

Minutes of a meeting of Full Council
Held on Wednesday, 25th September 2024
At School Green Centre commencing at 19:30

Present: Cllrs Boyer, Clarke, Grimes (Chair), Fernandes, Hoyle, Jones, Lias & Masseron

Attending: BCllrs Bell & Glover
B Winton (Clerk), S Herring (Deputy Clerk)

1 member of the public

24/97 Public Questions

97.1 There were no public questions.

24/98 Apologies and declarations of Members' Interest

98.1 Apologies had been received from:
Cllrs Jahromi, James, Johnson, Matic, Montgomery, Peer & Tatla
BCllrs Gray & Munro

98.2 There were no declarations of interest

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

24/99 Minutes of the Meetings held on 28th August 2024

99.1 The minutes of the Council Meeting held on 28th August 2024 were approved and signed by the Chairman as a correct record

Proposed: Cllr Clarke
Seconded: Cllr Boyer
Approved: Unanimously

99.2 **The following matters arising were discussed:**

24/86.1 Clerk to submit the response to Planning Applications 241861 & 241862 –
Spencers Wood Primary School

This had been done

24/86.1 Clerk to include an article in the parish newsletter setting out the reasons for the council's objections to the planning applications for a new school in Spencers Wood

This had been done

- 24/87.2** Clerk to arrange a meeting with WBC to discuss their proposal for SPC to manage the school bus provision

A meeting had been held on 19th September 2024. This was on the agenda at Minute 105.1.

- 24/89.2** Chairman to contact Reading Borough Council regarding joint working with SPC
26.2 and the residents of North Shinfield

Cllr Grimes reported that he had contacted six Borough Councillors who were supportive of a cross-border meeting to look at schemes with Whiteknights School and St Barnabas Church.

- 41.7 Cllr Fernandes to contact Oakbank School regarding ideas for the Natural History Museum

Cllr Fernandes would work with the Clerk to progress this.

ACTION – Cllr Fernandes to contact Oakbank School regarding ideas for the Natural History Museum

- 77.2 Clerk to arrange a meeting on site to discuss the issue of Lailey Path (and BCllr Glover would also make a similar request)

Thanks to BCllr Glover's pressure, a meeting took place on 19th September with BCllr Glover, Wokingham Borough Council (WBC), the Headteacher of Shinfield Infants and Nursery School and the Clerk. The site visit helped provide clarity on what was needed to achieve a public footpath. WBC still needed to resolve the potential listing of the wall involved. It will also be necessary for WBC and the school to formally amend the boundaries, as the school do not want to become liable for a public footpath. The Headteacher would be discussing this with the Governors.

- 77.2 Cllr Johnson to arrange drone footage of the Lailey Path area

This had been done.

- 78.8 Deputy Clerk to contact the trainer for an in-house training session on 'Communicating with your Council'

A quote had been received from Breakthrough Communications
£895 + VAT onsite – 2 hours session with breaks
£595 + VAT Zoom session – 2 hours

It was **AGREED** that this session should be an onsite training session.

Proposed: Cllr Masseron
Seconded: Cllr Boyer
Agreed: Unanimously

ACTION – Deputy Clerk to request options for dates and arrange the training

- 81.2 Clerk to add to the agenda of the Planning and Highways Committee meeting an item to discuss the Wokingham Borough School Places Strategy 2024/25

This was still a live issue and was being discussed by WBC at their Executive Board meeting on 26th September.

- 82.2 Clerk to develop a proposal for recognising significant contributions to the parish and bring to a future meeting

This had not progressed and will be tabled when there is a definitive proposal.

ACTION – Clerk to add to the agenda once a proposal had been drawn up

- 24/91.6 Clerk to advise applicants of the outcome of the annual grants process

The Clerk has not yet done this but hopes to have it completed by the end of the week.

ACTION - Clerk to advise applicants of the outcome of the annual grants process

- 24/91.6 Clerk to develop a plan for extending defibrillator coverage within the parish and report to Finance & General Purposes Committee

This will be tabled at Finance & General Purposes Committee.

- 24/91.7 Clerk to include Terms of Reference on the agenda for the September Full Council meeting

This was on the agenda.

