

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 22nd November 2023 at the School Green Centre, commencing at 19.30



Bruce Winton, Parish Clerk
16th November 2023

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

Agenda

1. Public Questions

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

2. Apologies and declarations of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
2.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
2.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest
2.4 To **RECEIVE** and **CONSIDER** co-opting the following as members of Shinfield Parish Council: -
➤ Chester Fernandes
➤ Zoran Matic
➤ Brett Johnson

3. Minutes of Meeting on 25th October 2023

- 3.1 To **APPROVE** the minutes of the Full Council meeting on 25th October 2023* as a correct record of the meeting
3.2 To **RECEIVE** information on matters arising
3.3 To **APPROVE** the confidential minutes of the Full Council meeting held on 25th October 2023 as a correct record of the meeting

4. Reports Borough Councillors

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

5. Reports from Committees and associated Working Parties

- 5.1 To **NOTE** the draft minutes of the Facilities Committee dated 1st November 2023* and update from the Vice-Chairman of the Committee including updates from:
➤ Sports Working Party
➤ School Green Working Party

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

*** indicates papers to follow*

- 5.2 To **NOTE** the draft minutes of the Arts, Culture and Events Committee dated 2nd November 2023* and update from the Chairman of the Committee including updates from:
 - Exhibition Working Party
- 5.3 To **NOTE** the draft minutes of the Planning & Highways Committee dated 8th November 2023* and update from the Chairman of the Committee including updates from:
 - Traffic Working Party
- 5.4 To **NOTE** the draft minutes of the Children & Young Adults Committee held on 15th November 2023* and update from the Chairman of the Committee including updates from:
 - Education Working Party
- 5.5 To **RECEIVE** a verbal report from the Chairman
- 5.6 To **RECEIVE** and **CONSIDER** an update from the Engagement Working Party
- 5.7 To **RECEIVE** reports from outside bodies*

6. Land issues

- 6.1 To **RECEIVE** and **CONSIDER** an update from the Clerk on a potential lease of Ryeish Green playing fields
- 6.2 To **RECEIVE** and **CONSIDER** a report from the Clerk on the options for establishing a presence in the north of the parish*
- 6.3 To **RECEIVE** and **NOTE** a verbal update on the completion of the unfinished footpath on Hyde End Lane
- 6.4 To **RECEIVE** and **NOTE** a verbal update on Ryeish Green Pavilion

7. Public Art

- 7.1 To **RECEIVE** and **CONSIDER** a report to consider public art in the Parish*

8. Grant Applications

- 8.1 To **RECEIVE** and **NOTE** an update on the three extant Capital Grant applications*

9. Correspondence

- 9.1 To **RECEIVE** and **CONSIDER** any correspondence received

10. Invoices for Payment

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

11. Dates of Next Meeting

- 11.1 The date of the next Full Council Meeting will be Wednesday 20th December 2023

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

*** indicates papers to follow*

Minutes of a meeting of Full Council
Held on Wednesday, 25th October 2023
At School Green Centre commencing at 19:30

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

Attending: BCllrs Glover, Gray & Rance
B Winton (Clerk), S Herring (Deputy Clerk)
5 members of the public

23/129 Public Questions

129.1 There were no public questions

23/130 Apologies and declarations of Members' Interest

130.1 Apologies had been received from Cllr Boyer

ACTION – The Chairman requested that the Clerk contact Cllr Boyer to ascertain his availability for Full Council Meetings

130.2 The following members declared an interest:-

- Cllr Masseron declared that she was a member of Shinfield Players
- Cllr Grimes declared that he was on the committee of Spencers Wood Village Hall

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

23/131 Minutes of the Meeting held on 27th September 2023

131.1 The minutes of the meeting held on 27th September 2023 were approved, subject to the following corrections:-

23/88.2 page 4 to be amended to BCllr Bray from Cllr Bray

23/123.1 page 8 to be amended to Deardon Orchard from Deardon Field

and will be signed by the Chairman as a correct record once the amendments have been made.

Proposed: Cllr Lias
Seconded: Cllr Clarke
Approved: Unanimously

131.2 The following matters arising were discussed:

- 23/117.2** Clerk to arrange an awareness campaign to encourage litter to be taken home
23/71.2
Due to staff illness this would be in the next issue of the Newsletter
- 23/117.2** Clerk to follow up with Wokingham Borough Council the Heads of Terms for the
23/109.1 lease of Ryeish Green playing fields
This was discussed at item 23/137.1
- 23/117.2** Clerk to arrange for the publication of the relationship between SPC, WBC and
23/111.2 parliamentary constituency borders in the next SPC newsletter
Due to staff illness this would be in the next issue of the Newsletter
- 23/118.5** Clerk to follow up the publication of the TRO relating to Carney's Yard
The Clerk reported that to date there had been no update on the TRO
ACTION – Clerk to follow up with Wokingham Borough Council (WBC)
- 23/118.8** Clerk to circulate the Finance and General Purposes Committee minutes with
the Full Council papers for future meetings
The Clerk advised that he would circulate the minutes of future meetings of the
committee
**ACTION – Clerk to circulate the Finance and General Purposes Committee
minutes with the next full council meeting papers**
- 23/119.1** Clerk to rearrange the Engagement Working Party
This had been scheduled for 8th November at 11.00 on Teams. The meeting
would include Cllrs Grimes, Masseron and Montgomery, Clerk, Deputy Clerk
and Media Officer.
- 23/119.2** Clerk to investigate improving the publicity of the voluntary car service on the
SPC website
The Clerk reported that this had been publicised under the 'About Us' and
'What's On' sections on the Shinfield Parish Council (SPC) newsletter and on the
screen in Reception. Regular posts are put on the SPC Facebook page and on
the Car Service Facebook page that is managed by SPC on behalf of the Car
Service.

23/123.1 Clerk to arrange for the leases to be drawn up for the Deardon Orchard/Field and Ryeish Green Playing Fields

The Clerk advised that he had written to Craig Hoggeth on three occasions and had yet to receive any response to the proposal to arrange the lease on the same basis as the lease for Deardon Orchard/Field.

23/123.2 Clerk to provide a formal report on the options for establishing a presence in the north of the parish

This was on the agenda

23/125.1 Clerk to inform the applicants of the decision of their revenue grant application

The Clerk advised that all recipients of revenue grants had been informed. Those in receipt of a grant were delighted with the news even where only partial funding had been awarded. Some of those who had not received a grant had acknowledged the news but in each of those cases they recognised the challenging financial situation.

23/125.2 Clerk to convene a further Finance and General Purposes working party

That meeting had taken place on the 4th October and was also on the agenda at item at Item 11.1.

23/132

Reports

132.1 Reports from Borough Councillors

Members **NOTED** the written reports from Borough Councillors Glover, Gray, Munro and Rance

132.2 Questions for Borough Councillors

Cllr Peer noted, from BCllr Rance's report, that WBC did not appear to have any commitment to working with the BCllrs or the parish councils, and wished to note that this was becoming an untenable situation.

Cllr Montgomery reported that he was aware that community development officers had been cut from 8 to 4.

Concern was expressed about the proposal to deliver wheelie bins for household waste, specifically in areas where there was nowhere for them to be stored. Fears were that streets would be lined with bins making roads unsightly.

132.3 Minutes of Facilities Committee 4th October 2023

Cllr Clarke highlighted the following:-

- Cllr Clarke thanked staff, members of the volunteer group and local residents who assisted with the work to remedy the orchard. Volunteers from 'Freely Fruity' had offered to set up a group to look after the orchard.
- Anti-social behaviour (ASB) at the Spencers Wood Pavilion continued to be a problem, particularly on Youth Club night. CCTV had now been upgraded and police and ASB team patrols had increased, dispersing some of the offenders. Heras fencing had been erected on part of the Recreation Ground allotment site to make it more secure.
- Taylor Wimpey had left the environmental field in a very poor state and Cllr Clarke had spoken to Chris Howard, Delivery Manager – Development and Regeneration, WBC to try and get this rectified.

Members **NOTED** the minutes of the Facilities Committee meeting held on 4th October 2023.

132.4 Minutes of the Arts, Culture and Events Committee 5th October 2023

Storage at the School Green Centre (SGC)

Cllr Clarke queried why storage space had been passed to the Facilities Committee to deal with. The Clerk advised that there was a general problem which was affecting booking opportunities. This fell under the remit of the Facilities Committee.

Spencers Wood Carnival

The Clerk has yet to arrange a meeting with the carnival organiser, at that meeting he will discuss the distribution of surplus funds from the carnival.

Members **NOTED** the minutes of the Arts, Culture and Events Committee meeting held on 5th October 2023.

132.5 Minutes of the Planning & Highways Committee 11th October 2023

Cllr Peer reported that the Clerk would be investigating options for a Consultant to review the current SPC Neighbourhood Plan (SPCNP) to ascertain whether it needed to be updated. It was recognised that Wokingham Borough Council's (WBC) Local Plan needed to be published prior to any update to the SPCNP.

Members **NOTED** the minutes of the Planning and Highways Committee meeting held on 11th October 2023

132.6 Traffic Working Party:

Cllr James reported that formal proposals had been submitted to WBC in July for speed limit restrictions and crossings but no response had been received. Members felt that it was now time to include the 'press' to try and activate a response.

132.7 Chairman's Report

Cllr Grimes reported that he had visited the Clares Green allotments to discuss the recent vandalism and had been asked if some lights could be installed. It was felt that the upgraded cameras would help the situation.

132.8 Reports from Outside Bodies

There were no reports from outside bodies.

23/133 Engagement Working Party

133.1 A meeting had been arranged for 8th November 2023

23/134 Education Provision in the parish

134.1 Education Working Party

Cllr Montgomery reported that the Education Working Party had met and discussed the following: -

- Transport problems were likely to return next year and SPC Council needed to keep communicating with WBC to minimise the situation in September 2024
- It was noted that there was no transport provision for post 16 education
- SPC students were unlikely to have access to Bohunt sixth form when it opens
- SPC were still working to obtain representation on the Oakbank School governing body
- The aim of SPC was to obtain equity of opportunity between children and students in SPC with the rest of the Borough
- It had been reported that there would be a strain on the education system due to a bulge affecting school intakes over the next couple of years, after which it should decline

Other points raised were: -

- BCllrs needed to be aware that inward migration could potentially create issues for Education provision in the community. BCllr Gray would check predicted numbers.
- Cllr Hoyle reported that the proportion of children who received their first choice for primary school in Shinfield and Swallowfield was 12% below the rate for the rest of the Borough.
- BCllr Gray to be added to the working party
- Notes of the working party to be circulated to Cllrs and BCllrs

The Clerk reported that two meetings had been scheduled:-

Meeting with Oakbank School Monday 30th October

Meeting of the Education Working Party with BCllr Bray Tuesday 31st October

ACTIONS –

- (a) BCllr Gray to check the predicted number for inward migration
- (b) BCllr Gray to be invited to join the Education Working Party
- (c) Clerk to circulate the notes of the Education Working Party to Cllrs and BCllrs

134.2 Clerk's visits to secondary schools

The Clerk reported that the obvious target would be to arrange his next meeting at Oakbank school especially if we were able to discuss our plans for Millworth Lane Recreation Ground. The next largest contingent of Shinfield students was at the Forrest School.

ACTION – Clerk to arrange to visit Oakbank School and The Forest School

23/135

Children and Young Adults Committee

- 135.1 As set out in the proposal, this arose from a discussion at the last Arts, Culture and Events Committee (ACE) meeting. Members of that committee felt that there was merit in having a specific committee for Children and Young Adults. In addition to the obvious pressing issues of Education provision and ASB it would be possible to use this committee as “home” for young councillors and therefore seek the views of young adults on issues that may relate to them.

The meeting would probably be held on a Thursday evening.

It was anticipated that the Terms of Reference for the new committee would specify that the Education Working Party report to that committee.

Proposed: Cllr James
Seconded: Cllr Hoyle
Approved: Unanimously

ACTION –

- Clerk to put forward proposals to members for Terms of Reference
- Members to inform the Clerk if they wished to join this committee (Cllrs Grimes, Montgomery and Tatla had already expressed an interest)

135.2 NALC training session

The Clerk and Cllr Peer had attended a very good training session on 25th October, run by NALC, on ‘Empowering Young Voices in Our Community’.

23/136

Sports and Recreation Items

136.1 Sports Working Party

There was nothing to report.

136.2 Millworth Lane

The Clerk advised that the overall proposal had been agreed in principle at the Full Council Meeting on 26th July with the costs being in the region of £750k. This was subject to having all the costs reassessed by the Building Surveyor and the submission of a full Business Case. As reported at the last meeting, the costings had come in at being in excess of £1million and the working party had met to consider how the costs could be returned to a manageable level. This business case had now been submitted for members' consideration.

The most noticeable changes had been the deletion of the tennis court and the reinstatement of a cycling element.

Cllr Clarke reported that this facility would benefit the health and welfare of the community and cater for all with options for walking football, walking cricket, walking netball and disabled access. The pavilion would be updated and there would still be plenty of open space for walkers.

Members approved the proposals set out in the Business Case

Proposed: Cllr Jahromi
Seconded: Cllr Clarke
Approved: Unanimously

23/137

Land Issues

- 137.1 The Clerk had been unable to obtain a response from Craig Hoggeth at WBC regarding the proposal to have leases for Deardon Field and Ryeish Playing Fields.

ACTION – Clerk to obtain a response from Craig Hoggarth and progress the leases or to escalate to Mr Hoggarth's line manager

- 137.2 **Community Space in the north of the parish**

At the last meeting the Clerk was asked to produce a formal report covering all options for the provision of a community space in the north of the parish. The Clerk advised that this was still being developed.

