor to assist in their tackling of speeding in Riseley by allowing the Parish Council to borrow one of Shinfield Parish Council's Speed Indicator Devices. This would allow them to assess the benefit of the device before purchasing their own. Any loan would require Swallowfield Parish Council to accept responsibility for the equipment whilst in their care and for ensuring its correct location and use. Cllr Emmet was prepared to assist them with the trial.

Proposed: Cllr Emmet
Seconded: Cllr Boyer
Approved: Unanimously

22/PC/68

Project Schedule

- 68.1 Members NOTED the contents of the project schedule.
- 68.2 The new train station at Green Park was now materially complete but would not open until access was possible to the larger site. The Clerk had been asked to ensure that SPC was appropriately represented at any formal opening as part of the station was within the parish.

ACTION – Clerk to contact Reading Borough Council

The meeting ended at 21.20

List of Actions

22/PC/59.1	Cllr Emmet to assess suitability of locations on Hyde End Road and conduct Speedwatch as appropriate	Cllr Emmet
22/PC/59.1	Clerk to contact Chair of R&A and Nigel Frankland regarding access from Appleton Way	Clerk
28.5	Clerk to chase UoR for a response regarding Footpath 17	Clerk
123.2.6	Clerk to chase Motion regarding Village Gates	Clerk
22/PC/56.1	Clerk to keep TW reinstatement of Footpath 13 on agenda until matter resolved	Clerk
22/PC/58.1	Clerk to follow up speeding report with John Russell, Motion and follow up with Chris Easton	Clerk
22/PC/58.3	Clerk to write to Chris Easton to arrange a meeting with members regarding how decisions on highways and transport matters are arrived at.	Clerk
22/PC/63.1	Clerk to submit comments in relation to Planning Application 221914	Clerk
22/PC/64.2	Clerk to write to WBC requesting more information on the work a D Hearn's garage	Clerk
22/PC/68.2	Clerk to contact Reading Borough Council regarding formal opening of Green Park Station	Clerk

AWE Local Liaison Committee Meeting 5th July 2022 - via Teams

Usual introductions and reports on H&S items – lower annual figures for accidents and injuries, fewer lost days of work due to accidents – but all absences overshadowed by Covid 19 figures. Best RIDDOR figures ever for the site.

Environmental reports show emission doses and non-recyclable tonnage to landfill down.

Site now under all regulations as per Government regulations.

Talk by Carolyn Richardson West Berks Office of Emergency Planning, gave an update on planning for update on DEPZ which is on a 3year cycle !!

Currently looking at any planning development over 200 houses in the WBC area surrounding AWE – all should be outside DEPZ area.

The AWE Planning spokesman gave some details on the Planning of their new HUB which will contain some offices and labs. He mentioned that a proposal for a Commercial Logistics Hub in the DEPZ on the former Grazeley Village Site has been brought forward for discussion – but he thinks MOD will stop it happening. Also considering a planning proposal for a Primary School within the DEPZ in Spencers Wood near the Dobbies Garden Centre site.

Community issues covered their work on STEM Outreach with Primary Schools and I will check on whether they include our local schools.

Next meeting may be on site rather than TEAMS - BACK TO LUNCHES !!!!

Ian Montgomery

12th July 2022

Proposal for New Meetings Schedule

The attached revised schedule for Council Meetings is proposed for the following reasons:

- All Meetings to be held on a Thursday
- Meetings to follow the following general pattern
 - 1st Thursday of the month – Planning & Highways (largely unaffected)
 - 2nd Thursday of the month – Recreation & Amenities (currently sits just after Full Council and would make more sense to bring it forward so items could more quickly go to Full Council for ratification)
 - 3rd Thursday of the month – Alternating between Finance & General Purposes and Staffing (F&GP on even months and Staffing on odd months)
 - 4th Thursday of the month – Full Council
 - 5th Thursday of the month – no meetings (only applies to some of the months)
 - All meetings would be one week earlier in December 2023 to avoid Christmas
- Meetings to move to Grazeley Room (some reassignment of other bookings would be required)
 - This would allow better access for the public to attend meetings
 - Means we can effectively block book Grazeley for these meetings
 - Tea & Coffee for councillors could be provided
- There is no suggested date on the attached for the Annual Parish Meeting which needs to take place between 1/3/23 and 31/5/23

Planning & Highways
 Recreations & Amenities
 Finance & General Purposes
 Staffing
 Full Council

2022											
January	February	March	April	May	June	July	August	September	October	November	December
								01/09/2022	06/10/2022	03/11/2022	01/12/2022
								08/09/2022	13/10/2022	10/11/2022	08/12/2022
									20/10/2022		15/12/2022
								15/09/2022		17/11/2022	
								22/09/2022	27/10/2022	24/11/2022	22/12/2022

Planning & Highways
 Recreations & Amenities
 Finance & General Purposes
 Staffing
 Full Council
 Annual Parish Meeting