- 24/91.9 Clerk to contact the Chairman of Grazeley Village Memorial Hall

The Clerk had made two attempts to contact the Chairman but not had any response to either.

24/100 Reports from Borough Councillors

- 100.1 Members **NOTED** the written reports from BCllrs Bell, Gray and Glover

- 100.2 The following matters were raised:

Concern over traffic speeding on Church Lane. It was reported that Thames Valley Police (TVP) did not support the reduction of the speed limit to 30mph to the end of Brookers Hill despite requests to WBC. It was suggested that once a Facilities Manager had been appointed the Speed Indicator Devices (SIDS) could be utilised. It was noted that Thames Valley Police (TVP) did not accept the data produced as they did not consider it to be 'pristine'.

E2 School bus appeared to running on the sametimings as last year.

Waste:

Green Litter pick bags should be collected with the general waste
General waste in bin stores should be collected weekly
Concern expressed that the refuse collectors were making up their own rules

ACTION –

- Clerk to discuss the reutilisation of SIDS with the Facilities Manager, once appointed
- Invite the WBC waste officer to discuss the process at the next meeting

24/101

Reports from Committees and associated Working Parties

101.1 Facilities Committee

Cllr Clarke reported on the following:-

- Millworth Lane – the plans were with WBC and were due to become live
- High Copse – Clerk had dealt with multiple issues from the developers. An upgraded stainless-steel kitchen had been installed. There were issues with planting ‘meadow grass’ on the outfield, however, there was now a solution to resolve this. The pavilion should be ready to hand over in October, however, the utility meters needed to be installed before this could happen.
- Manor Ground – Bellway had reported that the pitches had gone over budget, therefore no further sports facilities would be built with the proposed additional housing.

Members **NOTED** the minutes of Facilities Committee held on 4th September 2024

Sports Working Party

Nothing further to report.

School Green Working Party

The Chairman asked if this working party was still required as most of the work had now been completed on the School Green.

Outstanding points were:-

- The moving of the bottle banks
- Tidying up the edge of the car park
- Repairing the pothole in the WBC car park

The decision would be held over until the new Facilities Manager took up post.

101.2 Arts, Culture and Events Committee

Cllr Matic reported

The cinema work was on schedule. A test screening during the evening of Friday, 20th September had been a success. Children from Shinfield Infants School would be testing a matinee screening on Friday, 27th September. The Film Selection Panel would be meeting on Thursday, 26th September to finalise the movie schedule up to the end of the year.

Members **NOTED** the minutes of Arts, Culture and Events Committee held on 5th September 2024

101.3 **Children and Young Adults Committee**

Minutes of the meeting had been circulated with the agenda prior to the meeting.

Members **NOTED** the minutes of Children and Young Adults Committee held on 10th September 2024

Events Working Party

Nothing further to report.

101.4 **Minutes of the Planning and Highways Committee**

It was noted that the 'Village Gates' project would be followed up after the new Facilities Manager was in post.

Members **NOTED** the minutes of the Planning and Highways Committee meetings held on 22nd August 2024 and 11th September 2024

Traffic Working Party

Nothing further to report.

101.5 **Minutes of the Staffing Committee**

The Clerk reported that he and the Deputy Clerk had held Teams interviews with 5 potential candidates for the Facilities Manager role. Final interviews, with a shortlist of three, were arranged for Monday 30th September.

Members **NOTED** the minutes of the Staffing Committee held on 19th September 2024

101.6 **Corporate Governance Working Party**

The proposed revised Terms of Reference have been included in the papers for the meeting. If members agree to adopt these Terms of Reference then they will formally go back to each of the committees.

Work had already commenced on the next stage which was to review the Standing Orders for council starting with arrangements for meeting. Proposals will be put to the next Finance and General Purposes Committee. When the overall document is ready it will be presented to Full Council.

The Terms of Reference had been reviewed with the emphasis on refining and providing clarity, and ensuring compliance with the latest version of the model Standing Orders.