ACTION – Clerk to provide a formal report on the options for establishing a presence in the north of the parish

- 137.3 **Unfinished Footpath on Hyde End Lane**

BCllr Glover reported that she had raised this at an official WBC meeting and requested that WBC funds be used for the temporary footpath. WBC were not able to commit to a time scale but were looking into the issue. The Clerk had contacted BCllr Fishwick and told him that SPC were prepared to co-fund on the basis agreed at the last Full Council meeting. To date there had been no response.

23/138

School Green Centre

138.1 Update from Cllr Grimes

Cllr Grimes reported that

- the logo had now been added to the sign on the front of the building
- all work had now been signed off and was completed

138.2 Provision of film screening facilities

This item was taken at the start of the meeting following minute number 23/131 when Nick Smith, Managing Director of Shinfield Studios presented the proposals for film screening facilities at the SGC.

Proposals for the facility had been circulated to members prior to the meeting showing a detailed plan of how the seating and screen could be sited in the Pound Green Room. The proposed design would not compromise the existing use of the room as the seating and screen would be retractable and could be set up at the touch of a button. This facility would be available for SPC to use 24 hours per day, 7 days per week if required and could be utilised for lectures, school use, conferences, etc. as well as a cinema. Seating would be for 85 people. Shinfield Studios had a requirement under S106 to provide a community screen facility within their complex, however, due to logistical issues it made more sense to gift the equipment and installation to SPC where it would have greater use within the parish. Shinfield Studios estimated that the digital projector would last for approximately ten years and they would replace this once, free of charge.

Cllr Masseron was concerned about the temperature in the room during hot months. Nick Smith reported that they would assess the heat load of the equipment and provide blackout blinds that would help to reduce heatload.

Members were happy with the general proposal, however there would need to be some reconfiguration of the reception area to allow it to function effectively as a Cinema Box Office and more importantly that there was provision of suitable alternative storage for what would be displaced from the existing cupboards in that room.

Proposed: Cllr Jahromi
Seconded: Cllr Tatla
Approved: Unanimously

20:00 2 members of the public left the meeting

138.3 School Green Working Party

Quotes for bollards and screens had been received and would be available for consideration by the Facilities Committee meeting on 1st November.

Proposals were to replace the rotten wooden posts surrounding the green and provide screens to break up the visual impact between the green and the car park.

23/139

Grant Applications

139.1 Capital Grants

This item was taken early in the meeting following minute number 23/138.2 when two members of Oakbank Secondary School were present.

The Clerk reminded members of the four applications that were deemed to be capital grant applications. These had been discussed by the Finance and General Purposes Committee at one meeting and two working parties and no recommendation had been agreed. For each of the items there was a majority view and a minority view.

139.2 **Oakbank School - £8,000**

Members supported the capital grant of £8,000 to Oakbank School for the provision of cycle storage. This would be paid for using CIL funds already set aside for traffic calming and improvements.

Proposed: Cllr Clarke
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to make the capital grant payment of £8,000 to Oakbank School

20:11 *Two members of the public left the meeting*

139.3 **Grazeley Village Memorial Hall - £17,000**

After much consideration there remained no clear consensus and this capital grant was referred back to the Finance and General Purposes Committee for further review.

ACTION – Clerk to arrange a meeting of the Finance and General Purposes Committee

139.4 **St Mary's Church - £7,902**

After much consideration there remained no clear consensus and this capital grant was referred back to the Finance and General Purposes Committee for further review.

ACTION – Clerk to arrange a meeting of the Finance and General Purposes Committee

139.5 **Shinfield Players Trust - £20,000**

After much consideration there remained no clear consensus and this capital grant was referred back to the Finance and General Purposes Committee for further review.

ACTION – Clerk to arrange a meeting of the Finance and General Purposes Committee

139.6 **Sensory Gardens**

Cllr Lias proposed that two revenue grants for sensory gardens were reconsidered.

It was agreed that a decision had already been reached and communicated to the two schools and was therefore not open for further consideration.

23/140 Correspondence

- 140.1 The Clerk advised that WBC had issued a consultation document on Proposed Polling Stations. The only change that would affect Shinfield Parish is that those voters in the new Shinfield ward who would previously have voted at Spencers Wood Pavilion or Three Mile Cross would now be expected to vote at the School Green Centre

ACTION – Clerk to communicate the proposed changes to residents

23/141 Invoices for Payment

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

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

- 141.2 Members **APPROVED** the payment to Lifebuild Solutions Limited for £53,400 including VAT

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to pay the invoice to Lifebuild Solutions Limited for £53,400 including VAT

23/142 Confidential Business

- 142.1 Members **AGREED** to conduct the item relating to the sale of Ryeish Green Pavilion in confidence due to the information to be discussed. They felt that the item relating to the Community Room at Spencers Wood Pavillion should remain open to the public.

Proposed: Cllr Lias
Seconded: Cllr Hoyle
Approved: Unanimously

142.2 **Use of Spencers Wood Pavilion Community Room**

The Clerk informed members that there was no recommendaton one way or another, but SPC does face a decision between the potential loss of revenue and the impact on existing clients at SWP.

The Clerk had looked at the bookings for the Community Room over the past 12 months and considered all bookings on a Monday, Tuesday, Wednesday and Thursday that started before 6.00 p.m.

There were a total of 12 different hirers within the period September 2022 to August 2023. Of these:

- 2 were SPC related activities (Frensham Green Club October 2022-January 2023 and one SPC meeting)
- 1 was Foundry School who normally hire rooms at SGC (1 hire for 2.5hours)
- 1 was OVO Energy for monthly training (September to November 2022 after which time they moved their booking to SGC)
- 3 were private hires each for one occurrence for a total of 14.25 hours
- 1 was Shinfield Car Service who had two meetings outside their normal room
- 1 was Wokingham Borough Council for use as a polling station (this would not be affected by any change in the booking of SWP)
- 1 was Spencers Wood History Group for 2 hours per month
- 1 was Dance Sensation (Tuesdays and Thursdays)
- 1 was Thursday Morning Coffee Club

The Clerk noted the potential impact on the last two in particular, but also the potential lost revenue was the equivalent of 2.65% of our annual precept.

Cllr Clarke believed the charge for the Community Room was too high and this was the reason why bookings were low. He felt there was no comparison between the SWP Community Room and the School Green Centre where there was a receptionist and café.

ACTION – Members agreed to defer any decision until the next Full Council meeting once further investigation was completed

23/143

Date of Next Meeting

143.1 The date of the next meeting was Wednesday, 22nd November 2023

22:00 *BCllr Glover and 1 member of the public left the meeting*

Meeting ended at 22:00 followed by the Confidential item

List of Actions

23/130.1	Clerk to contact Cllr Boyer to ascertain his availability for Full Council Meetings	Clerk
23/131.2 23/118.5	Clerk to follow up the publication of the TRO relating to Carney's Yard	Clerk
23/131.2 23/118.8	Clerk to circulate the Finance and General Purposes Committee minutes with the next full council meeting papers	Clerk
23/134.1	(a) BCllr Gray to check the predicted number for inward migration	BCllr Gray
23/134.1	(b) BCllr Gray to be invited to join the Education Working Party	BCllr Gray
23/134.1	(c) Clerk to circulate the notes of the Education Working Party to Cllrs and BCllrs	Clerk
23/134.2	Clerk Clerk to arrange to visit Oakbank School and The Forest School	Clerk
23/135.1	(a) Clerk to put forward proposals to members for Terms of Reference for the Children and Young Adults Committee	Clerk
23/135.1	(b) Members to inform the Clerk of they wished to join the Children and Young Adults Committee	All Cllrs
23/137.1	Clerk to obtain a response from Craig Hoggarth and progress the leases or to escalate to Mr Hoggarth's line manager	Clerk
23/137.2	Clerk to provide a formal report on the options for establishing a presence in the north of the parish to the next meeting of the Full Council	Clerk
23/139.2	Clerk to make the capital grant payment of £8,000 to Oakbank School	Clerk
23/139.3 23/139.4 23/139.5	Clerk to arrange a meeting of the Finance and General Purposes Committee to discuss capital grants for Grazeley Village Memorial Hall, St Mary's Church and Shinfield Players Trust	Clerk
23/140.1	Clerk to communicate the proposed changes to residents for Polling Stations within the parish	Clerk
23/141.2	Clerk to pay the invoice to Lifebuild Solutions Limited for £53,400 including VAT	Clerk
23/142.2	Clerk to add a decision on the use of Spencers Wood Pavilion to the next agenda of Full Council	Clerk

Borough Councillor Reports

Councillor Glover

Councillor Gray

Councillor Johnson

Councillor Munro

Continue to push for speed limit changes in Beech Hill Road and other traffic safety measures in Spencers Wood.

Councillor Rance

17.10.23 Met 2 residents of Jardine Meadows upset about landowner cutting down 6 trees, ready to sell plot with plans to remove bushes/plants also. It was lovely to see rabbits and birds who have bred in unspoilt land, up to now!

19.10.23 Full WBC I asked Question on residents' behalf re the Loan to Woking (my hometown) of £10m, considering services have been drastically cut affecting all. The reply was: "You should have known info from the Treasury Management Report". I looked. NO mention in the report. No answer

Also at Full Council - Litter Bins. WBC would like the 17 Town & Parish Councils to pay for the litter bins to be cleared. I asked a Question in defence of this, as the cost is on Shinfield PC's website at £16,000. I did break that down into cost per bin. A complaint was made against me from unknown source about the 'classified' info. I apologised profusely, but pointed out the total cost is in the public domain. A Petition to uncover all those bins, where rubbish was dangerously piling up was presented. The announcement from WBC that "A decision had never been made to reduce emptying litter bins" was confusing, since a press release in July announced the decision **to reduce**.

None of this applies to the new Shinfield estates, Bolton and Fullbrook and 36 roads off, as there are NO bins at all. This is causing mayhem for responsible residents who keep emailing me, who take their dog poo bags/rubbish home, but many do not, and Croft Road, Hyde End Lane and the fields surrounding are littered with poo bags. No one is answering my badgering emails either at WBC or Taylor Wimpey.

21.10.23 A resident plagued by living nearest to the Car Meets reported to me of one on 21st October, and second ending in a Crash. He/partner are very stressed, and I continue to smooth the water. However the couple and neighbours are pursuing this with WBC ASB team, the police, because WBC Highways say "We emphasise this is a short term problem. (I have known about this for 2 years). Our priority it to allocate resources to areas with more sustained safety challenges and significant accident rates'. Residents adamant this is **not a short term problem**, and with the crash, now has 'more sustained safety challenges'. **They are 'fed up, angry, scared'**.

22.10.23 Resident in Recreation Lane has reported to me (and I saw on FB from a mother) boys dressed in dark clothes, causing mayhem in Appletree. I went to the bottom of Recreation near the allotments and saw for myself the very low fence that other boys are leaping over to get to the Spencer's Wood Pavilion. There is continuing ASB occurring, and I know SPC are doing lots to sort.

I refer to my Oct report where I informed a resident had visited Shute End 3 times, and no officer was there. Plus my Question of Council: “When would officers be returning?”, a Wokingham Without BC went to Shute End to discuss important matters on 18.10.23 also to find no one there. Incidentally the resident I spoke about, whose son had not returned to learning in Sept, because WBC had not sent the funding through, has again gone to **Shute End 4 more times and implemented a Sit In**, to highlight her plight! The teenager now has the funding and is back learning after **8 weeks of no** schooling.

Lailey Path – when is a path not a path (when it has no recognition of being a path) but the public are wearing the grass down one. I walked this with two grandsons aged 8 and 5, as if I were a parent going to school. The cars whiz by and it is so dangerous. I intend to pursue this on behalf of Shinfield families. I did bring it up with Mark Cupitt at WBC 2 yrs ago but was fobbed off. I will try again.

23.10.23 Approached by Scout Master who runs Millworth Lane Scouts. He has been trying to secure Broadband for 18 months as the Scouts movement send videos, and other work for the boys via the internet, and the Hut needs the facilities. BT and Outreach have been spectacularly tardy about this. Nothing has been installed, and yet The Scout Master is being billed every month for something he doesn't have, and suddenly another bill came out of the blue for £3000. I am working on it.

24.10.23 Spencer's Wood Lunch Club (non profit making). I met one of the Volunteer ladies who runs this Club. It has been going for **36 years unencumbered** by a rota of 16 women. 4 on each Tuesday. People come from all over to enjoy a hot lunch, meat and 2 veg, a pudding and tea and biscuits. All for a very low amount. The Treasurer is 100 years old and goes every week. I attended the lunch on 7th November. What a lovely crowd. Usually, the number is between 20 and 25. The volunteer ladies give **3 free meals** a year – Christmas, Easter and during the summer a visit to a garden centre for high tea. They do get some grants occasionally which they apply for. These usually go direct to the car/bus services that bring most of the ladies and gentlemen to the Club.

It is held at Spring Gardens a council owned property. About 5 residents of Spring Gardens also take advantage of the lunch. Some other residents have complained that their contribution to heating, lighting etc is subsidising the Lunch Club which is there once a week, for 4 hours only. The oven is switched on for half an hour, the hob for half an hour. A mere drop in the ocean of utilities. The volunteer ladies clean up every part of the building that they use as best possible.

Out of the blue, WBC visited in July (at the behest of others who **do not** attend the lunch). **3 months later**, came a letter asking for £25 per week (£6.25 for each of the 4 hours of utilities – my 3 bedroomed house with fridge, freezer, kettle, oven, central heating only uses £1.80 per hour) because of wear and tear, use of elec/gas. WBC want £100 up front on 1st of every month. It will go up each April.

This Club brings untold joy and love and shimmers with community spirit. The ladies and gents thoroughly enjoy their 2 hours out for a chat and super meal (all fresh veg), and the volunteer ladies also love their job and take huge pride in holding this club together for nearly 40 years.