2023											
January	February	March	April	May	June	July	August	September	October	November	December
05/01/2023 *	02/02/2023	02/03/2023	06/04/2023 *	04/05/2023	01/06/2023	06/07/2023	03/08/2023	07/09/2023	05/10/2023	02/11/2023	30/11/2023
12/01/2023	09/02/2023	09/03/2023	13/04/2023	11/05/2023	08/06/2023	13/07/2023	10/08/2023	14/09/2023	12/10/2023	09/11/2023	07/12/2023
	16/02/2023		20/04/2023		15/06/2023		17/08/2023		19/10/2023		14/12/2023
19/01/2023		16/03/2023		25/05/2023		20/07/2023		20/09/2023		16/11/2023	
26/01/2023	23/02/2023	23/03/2023	27/04/2023	18/05/2023 *	22/06/2023	27/07/2023	24/08/2023	28/09/2023	26/10/2023	23/11/2023	21/12/2023

<<<-----TBC----->>>

* Papers to be issued by
29/12/22

* Easter Sunday is 9th
April

* Annual Council Meeting
must take place within
14 days of election
(4/5/23)

~ Must take place
sometime between
1/3/23 and 31/5/23

All meetings 1 week
earlier to avoid Christmas

Shinfield Village Green Working Party

The subject of replacement bollards for the Village Green has been discussed at the last three meetings of the Recreation & Amenities Committee. Mostly recently there was a majority decision (9-1) in favour of a black recycled plastic version (most recent quotation for this option was £24,576 + VAT).

It is proposed that the procurement of the replacement bollards is deferred while a working party considers an overall approach to various issues and questions relating to the Village Green. These include but are not limited to:

- Whether the use of bollards is the most desirable approach to preventing unauthorized vehicles accessing the Green
 - It is felt that it is essential to effectively protect the Green from unauthorised use
 - However, the preferred solution may include using other options alongside or in addition to bollards
- The replanting of the tree on the Village Green
- The possibility of a path between the pedestrian crossing and the school and what form this may take if provided
 - Rather than the worn path across the Green we have by default
- Improving the location for the SPC Christmas Tree and ensuring electricity is provided for its illumination
- Considering whether any enhancement to the war memorial was desirable and achievable
- The needs of events such as the funfair
- Future use of the Green as a focal point for village events

The Working party could include

- Clerk
- Facilities Manager
- SPC Councillors
- Representative of the schools
- Elaine Butler
- Patricia Green
- Anyone else able to contribute to identifying the most effective solution

Does the Council wish to proceed with the procurement of black recycled plastic bollards to replace the existing wooden bollards OR

Does the Council wish to appoint a Working Party to consider an overall approach to the presentation and use of the Village Green at Shinfield

Proposal for bollards in Car Park at School Green Centre

It is proposed to install bollards along the car parking bays immediately next to the School Green Centre.

These bollards would be located on the tarmac of the car park surface (which is easier to work with than the material of the footpath). To prevent vehicles being able to reach the glazed elements of the building (café and reception) there would be bollards in the centre of each of the bays and bollards at the junction of bays (20 bollards in total).

The bollards would be specified in White Aluminium to match with the roof of the building and each would be the anti-ram version.

The cost of providing and installing the bollards would be £5,669 + VAT

Payments Already Processed at Lloyds Bank 14th June - 11th July 2022

Date Paid	Supplier / Payee	Amt Paid (Inc VAT) £	Description
15/06/2022	Alphabet (GB) Ltd	468.85	Rental Van - June
20/06/2022	Hall Hirers	602.50	Hall Hirer Refund of Damage Deposits
20/06/2022	Telefonika UK Ltd	221.98	Mobile Phones June 2022 (4)
22/06/2022	Window Flowers Limited	4,225.80	Planters & Towers 6 mths (Approved R & A April)
22/06/2022	MFG UK Ltd	2,262.65	Monthly Charges Plus Additional Charge for Resolving Issues at SGC (£306)
28/06/2022	Lloyds Bank plc	15.76	Fee (£7.00) & Bank Charges for Cash & Cheque Deposits
29/06/2022	HMRC PAYE	3,575.76	NI Contributions & PAYE - June
29/06/2022	Employees	13,070.28	Net Pay June
30/06/2022	Nest Pension Contributions	1,234.64	Contributions - June 2022
01/07/2022	Jonathon Piggott	3,663.60	Plumbing Refurbishment Millworth Lane Pavilion
01/07/2022	Gavin Fullbrook (Window Cleaner)	760.00	Int & Ext Windows School Green Centre & External Windows Pavilion
01/07/2022	Buzz Catering Supplies	849.74	Crockery for School Green Centre - 250 Cups and Saucers
01/07/2022	Wokingham Borough Council	246.00	Ryeish & Spencers Wood Pavilion - July
04/07/2022	Hall Hirers	820.00	Hall Hirer Refund of Damage Deposits
04/07/2022	Nest Pension Contributions	1,234.64	Contributions June 2022
04/07/2022	Involve Community Services	25.00	Professional Boundaries Course - FOH
04/07/2022	Select Environmental Services	292.30	Trade Waste May SGC, SWP & Millworth Lane
04/07/2022	Chairman	600.00	Chairs Allowance - Dec 21, March 22 & June 22
05/07/2022	Land Registry	3.00	Enquiry Fee
	Total	<u>34,172.50</u>	