Members **APPROVED** the revised Terms of Reference put forwards by the Corporate Governance Working Party

Proposed: Cllr Boyer
Seconded: Cllr Clarke
Approved: Unanimously

ACTION – Each Committee to apply the Terms of Reference

101.8 Chairman's Report

Cllr Grimes reported that

- He attended the Spencers Wood Carnival and commented on the success of the event;
- He had written to six Borough Councillors who were supportive of a cross boarder meeting to discuss activities in North Shinfield;
- He had a meeting with an undergraduate of Southampton University who had attended Oakbank School;
- Cllr Fernandes had put in an application to join the governors at Shinfield St Mary's School. Potentially this would give an opportunity for SPC to have an input;
- He had met with Oliver Gill, WBC regarding school transport options and intended to set up a meeting with Reading buses to agree potential proposals for future services;

101.9 Reports from Outside Bodies

Cllr Grimes reported that Spencers Wood Village Hall governance was now stable.

24/102 School Green Centre

102.1 Screening Facility

The screening facility was now operational, and the final elements of snagging would be fitted in around room availability. There was some final decoration required, the high level blind needed to be installed and the cupboards would be given a vinyl wrap.

The official opening of the Cinema was on Friday, 4th October 2024 showing 'Ghostbusters Frozen Empire', being the first film produced at Shinfield Studios. The Ghostbusters car, inflatable marshmallow man and other props would be arriving in the School Green Centre car park. Members of the public had been invited to the outdoor event and an invited audience would be attending the screening of the film.

Shinfield Studios were working with Public Relations.

102.2 Lease between Shinfield Parish Council and Crumbs Café

Crumbs had made a few comments on the draft lease, however, none of them were significant issues. Therefore, the Clerk hoped to complete the lease shortly. The

quarterly meeting with the working party was due to take place within the next couple of weeks.

24/103

Local Plan Update (LPU)

- 103.1 Cllr Lias had circulated detailed comments to members on the plan. This would be included in discussions on the LPU at the next Planning and Highways Committee meeting. The consultation had not yet started, however, there would be six weeks in which to submit comments. It was felt that SPC should 'shout loudly' that Shinfield requires secondary education to serve its community in its submission.

ACTION –

- Clerk to find out how SPC can make a submission to the LPU
- Clerk to add to the agenda of the Planning and Highways Committee meeting

24/104

VE80 Celebrations

- 104.1 Proposals had been discussed at the Arts, Culture and Events Committee held on 5th September to recognise VE80 Celebrations. The committee had been supportive of the proposal and referred this to Full Council to ensure that there was full support.

The Clerk advised that he had discussed the proposal with the local churches during a Remembrance Day planning meeting and both had indicated they would be very keen to participate.

The war graves in the detached cemetery on Deardon Way would be included in the commemoration plans to ensure that they are tidied up and identified with a wooden cross (as they are for remembrance Sunday). BCllr Bell agreed to take this forward with WBC and the volunteer group.

Proposed: Cllr Boyer
Seconded: Cllr Masseron
Approved: Unanimously

ACTION – BCllr Bell to take up with WBC and the volunteer group the tidying of war graves at the detached cemetery on Deardon Way

24/105

Education Matters

- 105.1 Cllr Grimes reported that a meeting had been held with WBC and SPC to discuss the school transport issues with students attending secondary school. See item 24/101.8.

Shinfield St Mary's Junior School would not know the result of the conversion to be run by an academy until January 2025. They currently had four vacancies on the governing body.

24/106 Joint meeting with the University of Reading and Shinfield Parish Council

- 106.1 The scheduled meeting had been disappointing as there had been no senior managers in attendance, as per the terms of reference of the group. Another date would be arranged to discuss joint projects.

BCllr Bell had been meeting with the UoR regularly regarding the management of the SANGS.

24/107 Anti-Social Behaviour

- 107.1 Theft from the Co-op and drug dealing

Cllr Johnson had raised this issue, however, as he was not present at the meeting no further discussion took place.

ACTION – Clerk to add to the agenda of the next meeting

24/108 Correspondence

- 108.1 There was no correspondence

24/109 Invoices for Payment

- 109.1 **Payments made within the Clerk's financial delegation**

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

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

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

- 109.3 **Payments outside the Clerk's financial delegation**

Members **APPROVED** the annual payment of £17,098 to Hiscox Insurance for all risks covered.