I wrote to WBC but they would not budge. They want their £100 up front 1st Dec. I have tried to negotiate, by being realistic. So be it, if they now require ‘something’ towards utilities to appease their residents, though how the individual residents are going to receive the income is anyone's guess. All very odd. I believe that maybe £8 per 4 hours is reasonable for the use of the utilities, and the amount should be at the end of the month. WBC are not budging!

26.10.23 Attended NAG MEETING. Two Arborfield gentlemen came along who have been trying to get a Football Club/Clubhouse etc up and running for 8 years with no success, and yet scores of children have a need which is not being fulfilled. Other than that, the usual issues arose/ASB from youths/speeding/thefts from shops and houses.

26.10.23 Cutbush Lane East resident contacted me. He sees a need for a Crossing from the Hawthorns estate to CLE over the bypass which is becoming heavily used. As it is at the moment, walkers and cyclists take their life in their hands to cross.

26.10.23 At Shinfield Full Council, Darrell Lias asked me and the other BC's why Oakbank had not been awarded A Covered Bike Shed as other schools in Wokingham. I wrote immediately to Paul Fishwick Executive Member for highways. He replied 2 weeks later with "Those schools were selected because they were closed to Wokingham & Twyford Air Quality Management Areas (AQMA's) which fall within the BC's responsibility. These schools are not necessarily within each of the zones but close enough to improve the AQMA by reducing the need for people to travel.

5.11.12 Croft Road resident, walks his dog regularly through Hyde End Lane where there are steps leading to Bay Crescent. A streetlight was erected and cabling installed **6 months ago**. The light does not work. Am waiting for a reply from Taylor Wimpey!!

6.11.23 Since July, **Swallowfield PC** have been asking WBC to clear badly overgrown bushes on the B3349 Basingstoke Road pavement. Leaves/mulch are on the floor. One councillor enlisted my help. I have contacted WBC several times. **Nothing** has been done. This is a particularly dangerous road with heavy, fast traffic use. Mothers with buggies/wheelchair users are impeded. The pavement is only on one side. Nothing has happened, though lots of emails from me and Swallowfield.

6.11.23 Checked on resident, mother of 5, 2 of whom are severely autistic, as to how things are. She was due to be evicted 2 months ago. Landlord took her to court. Stay of execution until 5th Dec. when the landlord will approach Court again for Bailiff action. She is advised to stay where she is, be forcibly evicted and WBC will act – though options for housing is Birmingham or Leicester.

7.11.23 The paraplegic gentleman I mentioned a while back is still stuck living in a tiny room with kitchenette/shared shower. There are no sockets for TV or broadband. Been there 18 months. Told he would be getting specially fitted bungalow within 9 months. But original surveyors missed floor crumbling/damp and other, so another survey needed. Work chronically delayed. He's suffering huge mental health probs because his life is 'on hold'. He cannot get his specialist equipment in the room, there is nowhere for friends to sit. He is isolated. I keep pushing WBC politely but little progress.

8.11.23 Heard WBC that 38 Electric vehicle (EV) charge points were installed around the borough by Govt. funding. Wokingham, Twyford, Earley, Winnersh, Woodley, Arborfield, Finchampstead, Wargrave. None for Shinfield and yet we are the third largest area in the borough.

Minutes of a meeting of
The Facilities Committee
Held on Wednesday 1st November 2023
At School Green Centre commencing at 19:30

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

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

2 members of the public

*Joined the meeting at 19:55

23/FC/68

Public Questions

68.1 Manor Ground Football Nets

The Chairman of the Shinfield Rangers reported that the University of Reading (UoR) had delivered 7 aside football goals instead of 9 aside football goals.

Shinfield Parish Council (SPC) would order the 9 aside football goals (see minute 23/FC75.2)

68.2 Floodlights

The Chairman of Shinfield Rangers asked if they could use floodlights at the Manor Ground and Millworth Lane next season to maximise training. It was agreed that the committee would give this consideration.

ACTION – Committee to consider whether to allow use of temporary floodlights and any conditions of use

23/FC/69

Apologies and declarations of Members' Interest

69.1 There were apologies for absence from Cllrs Boyer and Jahromi

69.2 There were no declarations of members' interests

Minutes of the Previous Meeting

- 70.1 The minutes of the Facilities Committee meeting held on 4th October 2023 were approved as a correct record and signed as such by Cllr Clarke as Chair of the committee.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

- 70.2 The following matters arising were discussed:

- 23/FC/57** Deputy Clerk to investigate ownership of land between the Arborfield
23/FC/48.3 Road allotments and the new nursery

The Deputy Clerk reported that the strip of land was owned by Wokingham Borough Council.

- 23/FC/57** Facilities Manager to discuss with Grazeley Village Hall and order a
23/FC/49.2 Christmas Tree accordingly

The Clerk had made the offer of a tree. As they had already ordered a tree SPC would contribute towards the cost instead and the Chairman of the Grazeley Village Hall was pleased with the offer from SPC.

- 23/FC/57** Facilities Manager to invite Cllr Clarke to the next meeting with Nigel
23/FC/52.6 Frankland, UoR

Cllr Clarke had spoken to Nigel Frankland who expected work to start on High Copse in January 2024

- 23/FC/59.1** (a) Clerk to write up a business case for Millworth Lane showing potential
income and expenditure for discussion at the full council meeting

This had been done and was an item on the agenda of the Full Council meeting held on 25th October 2023 where it was approved unanimously.

- 23/FC/59.1** (b) Clerk to add Millworth Lane to the next agenda of full council

This had been done

- 23/FC/59.2** (a) Deputy Clerk to add 'approval of quote for the toilets at Millworth
Lane' to the next agenda

This was on the agenda

- 23/FC/59.2** (b) Facilities Manager to chase up the planning permission for the
removal of the tree at Millworth Lane

The Facilities Manager reported that Tony Grover had asked the planner for permission to remove the 3rd tree.

23/FC/60.2 Deputy Clerk to inform the Allotments Administrator of the decision of the committee to allow an extension to those who live outside of the parish

The Allotments Administrator had been informed of the decision

23/FC/60.3 Deputy Clerk to inform the Allotments Administrator of the decision of the committee to amend the wording on the allotment termination protocol from 'Recreation and Amenities Committee' to 'Facilities Committee'

The Allotments Administrator was making the appropriate changes

23/FC/61.1 Deputy Clerk to arrange a meeting of the School Green Working Party

Another meeting would be set up once the costings had been approved.

23/FC/64.1 Clerk to investigate the condition of the Environmental Field

This was on the agenda at Item 9.1

23/FC/64.3 Facilities Manager to raise the issue of the hedge and lighting on Hyde End Road between Dobbies Garden Centre and Langley Mead SANG with Nigel Frankland, UoR

Cllr Clarke advised that he had spoken to Nigel Frankland about this.

23/FC/66.1 Clerk to inform Cllrs Clarke, James and Peer when the bids were to be opened for Ryeish Green Pavilion

The agent had received the bids and had forwarded them to the Clerk. Councillors had not been invited as there was not an official opening of the bids. The Clerk had reported the information to the Full Council meeting held on 25th October 2023.

This item was also on the agenda for further discussion.

Millworth Lane

71.1 Toilets for Millworth Lane

The Facilities Manager had obtained a revised quote:-

In summary the total cost was

H. Cockburn £10,180 (base and filtration system)

Portable Offices £17,677 (truck to deliver)

Josh Chamberlain tree removal £1,200 (Qty 3 subject to planning permissions)

Total £29,851

Proposed: Cllr Peer

Seconded: Cllr Tatla

Approved: Unanimously

ACTION – Facilities Manager to arrange for the work to commence

ACTION – Clerk to discuss rent with the Tennis Club

71.2 Verbal report from the Sports Working Party

The Chairman reported that the Sports Working Party had met on 1st November 2023 and requested that process of obtaining planning permission commence with a view to the work starting in March/April 2024. Leaflets will be delivered to inform local residents in Millworth Lane of the proposal and invite the public to explain the planning application.

Cllr Peer reported that Arborfield Football Club had formed a Trust who were now dealing with WBC.

ACTION – Clerk to organise leaflet distribution in Millworth Lane prior to the submission of the planning application

ACTION – Clerk to arrange a public meeting to explain the proposals for Millworth Lane

ACTION – Cllr Peer to give details to the Clerk so he can contact Arborfield Football Club

71.3 Fitness Training at Millworth Lane

The Clerk advised that he had discussed the main items that would be required to be considered within a formal agreement. Now that Full Council had approved the redevelopment of Millworth Lane he would progress with creating a formal set of Heads of Terms for this facility.

ACTION – Clerk to draft formal Heads of Terms for the fitness training company and submit to Facilities Committee for approval

Allotments

72.1 Allotment Annual General Meeting

The Facilities Manager reported that this had been attended by the Allotments Administrator, Clerk, Facilities Manager and Cllr Clarke. Allotments holders were pleased that those not cultivating their allotments were being given notice to leave. Bonfires had been causing some issues and it was stressed that they needed to be done properly, allotment holders were encouraged to find alternative ways of disposing of waste. Allotment holders recognised the actions that SPC had taken to help stop the intrusions onto the Clares Green Allotments.

Cllr Clarke reported that it had been a very positive meeting.

ACTION – Facilities Manager to provide details of numbers on waiting lists to the next meeting

72.2 Fencing for Recreation Ground allotments

The Facilities Manager had obtained a quote from Meta fence for £2,483.60 + VAT for the supply and installation of fencing at the Recreation Ground allotments due to increased levels of anti-social behaviour (ASB).

Proposed: Cllr Peer
 Seconded: Cllr James
 Approved: Unanimously

ACTION – Facilities Manager to make appropriate arrangements for installing a fence at the Recreation Ground allotments

School Green Centre and School Green

73.1 School Green Working Party

The Facilities Manager advised that he had received quotes for the replacement bollards around the School Green and for screens along the north side (car park side). The latter would require planning permission. In the meantime, due to the condition of the existing bollards it was recommended that they were replaced as they did not require any planning permission.

Members approved the quotation for £30,400 for the replacement bollards and screens for the School Green

Proposed: Cllr James
 Seconded: Cllr Tatla
 Approved: Unanimously

ACTION – Facilities Manager to arrange for the work to replace the bollards to commence

ACTION – Facilities Manager to submit the planning application / certificate of lawfulness for the screening

73.2 Storage at the School Green Centre

The Clerk reported that storage was an ongoing issue at the School Green Centre and with the proposed installation of the filming facilities the existing cupboard in the Pound Green Room would be lost. There was therefore a need to provide additional suitable usable storage within the building and ideally adjacent to Pound Green and Ryeish Green rooms. This would require planning permission, building regulations and involve the architects.

It was recognised that there was a need for additional storage in the building generally.

ACTION – Clerk to ensure that Shinfield Studios include suitable alternative storage within their final proposal

ACTION – Clerk/Facilities Manager to contact the architects to ascertain whether this proposal was possible

Proposed: Cllr Per
Seconded: Cllr Tatla
Approved: Unanimously

73.3 Room charges for 2024/25

Proposed charges for the School Green Centre (SGC) and Spencers Wood Pavilion (SWP) had previously been circulated to members for consideration.

Members approved the charges for 2024/25 with a review of the community room bookings at Spencers Wood Pavilion in six months.

Proposed: Cllr Tatla
Seconded: Cllr James
Approved: Unanimously

ACTION – Room charges for 2024/25 to be implemented from 1st April 2024

ACTION – Deputy Clerk to add to the agenda in six months to review bookings taken for the Community Room at Spencers Wood Pavilion

73.4 School Green Centre opening times over the Christmas Period

The Clerk advised that the proposed times reflect the arrangements put in place for last Christmas. These would be the hours for the general public, for example, to collect blue bags. On Friday 29th there was a party booked into the evening and this would be staffed accordingly.

Members approved the proposed opening times as previously circulated.

Proposed: Cllr Peer
Seconded: Cllr Tatla
Approved: Unanimously

ACTION – Clerk to arrange for the opening times to be published in the December Newsletter

73.5 Robyn's Nest Café

The Clerk advised that this item had been placed on the agenda to report that Robyn's Nest Café had made the decision to close on a Monday. However, since the issuing of the papers for this meeting he had received formal notice from the café proprietor that they intended to cease trading with effect from Christmas Eve. They would be liable for rent income until the end of their notice period which would be 26th April 2024.

The Clerk had agreed not to share this information as at the time the proprietor had not communicated her decision to her staff. The Clerk asked that there was no external discussion of this subject until such time as the proprietor had confirmed she had completed that task.

The Clerk stated that a vibrant café was an essential element to the success of the School Green Centre but it was important to get the right café operator rather than rush the process.

The Clerk recommended a full tendering exercise but suggested that the Council make it clear that it would be prepared to consider proposals from anyone wishing to run a Community Café. This would be a 'not for profit' scheme utilising a mainly volunteer workforce.

The Clerk stated that we should not consider any in-house operation of a café. This would divert too much attention from other council activities and there were comparatively few successful in-house operations at the scale we would be operating at.

Members NOTED the information and it was agreed that a working party be formed to look at options. Cllrs James, Peer, Clarke and Tatla agreed to join the working party.

ACTION – Clerk to arrange a meeting of the working party

23/FC/74

Spencers Wood Pavilion and Recreation Ground

74.1 Chapel Lane Pre-School contract

The Facilities Manager reported that the Chapel Lane Pre-School were now paying the rent as set in the new contract. They had at the last meeting requested that the licence becomes a lease. The Clerk had been advised by Cllr Grimes that there were reasons why the agreement was previously in the form of a licence and he would get further legal advice on how to proceed.

ACTION – Clerk to seek legal advice on how to proceed with the lease/licence for Chapel Lane Pre-School

74.2 Upgrade to CCTV at Spencers Wood Pavilion

The Facilities Manager reported that the CCTV at the SWP had now been upgraded and was providing a better coverage and quality of the area.