Invoices for Council Approval on 18th July 2022

Date of Invoice	Supplier / Payee	Amt Paid (Inc VAT) £	Description
15/05/2022	W J Hatt Ltd	369.60	Attend Hartley Court Allotments to Investigate and Repair Leak - referred to Thames Water
22/06/2022	Jack French Contracting	912.00	Planings for Footpath 13
23/06/2022	Hedge Barbers Ltd	1,176.00	Kendall Avenue - Crown Lift Lime Trees & Tidy Perimeter Shrubs
30/06/2022	AOC	6,895.20	Architects & Mech Engineers Fees - Stage 6
30/06/2022	Furnituretubes International Ltd	10,745.70	Café Furniture
04/07/2022	Josh Chamberlain Arborist	3,700.00	Work Commissioned as a result of tree report inc Millworth Lane & School Green
07/07/2022	Shinfield Volunteers	500.00	Hire Charge for Labour & Machine Footpath 13
	Total	<u>24,298.50</u>	

Invoice Being Held Until Outstanding Work Completed

01/04/2022	Motion Consultancy	2,100.00	Preparation of Draft Speed Limit Strategy & Written Representations to Draft Local Plan
------------	--------------------	----------	---

Barclaycard Payments - June**Item 9.2**

Date Paid	Supplier / Payee	Amount	Description
		Paid(Incl VAT) £	
03/06/2022	Amazon EU	22.91	Long Armed Stapler for Office
06/06/2022	Cartridgesave.co.uk	251.52	Cartridge Printers for Small Printer
07/06/2022	Amazon EU	13.63	Magnets for Notice Boards
07/06/2022	Adobe	39.95	Software Mthly Fee for production of web, leaflets etc
10/06/2022	Signgeer Ltd	33.18	Polished Chrome Fixings for Signs in SGC
26/06/2022	SLCC Enterprises Ltd	144.00	Qualification Fee ILCA (Foundation)
28/06/2022	Amazon EU	24.21	Note pads for FOH
	Total	<u>529.40</u>	

Lynda Hope

From: Matthew Gould <Matthew.Gould@wokingham.gov.uk>
Sent: 11 July 2022 16:04
To: Ian Clarke; Andrew Grimes; Philip Emmet; marc.obrien; Dawn Peer; Bruce Winton; Darrel Lias; Clerk
Cc: Andy Glencross; Chris Easton
Subject: Highways Meeting - WBC/Shinfield Parish Council

Good Afternoon All,

During our meeting last week I was asked to obtain information relating to the removal of the bus gate on Beke Avenue.

I have been informed that the application for the removal of the bus gate went to committee on the 13th October 2021. Please note Planning decisions cannot be reversed. The officer report (Agenda item 45 / para 78 page 155) which can be found on the Council's website ([Agenda for Planning Committee on Wednesday, 13th October, 2021, 7.00 pm - Wokingham Borough Council \(moderngov.co.uk\)](https://www.wokingham.gov.uk/agenda-for-planning-committee-on-wednesday-13th-october-2021-7.00-pm)) sets out the Council's reasoning why the bus gate was considered acceptable to be removed.

Essentially the bus gate is considered unnecessary and the benefits of its removal outweigh any harm. As part of the application assessment, removal of the gate was considered in order to understand its impact on the highway network. It was determined that the bus gate offered no benefit to the local highway network and as such was no longer needed. It is acknowledged that the levels of traffic on Beke Avenue are likely to increase however the roads in the development have been designed to accommodate the levels of traffic which would be generated. Furthermore noise and air quality would remain within acceptable ranges following its removal. Please note highways are not static in their design, their operation is reviewed, especially through planning applications, and are commonly subject to ongoing alteration and improvement.

Kind Regards,
Matt

Matthew Gould

Lead Specialist, Highways and Transport

Wokingham Borough Council, Highways and Transport, PO Box 153, Shute End, Wokingham, Berkshire, RG40 1WL



To report anything such as potholes, broken signs, vegetation, faded lines etc. this can be done online at <http://www.wokingham.gov.uk/roads>. If you are reporting something dangerous or of an urgent nature, please call us on 0118 974 6000 and select the Highways option.

For information regarding highway & transport works programmes & major schemes:

<http://www.wokingham.gov.uk/parking-roads-and-travel/roadworks-and-new-roads/major-road-projects-document-library/>

For information about current roadworks & road closures:

www.roadworks.org

To sign up for free advance warnings of major works which may cause delays:

<http://www.wokingham.gov.uk/contact-us/sign-up-manage-text-and-email-alerts/>

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.