Proposed: Cllr Lias
Seconded: Cllr Boyer
Approved: Unanimously

24/110 Date of Next Meeting

- 110.1 The date of the next meeting was Wednesday, 23rd October 2024

Meeting ended at 21:32

List of Actions

24/87.3

41.7	Cllr Fernances to contact Oakbank School regarding ideas for the Natural History Museum	Cllr Fernandes
78.8	Deputy Clerk to request options for dates and arrange the training for 'Communicating with your Council'	Deputy Clerk
82.2	Clerk to add to the agenda once a proposal had been drawn up for recognising significant contributions to the parish	Clerk
91.6	Clerk to advise applicants of the outcome of the annual grants process	Clerk
24/100.2	Clerk to discuss the reutilisation of SIDS with the Facilities Manager, once appointed	Clerk / Facilities Manager
24/100.2	Clerk to invite the WBC waste officer to discuss the process at the next meeting	Clerk
24/101.6	Committees to apply the Terms of Reference to their respective committee	All members of committees
24/103.1	Clerk to find out how SPC can make a submission to the LPU	Clerk
24/103.1	Clerk to add to the agenda of the Planning and Highways Committee meeting	Clerk
24/104.1	BCllr Bell to take up with WBC and the volunteer group the tidying of war graves at the detached cemetery on Deardon Way for VE80 celebrations	BCllr Bell
24/107.1	Clerk to add to the next agenda 'Theft from the Co-op and drug dealing'	Clerk

Borough Councillor Reports

Councillor Edmonds

Councillor Gray

Meetings have been ongoing with Children's Services and Overview and Scrutiny Management committee.

I attended the fantastic opening event of Shinfield Cinema - thanks to everyone involved in putting it together, it was a great event and the cinema room is going to be such a great resource for the community.

Sarah and I held a joint surgery with our MP Yuan Yang at the School Green Centre on Saturday 5th October; it was well attended lots of people came with local and national points to raise. With Yuan's programme of surgeries in different parts of the constituency each month; I am hoping events like this one in Shinfield will be able to happen at least twice a year- I will liaise with Yuan for when the next one can be held.

I went to visit the SEND Local Offer Live event at St Crispin's leisure centre, on 12th October, meeting lots of the council organisations and charities which support SEND provision across the borough.

Casework

- Ongoing isolated ASB issues
- Continued meetings with developers, Reading Uni around SANG charges, some progress is being made, but we have further meetings this week.
- Junction of Deardon Way and Bolton Drive has been raised a lot - unclear road markings and fast traffic - raising it with highways.
- Speeding on Church Lane, pushing with highways for this to be 30mph

Councillor Glover

The Swan Public House

Loud music reported on 30 September, but only until 9pm. The issue is the volume and duration of the music, not the lateness.

Highways Improvements

Lailey Path path

Have provided Rob Curtis with historical information about the curtilage wall (which appears to have been built in 1822; cut down to its current level in 1967?) We need an independent heritage assessment. Would this be something the Parish Council could fund?
WBC Highways department are very short-staffed at the moment.

Woodcock Lane

No action because of higher-priority issues, but I would like to get something done to make those muddy byways safer for walkers, cyclists and horseriders.

Phone app for reporting problems

No action because of higher-priority issues.

Heron Industrial Estate

Not heard any more. No planning application has been submitted

Hayes Drive estate maintenance

Block paving is in some cases residents' responsibility. The resident who had been complaining looked up his deeds and saw that this was true.

Bungalow at Oakbank School

Waiting for WBC to sort out legal problems and refurbishment.

Benham Drive ditch clearance

I think the ditch has been cleared but can't find an email saying so.

Property ownership/selling

Partshare Leases in Larchside: this is about extending the leases (otherwise the houses become unsaleable due to mortgages not being available when the lease is shorter than 80 (?) years). It affects about 90 houses. It was going to come to Council in November but now WBC are talking about some of the secondary legislation not having got through in the Washup at the end of the last Parliament. I have escalated this to Stephen Conway.