74.3 Installation of shutters to the front entrance of Spencers Wood Pavilion

ASB problems at the SWP have been increasing over the last few months with youths congregating in the entrance porch. Members were asked to consider the installation of a shutter on the front porch that could block off the sheltered area when the building was not in use. The Clerk advised that when he unlocked the building on Saturday morning there was clear evidence that it had been used as a congregating point by youths the previous evening.

A quote had been received from Shuretech for £4,2370 + VAT.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Facilities Manager to arrange for the installation of a shutter to the front entrance of the Spencers Wood Pavilion

23/FC/75

Manor Ground

75.1 Manor Ground Pavilion

The Facilities Manager reported that WBC required full planning permission for fencing to protect the equipment. The Facilities Manager had temporarily put up some Heras fencing to protect the equipment.

The practice nets had been installed and were paid for by the UoR.

ACTION – Facilities Manager to obtain planning permission for the fencing

75.2 Football nets at the Manor Ground Pavilion

(This item was discussed under Public Questions)

The Facilities Manager reported that the football posts supplied by the University of Reading (UoR) at the Manor Ground were for 7 aside football, however, they required football posts for 9 aside. Two quotes had been received

- Steel – £2534.00 (incl. VAT)
- Aluminum - £4531.60 (inc. VAT)

The preferred choice would be for the steel.

Members approved

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Facilities Manager to order the football posts

Parish Wide Items**76.1 Environmental Field**

Cllr Clarke had reported at the last meeting that Taylor Wimpey had not left the field in an acceptable state, the weeds were very high, and the soil was about 1 meter higher than the original field. Chris Howard, WBC had previously been contacted.

ACTION – Clerk to investigate

76.2 High Copse Pavilion

Cllr Clarke reported that Nigel Frankland had said that work was expected to start in January 2024.

76.3 Taking care of open space in the Parish

Cllr Clarke reported that the roundabouts at the junction of Hayes Drive/Deerleap and the one on the Arborfield Road near the 'Parrot' were still overgrown.

ACTION – Deputy Clerk to add to the agenda in January 2024

76.4 Bus Shelter on Hollow Lane

This was expected to be installed towards the end of November 2023.

76.5 Deardon Orchard

The Facilities Manager reported that a working party, comprising residents, staff and councillors, had met at the orchard on 14th October and much restorative work was carried out under the guidance of Steve Arnold of Tree Solutions. A charity – Freely Fruity – had attended and had offered to work with the council to keep the orchard in a healthy condition.

The work had not quite been completed and a further working party had been arranged.

It was suggested that some recognition was required for the work 'Freely Fruity' were doing on an ongoing basis. Costs could be claimed from WBC.

Proposed: Cllr Peer
Seconded: Cllr Tatla
Approved: Unanimously

ACTION – Facilities Manager to arrange for recognition for 'Freely Fruity'

Ryeish Green Pavilion**77.1 Marketing of Ryeish Green Pavilion**

The Clerk reported that a discussion had taken place at the Full Council meeting on 25th October where Councillors felt that they should reconsider the use of the building and quotes should be obtained for renovation with a view to leasing the building.

The Clerk reminded members of the process that had led to this position.

Members believed the land was an asset to the community and, if there was a use for it, the best way forward may be to refurbish and let it out. Full Council would revisit the issue in December when the costs of refurbishment were known.

The Clerk reported that the agent had advised against refurbishment and suggested that selling was in the best interest of the council.

The Facilities Manager was asked to obtain quotes for the refurbishment of the Pavilion. The Facilities Manager had requested clear instructions on how members wish the refurbishments to look before he submitted instructions for the quotes.

Two designs were proposed; a more open space and the configuration that the dementia group had intended to implement.

ACTION – Facilities Manager to obtain quotes for both refurbishment designs and submit to Full Council for a decision

20:21 *Cllr Masseron left the meeting*

77.2 Relocation of football container

The football club had a container on the Ryeish Green Pavilion site where they stored their equipment. Members felt that this could be repositioned on the other side of the fence near the football pitches where it would be more accessible to the football club.

The Clerk suggested that any decision on the container was deferred until a final decision had been made on the future of the pavilion.

Correspondence**78.1 Woodland Trust - Free Trees for Communities 2023/24**

The Woodland Trust is giving away free trees to interested Parish and Town councils.

23/FC/79

Date of Next Meeting

79.1 The next meeting would be held on Wednesday, 29th November 2023

The meeting ended at 21:28

DRAFT

List of Actions

23/FC/68.2	Committee to consider whether to allow use of temporary floodlights and any conditions of use	Committee
23/FC/71.1	Facilities Manager to arrange for the work to commence for the tennis club toilets	Facilities Manager
23/FC/71.1	Clerk to discuss rent with the Tennis Club	Clerk
23/FC/71.2	Clerk to organise leaflet distribution in Millworth Lane prior to the submission of the planning application	Clerk
23/FC/71.2	Clerk to arrange a public meeting to explain the proposals for Millworth Lane	Clerk
23/FC/71.2	Cllr Peer to give details to the Clerk so he can contact Arborfield Football Club	Cllr Peer
23/FC/71.3	Clerk to draft formal Heads of Terms for the fitness training company and submit to Facilities Committee for approval	Clerk
23/FC/72.1	Facilities Manager to provide details of numbers on waiting lists to the next meeting	Facilities Manager
23/FC/72.2	Facilities Manager to make appropriate arrangements for installing a fence at the Recreation Ground allotments	Facilities Manager
23/FC/73.1	Facilities Manager to arrange for the work to replace the bollards to commence on the School Green	Facilities Manager
23/FC/73.1	Facilities Manager to submit the planning application / certificate of lawfulness for the screening	Facilities Manager
23/FC/73.2	Clerk to ensure that Shinfield Studios include suitable alternative storage within their final proposal	Clerk
23/FC/73.2	Clerk / Facilities Manager to contact the architects to ascertain whether this proposal was possible	Clerk / Facilities Manager
23/FC/73.3	Room charges for 2024/25 to be implemented from 1 st April 2024	Deputy Clerk
23/FC/73.3	Deputy Clerk to add to the agenda in six months to review bookings taken for the Community Room at Spencers Wood Pavilion	Deputy Clerk
23/FC/73.4	Clerk to arrange for the opening times to be published in the December Newsletter	Clerk
23/FC/73.5	Clerk to arrange a meeting of the 'café' working party	Clerk

23/FC/74.1	Clerk to seek legal advice on how to proceed with the lease/licence for chapel Lane Pre-School	Clerk
23/FC/74.3	Facilities Manager to arrange for the installation of a shutter to the front entrance of Spencers Wood Pavilion	Facilities Manager
23/FC/75.1	Facilities Manager to obtain planning permission for the fencing at Manor Ground	Facilities Manager
23/FC/75.2	Facilities Manager to order the football posts for 9 aside	Facilities Manager
23/FC/76.1	Clerk to investigate the situation with the Environmental Field	Clerk
23/FC/76.3	Deputy Clerk to add to the agenda in January 2024 'Taking care of open space in the Parish'	Deputy Clerk
23/FC/76.5	Facilities Manager to arrange for recognition for 'Freely Fruity'	Facilities Manager
23/FC/77.1	Facilities Manager to obtain quotes for both refurbishment designs and submit to Full Council for a decision	Facilities Manager

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 2nd November 2023
at School Green Centre commencing at 19.30

Present: Cllrs James, Jones, Masseron, Montgomery, Peer and Tatla (Chair)

Attending: B Winton (Clerk)
1 member of the public

23/ACE/40

Public Questions

40.1 There were no public questions.

23/ACE/41

Apologies and declarations of Members' Interest

41.1 There were apologies for absence from Cllr Jahromi

41.2 There were no declarations of members' interests

23/ACE/42

Minutes of the previous meeting

42.1 The minutes of the committee meeting of 5th October 2023 were approved as a correct record and signed as such by Cllr Tatla.

Proposed: Cllr Montgomery

Seconded: Cllr Peer

Approved: Unanimously

42.2 Actions and Matters Arising

23/ACE/28.3 Clerk to follow up interest in the exhibition with Wokingham Arts Society

The Clerk advised that he had received a response from the Chair of Wokingham Arts Society as follows:

"The Wokingham Art Society committee has discussed your proposed exhibition next year which generated some interest.

This will also be flagged up to the membership at large but we agreed that it would be up to individuals to apply.

As you may be aware, many members are already committed to other exhibitions including our own Summer Exhibition.

This will run from 20 July to 3 August 2024 and also with the Wokingham Arts Trail (21/22 September 2024), your May date may be preferred.

I hope you will be able to get your exhibition off the ground. Please keep me posted.”

It was agreed that the Clerk would keep the society informed regarding the planning for the event so that they could distribute the relevant information to their members.

ACTION – Clerk to keep Wokingham Arts Society informed with the planning for the Arts Exhibition

23/ACE/28.3 Clerk to invite Charlotte Haitham Taylor to a future meeting

The Clerk advised that Ms Haitham Taylor (Chair of Arts4Wokingham) had agreed to attend the next committee meeting on 30th November with a 7.00 p.m. start to allow adequate time for discussion.

23/ACE/28.4 Clerk to contact More Arts

The Clerk had arranged today for a meeting with the Chairman of More Arts for Monday 6th November at 2.30 p.m.

ACTION – Clerk to report back to the next meeting regarding potential involvement by More Arts in the Art Exhibition

23/ACE/29.2 Clerk to use newsletter and website to create database of local artists and craftspeople

The next newsletter was being prepared and would include a request for information on this issue.

ACTION – Clerk to use the next newsletter to start a database of local artists and craftspeople

23/ACE/30.3 Clerk to monitor performance of the coffee trailer and report back accordingly

The Clerk advised this had started to trade from Tuesday 17th October. After the first couple of weeks the proprietor has found moving between different sites on the same day to be difficult and so has now switched to just the Friday 12.00 to 18.00 slot for after school socialising. It had been discussed at the previous meeting that trading times could be adjusted to help the business get established.

ACTION – Clerk to continue to monitor the coffee trailer performance

23/ACE/30.4 Clerk to follow up the pizza vehicle proposal

The Clerk advised that the proprietor was currently in the process of obtaining the necessary licence from WBC. The preferred day of operation at Spencers Wood Recreation Ground was a Thursday evening with a likely end time of 8.00 p.m. on the day of operation. The proprietor had shared a copy of a letter drop to local houses.

ACTION – Clerk to continue to follow up the pizza vehicle proposal

23/ACE/35.2 Clerk to arrange the first meeting of an Events Working Party

The Clerk advised that he had scheduled a meeting of the working party (Cllrs Masseron, Montgomery & Peer) for 4.00p.m. on Monday 6th November.

23/ACE/35.3 Clerk to continue to follow up on potential leads for a Community Choir and to recruit through social media

This was on the agenda

23/ACE/35.7 Clerk to add storage at School Green Centre to the agenda for the next Facilities Meeting

This had been added to the Facilities Committee agenda for their meeting on the 1st November. There is a clear understanding of the need for additional storage at the Centre both for the Shinfield Studios proposal discussed at Full Council on 25th October and also for general operational requirements. In particular, it is difficult for SPC to provide additional activities if the required equipment needs to be stored when not in use.

23/ACE/35.8 Clerk to proceed with the planning for the Christmas event on 1st December

This was on the agenda

23/ACE/35.9 Clerk to offer a Christmas tree to Grazeley Village Memorial Hall

The Clerk had offered a Christmas tree. As they had already ordered a tree for this year, SPC would make a contribution towards the cost

23/ACE/35.10 Cllr Tatla and the Clerk to discuss with Nicola Peacock to identify opportunities for SPC to work with specific WBC initiatives

Cllr Tatla had arranged to meet Nicola Peacock on 17th November

ACTION – Cllr Tatla to report back to the next meeting

23/ACE/36.1 Clerk to add “Made in Shinfield” logo to the agenda for the next meeting

This was on the agenda

23/ACE/38.1 Clerk to place proposal for the formation of a specific committee covering education, anti-social behaviour and the provision of activities for young adults on the next Full Council agenda

This had been considered and approved by Full Council on 25th October and a Children and Young Adults Committee would be established.

23/ACE/43

Developing Arts & Culture in the parish

Art Exhibition

43.1 The Clerk advised that the necessary bookings were in the diary and the working party on Monday 6th November would start to flesh out the overall programme and also what the requirements may be. There was also a meeting scheduled with More Art for earlier that day. The working party will be able to report back in more detail at the next meeting.

ACTION – Clerk to continue to keep the Art Exhibition on the agenda

Community Choir

- 43.2 The Clerk reported on a Teams meeting held with Professor Rebecca Berkley from Reading Universal Voices which runs a school term choir for children in the Reading area using University of Reading students studying music education. They learn to run a choir by helping to run her outreach choir.

Professor Berkley advised the following:

- If going for an adult's choir consideration would need to be given to the type of repertoire they would perform
- It may be easier to start with a children's choir and if so, then Key Stage 2 is an ideal age as they can have a more advanced repertoire than younger children. A children's choir brings a ready-made audience.
- In either case consideration would need to be given to the recruitment of a choir leader and possibly also an accompanist which would cost money until such time as any choir was established and paying fees
- Recruitment should aim to get someone with relevant experience. Ideally, they could provide a video of them leading a choir and/or bring a plan of action for developing and creating the choir
- Regardless of the age group the objective should be to have the equivalent of one large performance and one smaller performance each term. This should mostly be for joint performances with other choirs as a single choir may struggle to have enough performance material on their own
- Including a musicianship scheme such as Go for Bronze. The Clerk suggested that the library could be involved by stocking relevant publications at the School Green Centre)
- Professor Berkley extended an invitation to see her choir in action Wednesdays between 4.00 - 5.30 p.m.

The Clerk advised that Sing for Yourself had started on 5th October.

After careful consideration it was decided that for the moment efforts should be focussed on helping to establish Sing for Yourself (possibly including a children's version) and to defer any further discussion on a formal choir for a period of 6 months

ACTION – Clerk to continue to investigate the possibility of a children's Sing for Yourself session

ACTION – Clerk to add Community Choir to the June 2024 Agenda

Friday Funday

- 43.3 The Clerk advised that this had run again on the Friday of the October half-term (27th October) with numbers as high as they had been in the Summer. The response was again very favourable and reflected in the almost £40 of donations left by parents.

Proposals for Christmas Event

- 43.4 The Clerk advised that the Festive Fayre planning is developing and SPC are planning the Rockin' around the Christmas Tree element. Laurence McNaughton has agreed to play the piano for musical backup (and has a keyboard). We are also hopeful of having Sing for Yourself involvement.

The Lambs Lane Repair Café have advised they would be involved in a "Check your Christmas Tree lights" session in the café as part of the overall event.

ACTION – Clerk to proceed with the planning for the event based on the above

23/ACE/44

Made in Shinfield Parish

- 44.1 The various logos circulated in the papers for the meeting were discussed and Option 7 was chosen to be used on the Made in Shinfield Poster. The Clerk explained that the wording specifically used the word "Parish" as a common grumble from residents that referring to just Shinfield did not reflect all areas of the parish. It was agreed that the wording would continue to refer to "Made in Shinfield Parish".

ACTION - Clerk to use the agreed logo in the Made in Shinfield Parish poster

23/ACE/45

Community Services

45.1 Update on the Youth Club

The Clerk advised that the Youth Club had resumed on 25th October with no bad behaviour reported then or yesterday evening (1st November). WBC ASB team and local police had made a few patrols and spread the word to those they encountered that the area was being more closely overseen. We have improved the external cameras and added additional cameras inside the building. The Facilities Committee last night approved the installation of a shutter for the portico area which should be a great boost to the youth team as it will mean that they will not encounter any groups in that area when they arrive for a session.

Cllr Montgomery had visited the Frensham Green Flat last week and had no issues to report.

45.2 Coffee Trailer

This had been covered earlier.

45.3 Pizza Vehicle

This had been covered earlier.

45.4 **Mobile Catering**

The Clerk will include information on all mobile catering in due course.

23/ACE/46

Public Art

46.1 The Clerk advised that further to the papers issued he had a meeting with two members of Stantec which is the company acting on behalf of Vistry Homes and Bloor Homes in relation to the development at Shinfield this afternoon. They confirmed the background and advised on their initial thinking which was:

- To include public engagement
- To provide something that served a purpose as well as being art e.g. benches, mosaic or pavement art
- Specifically mentioned involving Alder Grove as the school included in the development
- Budget from developers £8,000
- SPC could contribute to the overall project if we wanted

There would need to be a formal agreement for the developers to pass over to WBC who could in turn allow us to do the fulfilment.

SPC would have a free range to conduct the engagement any which way it wished.

All agreed to support SPC taking on the process subject to ratification at Full Council.

ACTION – Clerk to add to agenda for Full Council on 22nd November

46.2 Members did not wish to have an open competition which could lead to inappropriate proposals coming forward and would instead like to see a tight design brief which would produce a limited range of viable proposals which could be opened to the public to choose their preferred design.

It was felt that the brief should include:

- A requirement for a relatively clean and simple design
- A design which was in keeping with the public plaza and the setting against the backdrop of the School Green Centre
- Reflected the history or geography of the parish

It was felt that the last point lent itself to design involving water to reflect the “shining fields” that gave Shinfield its name. This could

- Include lighting to enable it to have a visual impact even in the dark (ideally utilizing solar power)
- Involve water jets or fountains (possibly one for each of the 6 main settlements)
- Using materials already intended for the plaza such as Corten steel

ACTION – Clerk to draft a design brief for consideration by the committee

23/ACE/47

Correspondence

- 47.1 There was no correspondence for the committee.

23/ACE/48

Date of Next Meeting

- 48.1 The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 30th November 2023 at 19:00 starting with a presentation from Charlotte Haitham-Taylor

The meeting ended at 20.45

DRAFT

List of Actions

23/ACE/28.3	Clerk to keep Wokingham Arts Society informed with the planning for the Arts Exhibition	Clerk
23/ACE/28.4	Clerk to report back to the next meeting regarding potential involvement by More Arts in the Art Exhibition	Clerk
23/ACE/29.2	Clerk to use the next newsletter to start a database of local artists and craftspeople	Clerk
23/ACE/30.3	Clerk to continue to monitor the coffee trailer performance	Clerk
23/ACE/30.4	Clerk to continue to follow up the pizza vehicle proposal	Clerk
23/ACE/35.10	Cllr Tatla to report back to the next meeting regarding her discussions with Nicola Peacock	Cllr Tatla
23/ACE/43.1	Clerk to continue to keep the Art Exhibition on the agenda	Clerk
23/ACE/43.2	Clerk to continue to investigate the possibility of a children's Sing for Yourself session	Clerk
	Clerk to add Community Choir to the June 2024 Agenda	Clerk
23/ACE/43.4	Clerk to proceed with the planning for the Festive Fayre/Rockin' Around the Christmas Tree event	Clerk
23/ACE/44.1	Clerk to use the agreed logo in the Made in Shinfield Parish poster	Clerk
23/ACE/46.1	Clerk to add to add Public Art to the agenda for Full Council on 22 nd November	Clerk
23/ACE/46.2	Clerk to draft a design brief for Public Art for consideration by the committee	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 8th November 2023
At School Green Centre commencing at 19.30

Present: Cllrs Grimes, Hoyle, James, Lias, Peer (Chair)

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

2 members of the public

23/PC/109

Public Questions

109.1 There were no public questions

23/PC/110

Apologies and declarations of Members' Interest

110.1 Apologies for absence were received from Cllrs Tatla, Masseron and Jahromi

110.2 There were no declarations of members' interests.

23/PC/111

Minutes of the Previous Meeting

111.1 The minutes of the committee meeting of 11th October 2023 were approved and signed as such by Cllr Peer

Proposed: Cllr Lias
Seconded: Cllr Grimes
Approved: Unanimously

111.2 **Actions and Matters Arising**

23/PC/92.2 Clerk to ask WBC to identify who was dealing with each issue under
23/PC/83.2 'Other' on the Enforcement Notices

The Clerk advised that he had now been provided with a glossary of terms used on Enforcement notices but there was no readily available list of who was dealing with items classed as 'other' and these were passed on to another department. These would need to be followed up on a one by one basis.

23/PC/92.2
23/PC/83.2

Clerk to raise the above issue with other local Clerks

The Clerk advised that he had raised the issue at the Clerks' Forum held on 18th October. All the other Clerks present reported that they had the same issues with lack of clarity from WBC once the Enforcement team had deemed something to be "Other".

23/PC/92.2
23/PC/83.2

Cllr Masseron to make an initial contact with Nigel Frankland, University of Reading (UoR) to see if a crossing was planned on the Arborfield Road

There had been no update on this item.

ACTION – Cllr Masseron to update at the next meeting

23/PC/92.2
23/PC/83.2

Clerk to follow up with Nigel Frankland (UoR) regarding creating a gap in the fence at the Arborfield Road end of the new footpath that runs to Millworth Lane or to display a sign at the Millworth Lane end to inform users that there was no exit at the end of the path

There had been no response from Nigel Frankland

ACTION – Clerk to follow up and report back to the next meeting

23/PC/92.2
23/PC/83.2

Clerk to investigate the cost of providing parking enforcement with WBC

The Clerk had written to Matthew Gould, Highways & Transport Department, Wokingham Borough Council (WBC) on the 10th October who had advised that he would come back to the Clerk "ASAP". Despite chasing the Clerk had yet to receive a response. BCllr Glover offered to chase this up.

ACTION – Clerk to provide BCllr Glover with the information so she could follow up the cost of providing parking enforcement

23/PC/92.2
23/PC/87.1

Clerk to investigate whether the Disability Discrimination Act (DDA) applies to public footpaths

The Clerk advised that according to the Ramblers Association guide to Disabled Access on Public rights of Way:

"The Equality Act 2010 places a duty on local authorities to prevent discrimination against people with disabilities. Accordingly, local authorities must make reasonable adjustments to ensure paths are as accessible as possible.

When approving new structures, the local authority must consider the needs of people with limited mobility and should only approve the least restrictive option necessary to control the livestock.

Stiles and gates which have been in place since the time the path was dedicated for public use cannot be changed without permission from the landowner. By building a good relationship with the landowner and explaining the issue, groups and individuals may be able to persuade the landowner to install an alternative solution.”

The Clerk advised that this last point was the issue. As had been reported previously the landowner was not interested in making the change to a kissing gate.

ACTION – Clerk to add to the agenda in November 2024

23/PC/92.2
23/PC/87.2

Deputy Clerk to work with the Shinfield Parish Volunteer Group to ensure that all the original ‘walks’ documents were now available

The Deputy Clerk had attended a meeting with representatives of the Shinfield Parish Volunteer Group and the IT and Comms Administrator. The majority of the documents were available in an original format and those missing would need to be redone due to the lapse in time since their original creation. The Deputy Clerk had offered to assist the volunteer group with typing the text of the walks to speed up the process. The IT and Comms Administrator had reformatted the ‘Walks’ page on the SPC website and work had commenced to make the format compatible with mobile devices. The updated walks would include What3Words. The screen in School Green reception was publicising the walks and leaflets were available for collection.

The Shinfield Parish Volunteer representative had researched the costs incurred in the printing of the leaflets and suggested that the price charge by the UoR was far too high. There was a discussion on phasing out printed leaflets (but with hard copies still available on request).

It was reported that the local care homes used the ‘walks map’ with their residents. This was held electronically and could be sent to the care homes.

ACTION –

- Deputy Clerk to continue to liaise with the Shinfield Parish Volunteer Group and assist with publication of the revised leaflets
- Deputy Clerk to send an electronic copy of the ‘walks map’ to the two local care homes
- Proposal on further provision of information on walks to be considered at the next meeting

23/PC/92.2 Deputy Clerk to arrange for QR codes to be added to the walks
23/PC/87.2 leaflets

The Deputy Clerk advised that if it was decided to reprint leaflets then a QR code would be added. QR codes could be placed at strategic points around the walks so walkers could access all the details on the website while out and about.

The Chairman thanked the Shinfield Volunteer Group for all the work carried out in updating the 'walks'.

23/PC/93.3 Clerk to keep a check of the status of the enforcement relating to Carney's Yard

The Clerk had asked for an update from the officer handling this case and had been advised that the site was still slowly being cleared.

ACTION – Clerk to continue to monitor the status of the enforcement

23/PC/95.1 Clerk to request a list of acronyms on the 'closed enforcement notices' from WBC

The Clerk has received a list of abbreviations used on these reports.

ACTION – Clerk to circulate the list of terms used

23/PC/96.2 Clerk to complete the work in progress on streetlamps

This was on the agenda at Item 7.2

23/PC/102.1 All members of the Committee were asked by the Chairman to respond to the Clerk on the weekly planning applications

The Clerk advised that he receives on average 7 responses each week with 9 members of the committee. The Clerk also noted that the new method of sharing the new planning applications seemed to be easier for everyone. All members of the Committee to continue to respond to the Clerk on the weekly planning applications

23/PC/105.1 Cllr Masseron to attend the WBC meeting on 26-10-23 and ask what action was being taken and when the work would take place on the unfinished footpath on Hyde End Lane

Cllr Masseron had reported that she did not attend this meeting and gave an update from BCllr Glover who had asked the relevant questions.

Cllr Masseron would wait and see how WBC responded to the question asked by BCllr Glover. If there was no visible progress by WBC in a few weeks, Cllr Masseron would raise a formal question to WBC.

ACTION – Cllr Masseron to continue to monitor the situation

23/PC/105.1 Clerk to assist Cllr Masseron to prepare and submit a written 'primary' question to WBC

This was not required at this stage

23/PC/105.1 Clerk to write and thank WBC on behalf of SPC for the maintenance work carried out on the middle section of footpath 20

That had been done.

23/PC/105.2 Clerk to continue to work on arrangements for the streetlamps to be turned off between 03:30 and 15:00

This was on the agenda at Item 7.2

23/PC/106.1 Clerk to identify an appropriate consultant to conduct a formal review of the SPNDP

This was on the Agenda at Item 8.1

23/PC/107.1 Clerk to write to the UoR to request that the path on Cutbush Lane be upgraded with the NHM access road work

The Clerk had asked Nigel Frankland, UoR but had not received any response.

ACTION – Clerk to follow up

23/PC/107.3 Clerk to ask for an update on the timings for the TRO relating to the reduction in speed limit from Matthew Gould, WBC (copy in Paul Fishwick) and feedback on our request of other improvements

The Clerk reported that the TRO had been signed off and should be implemented in the new year.

The Clerk had received the following response from Matthew Gould

"I have asked for an update and will chase again, however, please note that the traffic management team are working through a very long list of requests for various locations across the borough"

ACTION – Clerk to continue seek a response from WBC regarding SPC requests on traffic improvements and to copy the Chairman into any emails sent

23/PC/107.5 Clerk to respond accordingly to the query from a member of the public on pre-planning discussions in relation to the ECMWF site

This had been done.

23/PC/112**Schedule of Deposited Plans**

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

23/PC/113**Appeals**

- 113.1 The Clerk advised that one of the three live planning appeals had been decided since the last meeting. The appeal in respect of Newlands Close had been dismissed so the original decision of WBC to reject application 230315 which was for a new fence line was upheld.