Spring Gardens

Borough Councillors have been invited to a Focus Group on 1 November. I have accepted.

Query about Deer Leap Playpark

SPC could be part of the solution to this problem. If the parish council were given a grant to do the mowing, could you do it along with Spencers Wood Recreation Ground and Deardon Fields? I have asked WBC if they would grant the parish council title and fund the mowing.

New items

Nullis Farm barn fire

The barn by Nullis Farm was set on fire by trespassers on the 5/6 October. I have asked Jo Murphy of Taylor Wimpey about it – not had a reply yet. Richard and I went to have a look and talked to residents. One resident facing the fence they apparently climb over had ordered a Doorbell Camera which they intend to install.

Oakbank

I received an email out of the blue from a Councillor in Lincolnshire where Anthem have a school (Deepings School) and we have had a couple of conversations since. The teachers there were on strike over a number of issues (workload, behaviour management, lack of consultation, class sizes and chaotic management). The school has underperformed not shown any evidence of improvement over 6 years. Over 70 members of staff have left in the past 18 months. Numbers of pupils have also fallen. The CEO of Anthem granted the Councillor a 30-minute meeting and was defensive bordering on hostile. He did not appear to have met with the Union to try to avert the strike. The Councillor has now written to their Regional Director.

Grazeley Green Eco Hub

Unfortunately, I was unable to go to the public consultation, but it looks to me like a good scheme.

Pizzatron

Has applied for renewal of licence, which I support.

Vulnerable residents

Weirdly I have picked up casework from ex-Cllr Bell, concerning a lady in my part of the parish, whom Sarah met in another context, so we had both been involved with her in different ways. The Assistant Director of Adult Social Care is now personally monitoring and assisting where necessary. Another resident has contacted me about what is essentially a custody dispute with her estranged husband – the children are teenagers. There was an incident over the summer holidays when these children were allegedly working at the Swan Inn without the necessary permission, but that was later resolved. This aspect of the public house perhaps ought to be monitored when next summer holidays come round, though.

Residents Receptions

This is something that is happening in Swallowfield, Woodley and Arborfield (and possibly Wokingham Without, only they can't find a suitable location), but not Shinfield. I thought you might be interested though. My thought was that Spencers Wood Pavilion would be a better location as it would be accessible from both Shinfield and Swallowfield by bus.

But currently they are running for six months as a pilot. They take place on Thursday mornings, 10:00-13:00, and Swallowfield is the 3rd Thursday of the month. I attended the second one at Swallowfield today:

Residents Reception is essentially a community outreach model, specifically targeting diverse and emerging communities, and also those where there are no or minimal existing local services. It's run as a drop-in session with numerous partners, where people can get support and/or advice and guidance. Partners supporting the initiative are:

- Citizens Advice
- Involve
- Community Navigators
- First Days
- Cowshed
- Adults social care – including technology
- Health checks

Bringing support to the community with new outreach project | Wokingham

(<https://www.wokingham.gov.uk/news/2024/bringing-support-community-new-outreach-project>)

Grass cutting in Clements Close

Just as I was writing this, we had a request for more frequent grass cutting in Clements Close, as it is prone to dog-fouling, with awful consequences. I will approach Greener and Cleaner and see what I can do.

Councillor Srinivasan

Councillor Munro

Minutes of a meeting of
The Facilities Committee
held on Wednesday 2nd October 2024
at School Green Centre commencing at 19:30

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

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

24/FC/92 Public Questions

92.1 There were no public questions

24/FC/93 Apologies and declarations of Members' Interest

93.1 There were apologies for absence from Cllr Jahromi

93.2 There were no declarations of Members' interests

24/FC/94 Minutes of the Previous Meeting

94.1 The minutes of the Facilities Committee meeting held on 4th September 2024 were approved as a correct record and signed as such by Cllr Clarke

Proposed: Cllr Johnson
Seconded: Cllr Boyer
Approved: Unanimously

94.2 The following matters arising from the meeting held on 4th September were discussed:

24/FC/82 Clerk to chase AOC regarding the hatch in the café kitchen

24/FC/71.2 AOC had been chased but as yet have not provided the additional information required to allow a contractor to be assigned the work.