23/PC/114**Enforcement Notices**

- 114.1 Closed Enforcement Notices

There were 11 items closed since the last report. Of these 5 were deemed to be “no breach”, 3 were due to voluntary compliance and one had seen an application submitted. The remaining item was unauthorised works to TPO trees at 181 Hyde End Road. The Clerk had asked the Enforcement Department for more information on this item and was advised that “The case relates to unauthorised tree works to protected trees. This type of case can lead to a prosecution only when there is evidence beyond reasonable doubt, and it is in the public interest to prosecute. In this case the investigation did not bring enough evidence to prosecute. The case was closed as “other” for this reason”.

- 114.2 Live Enforcement Notices

The Clerk noted that there were two new items on the list. Both were in respect of 7 Priors Garden – erection of a fence more than 2m high and installation of a pergola without planning permission.

Members noted the contents of the report that had previously been circulated.

23/PC/115**Highways, Street Lighting and Footpath Matters**

- 115.1 Footpath matters

Members noted the report prepared by Cllr Masseron

The Chairman thanked Cllr Masseron in her absence for her report.

- 115.2 Update on Streetlamps

The Clerk advised that he was progressing the desk based risk assessments and hoped to be able to report at the next meeting. In most cases there were no apparent issues with reducing the operating hours. The Clerk did note, however, that in some parts of the Parish this was one of the few tangible SPC assets.

ACTION –

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

115.3 Buses

Cllr Grimes reported that WBC had received money from the government to support bus services and asked BCllr Glover if there was any feedback on the protection of the bus services operating in SPC. Cllr Lias had observed that the buses were well used.

ACTION – BCllr Glover would investigate and report back to the Committee

115.4 Parking issues with developers' contractors – Stanbury Gate

Cllr Lias reported that there had been complaints of developers parking around the Square. The Clerk stated that no formal complaints had been received by SPC. This would be an issue for WBC Highways.

115.5 Road Traffic Accident on Basingstoke Road

Cllr Lias reported that there had been a bad crash on the Basingstoke Road that appeared to be a head on collision. He observed six fire engines and many police cars in attendance. The road had been closed. Much fuel had spilled onto the road that had been covered with sand.

This section of the road was outside of the section designated for a speed limit reduction. Cllr Lias felt that this section of the road should be reduced to 30mph.

23/PC/116

Renewal of Neighbourhood Development Plan

116.1 Shinfield Parish Neighbourhood Development Plan (SPNDP)

The Clerk advised that he had approached a couple of consultants to see if they would be interested in undertaking a formal review of the existing SPNDP with a view to recommending any further action required. He had received one response to date and was awaiting another. The Chairman suggested that the Clerk review the NALC webinar they attended where other contactors were mentioned.

Members felt that the SPNDP should be formally reviewed to ensure that it was fit for purpose, best practice and to rectify any errors or omissions, with specific reference to the DEPZ and, for example, infrastructure such as schools.

The Committee empowered the Clerk to take on a consultant within the budget of £5,000.

Proposed: Cllr Grimes
Seconded: Cllr Lias
Approved: Unanimously

ACTION

- Clerk to circulate a 'brief' for contractors to members of the committee for comment
- Clerk to appoint a contractor to carryout a review of the SPNDP

23/PC/117

Correspondence

117.1 No correspondence to consider

23/PC/118

Date of the next meeting

118.1 The date of the next meeting will be on Wednesday, 6th December 2023

The meeting ended at 20:50

List of Actions

23/PC/111.2 <i>23/PC/92.2</i>	1) Cllr Masseron to make initial contact with Nigel Frankland (UoR) to see if a crossing was planned on the Arborfield Road	Clerks
23/PC/111.2 <i>23/PC/92.2</i>	2) Clerk to follow up with Nigel Frankland (UoR) regarding creating a gap in the fence at the Arborfield Road end of the new footpath that runs to Millworth Lane or to display a sign at the Millworth Lane end to inform users that there was no exit at the end of the path	Clerk
23/PC/111.2 <i>23/PC/92.2</i>	3) Clerk to provide BCllr Glover with the information regarding the cost of providing parking enforcement so she could follow up the cost of providing parking enforcement	Clerk
23/PC/111.2 <i>23/PC/92.2</i>	4) Clerk to add an item to the agenda in November 2024 to follow up the issue of replacing the stile with a kissing gate on footpath 22 on Sussex Lane	Clerk
23/PC/111.2 <i>23/PC/92.2</i>	5) a) Deputy Clerk to continue to liaise with the Shinfield Parish Volunteer Group and assist with publication of the revised leaflets	Deputy Clerk
23/PC/111.2 <i>23/PC/92.2</i>	b) Deputy Clerk to send an electronic copy of the 'walks map' to the two local care homes	Deputy Clerk
23/PC/111.2 <i>23/PC/92.2</i>	c) Proposal on further provision of information on walks to be considered at the next meeting	Deputy Clerk
23/PC/111.2 <i>23/PC/93.3</i>	Clerk to continue to monitor the status of the enforcement relating to Carney's Yard	Clerk
23/PC/111/2 <i>23/PC/95.1</i>	Clerk to circulate the list of terms used by WBC on the 'closed enforcement notices'	Clerk
23/PC/111/2 <i>23/PC/105.1</i>	Cllr Masseron to continue to monitor the situation relating to the unfinished footpath on Hyde End Lane	Cllr Masseron
23/PC/111/2 <i>23/PC/107.1</i>	Clerk to follow up with UoR regarding a request that the path on Cutbush Lane be upgraded with the NHM access road work	Clerk
23/PC/111/2 <i>23/PC/107.3</i>	Clerk to continue to seek a response from WBC regarding SPC requests on traffic improvements and to copy the Chairman into any emails sent	Clerk
23/PC/115.2	Clerk to continue to work on arranging for the streetlamps to be turned off between 00:30 and 05:00	Clerk

23/PC/115.3	BCllr Glover to investigate and report back to the Committee regarding the government money received by WBC to support bus services	BCllr Glover
23/PC/116.1	(a) Clerk to circulate a 'brief' for contractors to review the SPNDP to members of the committee for comment	Clerk
23/PC/116.1	(b) Clerk to appoint a contractor to carryout a review of the SPNDP	Clerk

DRAFT

Minutes of a meeting of
Children and Young Adults Committee
Held on Wednesday 15th November 2023
At School Green Centre commencing at 19:30

Present: Cllrs Grimes, Montgomery & Tatla

Attending: B Winton (Clerk)
One member of the public

23/CYA/1

Election of Chair of the Children and Young Adults Committee

- 1.1 Cllr Montgomery was elected as Chair of the Children and Young Adults Committee

Proposed: Cllr Tatla
Seconded: Cllr Grimes
Approved: Unanimously

- 1.2 Cllr Montgomery accepted the office of Chair of the Children and Young Adults Committee.

ACTION – Clerk to arrange for Cllr Montgomery to sign an acceptance of office

23/CYA/2

Terms of Reference

- 2.1 Members considered a draft Terms of Reference for the Children and Young Adults Committee for 2023/2024. Various changes were proposed to the document, and these will be considered at the next meeting.

23/CYA/3

Public Questions

- 3.1 There were no public questions

23/CYA/4

Apologies for Absence and Declarations of Interest

- 4.1 There were no apologies for absence.
4.2 There were no declarations of members' interests

23/CYA/5**Education**

- 5.1 There was a discussion of the areas covered in the meetings with Oakbank School (30th October) and Prue Bray and others from Wokingham Borough Council (31st October). The topics included school buses, school places and admissions process and sixth form provision.

23/CYA/6**Anti-Social Behaviour**

- 6.1 There was a discussion on how to provide more positive opportunities for children and young adults to reduce the level of Anti-Social Behaviour. There was also a discussion on moving away from the current youth club model to deploying those resources in a more structured manner e.g. organising specific activities likely to engage more with young adults. Examples could be organised boxing or art sessions and making use of the cinema equipment (if installed) for gaming nights and youth film club.

23/CYA/7**Young Councillors**

- 7.1 It was agreed however that there should be a young councillors working party to give children and young adults in the parish a voice in council activities that may affect them. This would ideally include representatives of schools, youth groups and university students.

23/CYA/8**Date of Next Meeting**

- 8.1 The next meeting would be held on Thursday, 18th January 2024

The meeting ended at 21:30

List of actions

23/CYA/1.2 Clerk to arrange for Cllr Montgomery to sign an acceptance of office Clerk

DRAFT

Options for a Shinfield Parish Council “Presence” in Shinfield North ward

Introduction

It has been an ongoing concern that Shinfield Parish Council does not have a “presence” in the Shinfield North ward. To a lesser extent this is also true of the Grazeley ward, but the latter does have its own public meeting place (Grazeley Village Memorial Hall) and the council is represented on the board of GVMH.

Wokingham Borough Council has operated the Shinfield Rise Community Flat at 36 Frensham Green since 2012 but this is a relatively small building which is not capable of handling public meetings.

Shinfield Parish Council provided a Christmas tree on Frensham Green for the first time in 2022.

Shinfield North ward also consists of two distinct areas:

- The streets adjacent to the A327
- The streets to the west of the “green belt” created by the playing fields of Crosfields School, ECMWF and Wood Plc offices

Both areas could be regarded as being distinct from each other.

Rooms for Hire in the area

St Barnabas Church is available for hire at £20-25 per hour (minimum 4 hour hire at weekends). The capacity is for up to 80 people.

Crosfields School has a range of facilities available for hire.

What is the demand for a council “presence”?

The Clerk has not had any direct communication asking for any kind of presence in the Shinfield North ward. However that may well be likely to the fact that there is a disconnect between those residents and the parish. Establishing a presence would help to address that issue.

What could a council “presence” look like?

Options for a Shinfield Parish Council presence could include:

- An increased programme of events to provide engagement and community involvement for the residents of Shinfield North
 - The most likely locations for community events would be
 - Frensham Green which is somewhat limited to its location and the play equipment already on the site
 - Whiteknights school grounds
 - Running a series of events would be a time-consuming method of “meeting the brief”
 - This is partially offset in future years if events become annual occurrences and so can build on the work done in previous years
 - It may however be better to run an event in a more central part of the parish and increase promotion of the event in the ward
 - “Only” providing events rather than a more physical presence may be seen as providing a second-class service
- The Council having its own property within the ward
 - There is a real challenge in identifying suitable land that could be used for such a purpose
 - In addition to the challenges (and potential costs) of land there is also the cost of any such building
 - For comparison Spencers Wood Pavilion cost £690,000 + VAT and Manor ground pavilion £750,000 + VAT
- The council partnering with another organisation
 - This would be a formal arrangement where the council is directly involved with a community space within the ward
 - The obvious candidate is a partnering with Whiteknights Primary School
 - While the school does cater for Shinfield North students the building itself does lie within Earley Town Council’s boundary
 - The Clerk has consulted his equivalent at Earley Town Council, and she has no immediate concerns as any such building would benefit children from both Shinfield and Earley.

What should the council presence be?

It is proposed that Shinfield Parish Council's presence should be a combination of:

- Developing a modest programme of ward-based community engagement i.e.
 - Continuing to support the Frensham Green Christmas Tree
 - Continuing to support the Shinfield North trips
 - Identify at least one other sustainable ward-based event to run annually (ideally spring/summer)
 - Holding some council meetings within the ward (hiring appropriate premises in the short term)
 - There could be a commitment to hold at least one Full Council meeting a year in the ward
 - A similar commitment could be extended to other wards
 - Councillor & Clerk, Coffee & Cake sessions
 - Informal drop-in sessions to talk about what is happening in the parish and in particular what is important to residents
 - Again these
- Developing a programme to establish better links between Shinfield North and the rest of the parish
 - This would include raising awareness of what is happening elsewhere in the parish using
 - Newsletter and website
 - Specific social media marketing
 - Including paid for advertising where applicable
 - This would be in general terms and also for specific events
 - For example the Art Exhibition planned for School Green Centre in 2024 should be well promoted
- Partnering with Whiteknights School for the development of their hall with Shinfield Parish Council contributing towards the overall build costs and in particular enabling proposed phases I and II to be built as one package of works.
 - Councillors would need to agree to the level of any contribution
 - In return for the provision of the funding
 - The council has formal recognition for its involvement including name plaque on entrances to the new building
 - The council manages the room hire business and is able to create awareness of other resources especially when preferred dates etc. are not available

Public Art in the Parish

Introduction

Shinfield Parish Council has been approached by Wokingham Borough Council to see if we would be interested in taking on overseeing the fulfilment of a planning constraint regarding the provision of a strategy for public art in the parish (Planning Application 211530 refers).

Communication from WBC

Initial communication – 26th October

“As discussed, the Shinfield West local centre residential reserved matters included a condition for the developer to provide a strategy for public art. After months of negotiation, the ‘final’ suggestions proposed by the developer were insufficient, and we really want something culturally that honours the history of Shinfield.

As such, I have proposed to the developer that a contribution to the Parish sent via donation may be appropriate. In lieu of this for the Parish to deliver its own public art in ‘Shinfield Square’ if this is of interest. The approximate sum at this point would be £8000, which is agreed in principle by the Consortium. This could be a Parish only project if you would prefer, though I’m sure our Arts and Cultural team would be pleased to work with you alongside your newly formed arts and culture committee to create something that will stand the test of time.”

Follow up communication – 27th October

“To confirm, this is quite unique in that it is a requirement to submit a strategy for public art, rather than a specific contribution. The condition (c5 of RM 211530) applied by my predecessor states:

Public art strategy

“Prior to the commencement of above ground works hereby permitted hereby permitted, a strategy for the delivery of public art within the town square (or in a suitably agreed alternative location) shall be submitted to and approved in writing by the local planning authority. It shall set out principles for setting out principles for:

- a) Public engagement
- b) The nature of the artwork
- c) Number of pieces
- d) Broad locations
- e) Procurement
- f) Phasing of delivery

The strategy shall be implemented as approved, unless otherwise agreed in writing by the local planning authority.

There is strictly no ‘trigger’ for any financial contribution, so this would be on a donation basis, with the strategy updated accordingly. By approving the strategy in such a way, Shinfield PC has full freedom to construct the piece(s), however, Officers believe this would work well in the area adjacent to the proposed foodstore shown in the snip below *[more detailed larger image provided at the end of this paper]* (as you have suggested).

There are no limitations of how this public art may appear, be this painted benches, sculpture, engraved blockwork etc. Though, the preference would be that it encompasses a community vision and aligns to the history of Shinfield. Notwithstanding, should the PC have any alternative suggestions, this is entirely in your control.

I think this is a great opportunity to provide a strong sense of culture which links all residents (new and old) together and enhances the focal core we have strived to achieve within 'Shinfield Square'.

Arts, Culture & Events Committee

This matter was discussed at ACE on 2nd November and members supported the parish council taking on the process of identifying an appropriate piece of public art subject to ratification by Full Council.

The Clerk has been asked to prepare a design brief for the next ACE meeting. It was felt that the brief should include:

- A requirement for a relatively clean and simple design
- A design which was in keeping with the public plaza and the setting against the backdrop of the School Green Centre
- Reflected the history or geography of the parish

It was felt that the last point lent itself to design involving water to reflect the "shining fields" that gave Shinfield its name. This could

- Include lighting to enable it to have a visual impact even in the dark (ideally utilizing solar power)
- Involve water jets or fountains (possibly one for each of the 6 main settlements)
- Using materials already intended for the plaza such as Corten steel

Council is therefore asked to confirm that Shinfield Parish Council should take on this process.



Capital Grant Applications

Introduction

As was discussed at the previous Full Council meeting there are three remaining applications which are regarded as capital grant applications. These have been discussed at Finance & General Purposes committee, two working party meetings of that committee and most recently at the October meeting of Full Council which referred the subject back to F&GP for a formal recommendation on each item.

F&GP will be meeting as a working party on Tuesday 21st November and it is intended that their recommendations will be shared with Full Council on 22nd November.

For ease of reference, the amount requested for each is shown below and the description given is from the original application form. Members will recall that at Full Council in October a capital grant of £8,000 to Oakbank School for bike shelters was approved.

Members are reminded to declare any interests they may have with any of the following organisations before discussion of that item.

Grazeley Village Memorial Hall - £17,000

“Renovation of men’s, ladies and accessible toilet facilities and installation of internal fire doors to replace original 1970s build”

This request is for 100% of the cost of the proposed works.

St Mary’s Church - £7,902

“Urgent renewal of our community Hall pitched roof to keep the hall open and affordable for the many and varied local community users.”

This request is for 28.1% of the cost of the proposed works.

Shinfield Players Trust - £20,000

“To create dedicated youth male and female dressing rooms facilitating more integrated casting and productions and additionally improving DDA access to the stage”

This request is for 49.50% of the cost of the proposed works.

At the October Full Council clarification was requested on the remaining lease the Trust had for the theatre. They have advised that in the last two years they had renegotiated a new 125 year lease on the property.



Grant Award Application Form - 2023

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

Core Information
Name of Organisation requesting the grant
Grazeley Village Memorial Hall
Amount of Grant Requested
£17,000
Summary of grant purpose <i>(we will ask for more information later in this document)</i>
Renovation of mens, ladies and accessible toilet facilities and installation of internal fire doors to replace original 1970s build.
Do you have a constitution if so, say yes below and provide a copy with your submission
Yes.

Contact Information <i>(this is who we will communicate with regarding this application)</i>
Name of Contact
Paul Earwaker
Your position in the organisation requesting the grant
Chairman of the board of Trustees.

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

Information about your organisation
Do you have a website? If so, state the address here
www.grazeleyvillagehall.org.uk
Briefly describe your organisations existing activities (tell us about your grant application in the next section)
Provision of a village hall for use by the community.
What services do you already provide within the Parish of Shinfield. <i>You should describe all existing activities, which group(s) of residents benefit from those activities, how many residents benefit etc.</i>
Village Hall and grounds that are used by 1000s of residents for clubs, social events, Childrens' birthday parties, dog classes, church gatherings and many other events each year.
What other sources of funding have you applied for or received in respect of your existing activities in the last 12 months and not included in the above?
None

Information about this Specific Application
Tell us what you would like to do
We need to renovate our toilet facilities as they are the original facilities from when the toilets were built around 50 years ago and are now becoming unpleasant for users and difficult to clean. Our disabled/accessible toilets do not meet the latest standards for wheelchair users. We also need to install internal fire doors in order to meet required fire safety standards and improve wheelchair access.
Have you carried out this type of activity elsewhere and if so, what was the outcome?
No – all toilet and internal doors are original 1970s and well past their serviceable lifespan.
Which group(s) of residents will benefit from this activity or service?
All users of Grazeley Village Hall – but we want to improve our access and facilities for disabled residents. Our disabled/accessible toilets will be upgraded to meet the latest standards. Replacing internal doors will also remove a number of door lintels that are difficult for wheelchair users to negotiate.
How many resident(s) will benefit from this activity or service?
Each year the hall provides facilities for around 15,000 people. Around 8% (1,200) of these are wheelchair users who will specifically benefit from these improvements, but all hall users will benefit from improved toilet facilities and the safety and sound-proofing provided by the new doors.
How will you measure or establish the benefit(s) for residents?
The toilet facilities will be used by everyone and new, clean sanitaryware and leak free pipes with water-saving devices will also reduce our environmental impact. The fire doors will in the first instance look better and provide better draft and sound proofing, but most critically in the event of a fire they will slow by 30 minutes the spread of any fire. Wheelchair users will have unimpeded access from our external access paths into the hall itself and access to modern accessible toilet facilities that meet required standards.
What may stop you from achieving these outcomes?
Lack of funding would be the only impediment.
What other sources of funding have you received for this activity or are in the process of applying for?
None.

Declaration
I apply for Grant Award funding from Shinfield Parish Council on behalf of
Insert name of organisation
Grazeley Village Memorial Hall
I confirm that: ➤ I am authorised to sign on behalf of the organisation named in this application ➤ I have noted the terms & conditions under which grants are awarded by Shinfield Parish Council ➤ I confirm that if successful, I and the organisation which I represent, will comply with the grant conditions I undertake, on behalf of the organisation, that any grant or such part as Shinfield Parish Council may determine, will be repaid if: ➤ The organisation is found to be in breach of the criteria and conditions applied to the grant ➤ The grant ceases to be used for the purpose(s) for which it was given
Name (this section should be signed by someone in the organisation who has the authority to act on behalf of the organisation)
Paul Earwaker
Signature (please include in box below)
Position in the organisation
Chairman of the Board of Trustees
Date of Application
13 July 2023

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

Address to be used for correspondence
Email
chairman@grazeleyvillagehall.org.uk
Telephone Number

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

Financial Information (this information will not be shared with anyone else)
Income & Expenditure (as per your most recent set of accounts – please also submit separately a copy of your most recent accounts)
Income £30,520 Expenditure £33,14
Balance Sheet Items (as per your most recent accounts – please also submit separately a copy of your most recent accounts)
Cash at Hand £21,588.01 (as at 13 th July)
Debtors - Hall running costs are ~£18K (we expect significant increase to our electricity costs)
Creditors ~£750 (varies week by week as hall hire is paid for and new hires are booked)
Major Assets (e.g. buildings or items of equipment over £5,000) None. Village Hall building is held in trust on behalf of the community.
Any other financial information relevant to this application
None.
Name of Bank
Barclays
Name of organisations bank account
Grazeley Village Hall Memorial Fund
Account Number
Sort Code

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

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

Data Protection:

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



Grant Award Application Form - 2023

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

Core Information
Name of Organisation requesting the grant The Parochial Church Council of St Mary's Church
Amount of Grant Requested £7,902
Summary of grant purpose <i>(we will ask for more information later in this document)</i> Urgent renewal of our community Hall pitched roof to keep the hall open and affordable for the many and varied local community users.
Do you have a constitution if so, say yes below and provide a copy with your submission Yes, as agreed by the Church of England and the Charity Commission. Please see attached information.

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

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

Information about your organisation
Do you have a website? If so, state the address here
https://www.loddonreach.org.uk/church-hall-facilities-and-booking
Briefly describe your organisations existing activities (tell us about your grant application in the next section)
The Hall is a community space in daily use by multiple local community groups. In addition, the Hall was used as a 'warm space' from Oct22-Mar23, for 'Warm Fridays' which provided free hot soup and rolls, plus cakes, hot drinks and donated food for those in need in a warm, friendly environment and we plan to continue this in 2023-24 and beyond because of the benefits it provided by filling a local community need. Through the Gateway Café which operates in St Mary's Church through the summer months we have found many people are not comfortable using the larger facilities locally, nor can afford high prices. Some have not lost their fear of catching Covid, etc, in a busy environment, and others need to talk to someone who will give them time, for example bereaved people. We're an active member of the National Friendship Alliance which signposts lonely or distressed people to our organisation to begin the journey of recovery and socialisation for them. Local care homes use our facility for social trips particularly for those not able to travel far. We are also a cultural centre (Concerts, Morris dancing, barn dances, celebrations) and host exercise/fitness classes for children and the elderly who are not able to attend regular yoga/Pilates-type classes.
What services do you already provide within the Parish of Shinfield.
<i>You should describe all existing activities, which group(s) of residents benefit from those activities, how many residents benefit etc.</i>
Over 1000 residents benefit through regular hall use including by 2 Baby & Toddler groups, Children's ballet classes, Kennet Morris Men, Tap Dancing, 1st Shinfield Rainbows, 1st Shinfield Brownies, 3rd Shinfield Brownies, Guides & Rangers, Mother's Union, OAP Seated exercise classes and social events, educational groups, Osei Bible Study group and church use on Sunday mornings and Wednesday and Friday evenings, in addition to ad hoc private lettings (for baptism parties, post-funeral life celebrations, children's birthday parties). The Hall is also the Administrative Office for Loddon Reach Benefice which benefits residents across the wider Shinfield Parish Council area (central point for booking weddings, funerals, etc.) Many of the users are from the Skylark/Deardon/Shinfield Meadows developments.
What other sources of funding have you applied for or received in respect of your existing activities in the last 12 months and not included in the above?
All sources are included in the above.

Information about this Specific Application
Tell us what you would like to do
The Hall roof requires urgent replacement of the pitched roof covering and replacement of soffits and guttering to prevent further leaks due to failure of the roof covering.
Have you carried out this type of activity elsewhere and if so, what was the outcome?
Urgent replacement of the flat roof area over the kitchen and toilet was completed in 2023 due to failure of the flat roof leading to water ingress into the Hall. The flat roof replacement has addressed the leaks and water marks inside the Hall will be addressed upon redecoration.
Which group(s) of residents will benefit from this activity or service?
Children, young people, parents & carers, elderly (including local care home residents), financially disadvantaged residents, lonely and disabled people who make use of the Hall. For some, the event they attend may be one of very few events they can attend.
How many resident(s) will benefit from this activity or service?

All our current users, some who have been using the hall for many years at rates which are affordable for their participants. Warm Fridays particularly benefits financially disadvantaged people and those with mental health needs for companionship and convers
How will you measure or establish the benefit(s) for residents?
Able to keep the Hall running for existing user groups and welcome new users for the foreseeable future (the new roof tiles carry a warranty of 40 years).
What may stop you from achieving these outcomes?
If we cannot raise sufficient funds to replace the roof, the roof may fail, and the Hall will have to be closed. The roof is already in a perilous state (as seen earlier in 2023 when part of it failed) and we have been working since 2019 to raise the funds for the replacement. Fundraising activities for this stopped in 2020-21 because of Covid during which time the roof further deteriorated.
What other sources of funding have you received for this activity or are in the process of applying for?
Adult School Trust Shinfield United Charities Facebook appeal Christmas Just Giving appeal Christmas Masons Co-Op Community Fund Private donations (both Church members and community residents who want the Hall to stay open) User group donations (Brownies, Kennet Morris Men, Ringers) Fundraising events

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

Position in the organisation
Treasurer
Date of Application
14Jul23

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

Address to be used for correspondence	
	

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

Financial Information (this information will not be shared with anyone else)
Income & Expenditure (as per your most recent set of accounts – please also submit separately a copy of your most recent accounts)
The Hall is managed financially via the Church Accounts (supplied). Income for St Mary's Church: £73,581. Hall income was: Fees – Hall Hire £10,485 Benefice office rent - £1,800 Fundraising for Hall Refurbishment £2,140 Total: £14,425 Expenditure for St Mary's Church: £71,951. Hall expenses were: Hall – Cleaning £1,949 Hall – Refurbishment £1,045 Hall – Maintenance £683 Hall – Electricity £260 Hall – Gas £1,108 Hall - Water £637 Hall – waste disposal £186 Total: £5,868
Balance Sheet Items (as per your most recent accounts – please also submit separately a copy of your most recent accounts)
Cash at Hand: Church accounts show £126,569 of which the majority is restricted for specific projects such as Church repairs and donations to the Babies & Toddler group. Charity Commission rules mean restricted monies cannot be used for purposes other than it was donated. The amount of money restricted for Hall refurbishment is £18,038. Debtors £834 Creditors £0

Major Assets (e.g. buildings or items of equipment over £5,000) Church Hall £380,000
Any other financial information relevant to this application
Management of the Hall Finances through the St Mary's Church accounts follows best practices for management of non-religious buildings as recognised by our external examiners, Thomas Westcott LLP, and by the Charity Commission. The Department for Culture, Media and Sport recognised our strong ability to isolate grant funding for non-religious purposes when we received £80,000 from the Culture Recovery Fund for refitting part of the Church as a community performance space. The Hall is treated as a community asset and we endeavour to maintain it as a community asset rather than for religious purposes. The majority of Hall usage and income comes from non-religious community groups.
Name of Bank
Barclays Bank
Name of organisations bank account
The Parochial Church Council of St Mary's Church
Account Number


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

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

Data Protection:

The information provided on this form will not be used for any purpose other than that pertaining to the process and consideration of your application. The personal data supplied on this form together with other information will be held securely by the Shinfield Parish



Grant Award Application Form - 2023

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

Core Information
Name of Organisation requesting the grant
Shinfield Players Theatre. Registered Charity Number: 1154841
Amount of Grant Requested
£20000
Summary of grant purpose <i>(we will ask for more information later in this document)</i>
To create dedicated youth male and female dressing rooms facilitating more integrated casting and productions and additionally improving DDA access to the stage.
Do you have a constitution if so, say yes below and provide a copy with your submission
Yes

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

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

Information about your organisation
Do you have a website? If so, state the address here
https://www.shinfieldplayers.org.uk/
Briefly describe your organisations existing activities (tell us about your grant application in the next section)
We are a voluntary run charity theatre that has been providing entertainment to the Shinfield community since 1956. We have members of all ages including thriving Youth Groups catering for the 8-18 age group.
What services do you already provide within the Parish of Shinfield. <i>You should describe all existing activities, which group(s) of residents benefit from those activities, how many residents benefit etc.</i>
We are based in the heart of Shinfield and currently perform 6 full productions each year including a hugely popular pantomime in January. This is supplemented by Winter and Summer Youth Group shows and a pre-Christmas show raising funds for local charities. We perform to thousands of local people each year. Our Youth Groups provide a vibrant and safe community for young people of all ages and allows members to develop acting and personal skills as well as grow in confidence and competence outside of the school environment. We often have a waiting list for new members as we have a tight capacity with currently 47 members.
What other sources of funding have you applied for or received in respect of your existing activities in the last 12 months and not included in the above?
None

Information about this Specific Application
Tell us what you would like to do
We are currently constrained in how we can integrate our younger members into senior performances by limits on dressing room capacity. To ensure protection for younger members (and their chaperones) we need to have segregated male and female dressing rooms for both senior and junior cast; but we currently only have one male and one female room. Young members have to prepare in unsuitable areas such as our kitchen and set build workshop which impacts on their engagement and performance. Consequently, we want to clear space to the side of the theatre building (which will require the removal of two trees and some landscaping) and then install a prefabricated unit allowing the creation of two new dressing room areas with toilets. This new unit will be accessed via a new door from the backstage area of the main building. An additional benefit of this new door and the landscaping will be to create level access to the stage for performers with disability/mobility requirements allowing full DDA accreditation for the theatre.
Have you carried out this type of activity elsewhere and if so, what was the outcome?
We have previously upgraded our public toilet facilities by extending the building into the car park area which vastly improved the facilities for audience members and was achieved to a high standard and within budget. The improved facilities have been recognised by audience, visitors and members and has improved the experience of attending shows at the theatre.
Which group(s) of residents will benefit from this activity or service?
Audience members attending shows, other visitors to the building including those involved in public services that we host eg polling station, blood donation, local meeting and rehearsal space
How many resident(s) will benefit from this activity or service?

Item 8.1c – Application #23

These changes will directly benefit all current and future members of the theatre – currently around 150 people – but the enhanced facilities will also facilitate more diverse and inclusive casting and shows which will be a benefit to our thousands of audience members each year.
How will you measure or establish the benefit(s) for residents?
Youth Group membership and audience numbers
What may stop you from achieving these outcomes?
Our biggest barrier is financing the project. Our recent revenues were affected by both the Covid Pandemic (which closed the theatre for the duration) and severe damage to the roof in the storm of March 2022 so our ability to finance this much needed improvement is restricted. As with all our resources, we have the capability and processes to maintain these new facilities and ensure long life returns from this investment.
What other sources of funding have you received for this activity or are in the process of applying for?
None

Declaration
I apply for Grant Award funding from Shinfield Parish Council on behalf of
Insert name of organisation
Shinfield Players Theatre
I confirm that: ➤ I am authorised to sign on behalf of the organisation named in this application ➤ I have noted the terms & conditions under which grants are awarded by Shinfield Parish Council ➤ I confirm that if successful, I and the organisation which I represent, will comply with the grant conditions I undertake, on behalf of the organisation, that any grant or such part as Shinfield Parish Council may determine, will be repaid if: ➤ The organisation is found to be in breach of the criteria and conditions applied to the grant ➤ The grant ceases to be used for the purpose(s) for which it was given
Name (this section should be signed by someone in the organisation who has the authority to act on behalf of the organisation)
Graeme Rhodes
Signature (please include in box below)
Position in the organisation
Trustee and Publicity Officer
Date of Application
26 June 2023

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

Address to be used for correspondence
Email
Telephone Number

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

Financial Information (this information will not be shared with anyone else)
Income & Expenditure (as per your most recent set of accounts – please also submit separately a copy of your most recent accounts)
Income: £74,037.21 Expenditure £120,652.54
Balance Sheet Items (as per your most recent accounts – please also submit separately a copy of your most recent accounts)
Cash at Hand £35,855.49
Debtors Nil
Creditors £1,082.60
Major Assets (e.g. buildings or items of equipment over £5,000)
Any other financial information relevant to this application
Copy of Accounts
Name of Bank
Lloyds Bank PLC
Name of organisations bank account
Shinfield Players Theatre
Account Number
Sort Code

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

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

Data Protection:

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

Reference	Date Paid	Supplier / Payee	Amount Paid £ (inc VAT)	Detail of Expenditure
1	23/10/2023	Chargemaster Limited	7.85	Fee for Fuel Card - Council Van
2	25/10/2023	Employees - Multiple	18,624.40	Net Pay October
3	25/10/2023	Octagon	805.50	Reconfiguring & Moving CCTV Monitoring System SGC- Deposit
4	25/10/2023	Brks Co Blind	1,500.00	Grant Approved by Council on 27th September 2023
5	25/10/2023	Pound Green WI	600.00	Grant Approved by Council on 27th September 2023
6	25/10/2023	Shinfield St Marys School	2,000.00	Grant Approved by Council on 27th September 2023
7	25/10/2023	Readibus	1,000.00	Grant Approved by Council on 27th September 2023
8	25/10/2023	Shinfield Volunteers Group	450.00	Grant Approved by Council on 27th September 2023
9	25/10/2023	Car Scheme (Transport to Luncheon)	400.00	Grant Approved by Council on 27th September 2023
10	25/10/2023	Shinfield Brownies	500.00	Grant Approved by Council on 27th September 2023
11	25/10/2023	Keep Mobile	1,500.00	Grant Approved by Council on 27th September 2023
12	25/10/2023	Wokingham CAB	1,250.00	Grant Approved by Council on 27th September 2023
13	25/10/2023	Link Visiting	1,000.00	Grant Approved by Council on 27th September 2023
14	25/10/2023	Lambs Lane Primary	210.00	Grant Approved by Council on 27th September 2023
15	25/10/2023	Assist Berks	700.00	Grant Approved by Council on 27th September 2023
16	25/10/2023	Wokingham Job Support	200.00	Grant Approved by Council on 27th September 2023
17	25/10/2023	Shinfield Infants School	2,000.00	Grant Approved by Council on 27th September 2023
18	26/10/2023	Bring Me Sunshine Window Cleanin	96.00	Window Cleaning Oct - SGC
19	26/10/2023	Kompan UK	1,291.76	Repair to Clares Green playground - Gate
20	26/10/2023	Kompan UK	2,952.03	Repairs to Zip Wire
21	26/10/2023	Horseman's Coaches	910.00	Summer Trip for North Shinfield Residents
22	26/10/2023	Butler Signs	866.16	Sign - Parish Logo - School Green Centre
23	26/10/2023	SSE Southern Electric	481.40	Street Lighting Electricity - September
24	26/10/2023	Castle Water Limited	247.55	Water / Sewerage SWP - September
25	26/10/2024	Castle Water Limited	2,337.12	Water & Sewerage - SGC (Nov 21 to Sep 23)
26	26/10/2023	Nigel Jeffries Landscaping Ltd	1,994.40	Grass Cutting September
27	26/10/2023	Absolute Brilliance Cleaning Ltd	5,091.70	Cleaning SGC - September
28	26/10/2024	Absolute Brilliance Cleaning Ltd	1,784.80	Cleaning SWP - September
29	26/10/2023	Kreatif Design Ltd	59.99	Web Hosting - October
30	26/10/2023	Shinfield Cricket Club Ltd	1,481.50	Reimb Cricket Roller Deposit
31	26/10/2023	Lister Wilder	69.98	Weedkiller & Mower Fuel
32	27/10/2023	HMRC paye	5,707.78	NI & PAYE - October
33	27/10/2023	British Gas Lite	1,577.68	September
34	30/10/2023	Nest Pension Contributions	1,748.30	Employee & Employer Pension Contributions - October
35	31/10/2023	National Society of Allotment Holde	66.00	Corporate Subscription 2023/2024
36	31/10/2023	Meta Fencing and gates	1,636.80	Erect Communal Shed at Deardon Allotment Site
37	31/10/2023	Office Depot International (UK	164.33	Office Supplies
38	31/10/2023	DORMAKABA UK Limited	252.00	Service Doors School Green
39	31/10/2023	Enerveo Ltd	175.39	Repair to Street Light Woodside Way
40	31/10/2023	Kompan UK	589.20	Qtrly Safety Inspection - Playgrounds
41	31/10/2023	Thames Valley Signs (berkshire	139.78	Replacement Allotment Numbers
42	31/10/2023	Urban Planet Communications	2,286.00	Printing 7,800 copies newsletter
43	31/10/2024	Air It Limited	51.59	Internet - SWP - October
44	31/10/2025	Air It Limited	51.59	Internet - SGC - October
45	31/10/2026	Air It Limited	1,186.98	Microsoft Licences & Back Up Emails - October
46	31/10/2027	Air It Limited	378.17	Datto Cloud Back Up - October
47	31/10/2028	Air It Limited	1,347.66	Managed It Support (26 users) - October
48	31/10/2029	Air It Limited	3,420.00	Project - Updating encryption council laptops
49	31/10/2030	Air It Limited	285.94	Telephones SGC
50	31/10/2023	Select Environmental Services	410.31	School Green September
51	31/10/2023	A1 Locksmiths (Berkshire) Ltd	199.20	Manor Ground - keys
52	31/10/2023	The Circle Trust	2,000.00	Grant 2023 Infants School
53	31/10/2023	Lloyds Bank plc	15.45	Bank Fees (£7) & Charges (£4.45)
54	01/11/2023	Wokingham Borough Council	1,004.00	Business Rates - SGC
55	01/11/2023	Wokingham Borough Council	157.00	Business Rates - SWP
56	01/11/2023	Wokingham Borough Council	89.00	Business Rates - Ryeish Green
57	03/11/2023	Anthem Schools Trust	8,000.00	Grant approved by Council on 25th October
Total Payments			85,352.29	

Major Items of Expenditure Approved by Council and payments signed off by the Clerk :-

Approved by Finance & General Purposes in December 2022

58	26/10/2023	W J Hatt Ltd	22,389.60	Water supply & 14 troughs - Clares Grn Rd Allotment Site (funded from developer contributions)
----	------------	--------------	-----------	--

Approved by Council on 25th October

59	26/10/2023	Lifebuild Solutions Ltd	53,400.00	Retention Monies - School Green Centre (funded from developer contributions)
----	------------	-------------------------	-----------	--

Approved by Facilities Committee on 4th October 2023

60	26/10/2023	Definitive AV Solutions	5,518.34	Upgrade to CCTV - Spencers Wood Pavilion
----	------------	-------------------------	----------	--

Reference	Date Paid	Supplier	Amount Paid (inc VAT) £	Description
1	02/10/2023	SLCC Enterprises Ltd	450.00	Qualification Fee - Subscription
2	03/10/2023	Hoodyworld	39.00	Youth Worker - 1 Hoody with Council Logo
3	04/10/2023	Amazon EU	5.99	Green Twine - Fun day
4	04/10/2023	Henry Squire & Sons Ltd	112.89	Padlocks Allotments
5	06/10/2023	Adobe	51.98	Software Licence - October
6	07/10/2023	Amazon EU	68.47	USB & Mem Stic, Portable Drive
7	11/10/2023	Coop	12.45	Meeting Refreshments
8	11/10/2023	Jewsons	5.45	Round Union Bracket - SGC Repair
9	11/10/2023	UK Stock Sale	43.00	Replace Man Hole Cover The Manor
10	12/10/2023	SurveyMonkey	420.00	Annual Subscription - Council Survey Software
11	13/10/2023	Blok n Mesh	257.16	Recreation Lane Allotments - security
12	14/10/2023	Coop	11.70	Volunteering Day 14th Oct - Refreshments
13	17/10/2023	Iris 12Pay Ltd	87.60	Renewal Annual Payroll Licence
14	18/10/2023	RBL Trading Ltd	447.50	Wreaths Remembrance Day (to be reimbursed)
15	19/10/2023	Coop	8.60	Milk Tea for Meetings / Office
16	21/10/2023	Asda	3.00	Tea Bags for Meetings/Office
17	26/10/2023	Amazon EU	19.99	Bracket for CCTV Screen Office
18	27/10/2023	Robert Dyas	11.98	Fly Repellant SGC
19	31/10/2023	Terraquest Solutions Ltd	10.20	Printing Plans
Total Payments - October			2,066.96	

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

There are no payments due to be made against invoices already received, under this heading.