ACTION - Clerk to chase AOC regarding the hatch in the café kitchen

24/FC/71.2 Clerk to arrange meeting with Crumbs and the Catering Working Party

This was on the agenda

24/FC/77.5 Facilities Manager to obtain more quotes for resurfacing the Spencers Wood Recreation Ground play area once they were in post.

This is in abeyance until the new Facilities Manager is in post. Cllr James and the Clerk had interviewed candidates on 1st October.

24/FC/83.2 Clerk to ensure that the additional information required for the planning application for Millworth Lane was submitted

This had now been provided to the quantity surveyor and should now allow the application to go live shortly.

24/FC/83.3 Clerk to check booking process with WBC for the pitches on Hyde End Lane

The Clerk had contacted WBC and the response was:-

"I visited the site the other day and I would say they look like they may be available from the start of next season. There is a bedding in period and we will need to order equipment etc to ensure the site can be operational.

I am working with colleagues on the gate system to be applied.

The pitches are likely to be allocated to Spencers Wood /Shinfield Rangers and we will work with them to understand the pitch requirements.

This will be booked via the PitchBooking portal."

24/FC/83.3 Clerk to check when the pitches on Hyde End Lane would be available for use

As above

24/FC/83.4 Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

This was on the agenda, see minute 24/FC/95.4

ACTION - Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

24/FC/84.1 Clerk to check the requirements for gaming and Sky Sports in the Shinfield Cinema

Small scale use of electronic games for community purposes is allowed (as per Fifa and Fortnite licences). Sky Sports does require a licence and a quote would need to be obtained but it was anticipated that this would cost hundreds of pounds per month.

- 24/FC/84.3** Cllr Johnson to take drone pictures where Lailey Path crosses onto Hyde End Road
- This had been done. This item would now be transferred to the Planning and Highways Committee meeting.
- ACTION – Clerk to add to the agenda of the Planning and Highways Committee meeting**
- 24/FC/85.1** Clerk to obtain quotes for the work to be carried out at Spencers Wood Pavilion and report back to the Committee
- This was on the agenda, see minute 24/FC/97.1
- 24/FC/87.1** Clerk to continue to investigate microgeneration
- This was on the agenda, see minute 24/FC/99.1
- 24/FC/88.1** Clerk to advise the Allotments Administrator of the prices set for 2025-2026 to enable the allotment holders to be informed of the increase at the required time
- This was on the agenda, see minute 24/FC/100.1
- 24/FC/88.3** Allotments Administrator to inform all on the waiting lists for allotments of the introduction of a performance deposit
- This had been done.
- 24/FC/89.1** Clerk to investigate whether Cllrs Johnson and Masseron could have access to 'Parish Online' where all the bins were documented
- Access for both Cllrs Johnson and Masseron had been arranged
- 24/FC/89.1** Clerk to investigate the scope of the litter pickers
- The Clerk reported that fully collated data was not currently available and would require some additional work to ensure that both those in receipt of remuneration, and volunteer litter pickers, were collated in one place.
- The three litter pickers receiving remuneration cover the following areas:-
- Shinfield Village – Hollow Lane and School Green) – 16 hours per month
 - Arborfeld Road and Hyde End Road – 13 hours per month
 - Three Mile Cross and Basingstoke Road, and sometimes does Spencers Wood Recreation Ground - 10 hours per month
- 24/FC/89.1** Clerk to progress moving of bin from Fullbrook Avenue to Hyde End Road
- This had not yet been done.
- ACTION - Clerk to progress moving of bin from Fullbrook Avenue to Hyde End Road**

- 24/FC/89.1** Clerk to discuss the issue with other Clerks in the Borough to see if the new WBC waste collection timetable was having a larger impact on the use of outdoor bins

Clerks all suggest that there are the same issues over the borough but not as bad as was originally anticipated. Biggest issues are arrangements for the elderly.

- 24/FC/89.1** Clerk to publish the 'Adopt a Street' scheme to raise awareness among residents

This has been done and will appear periodically in the newsletter.

- 24/FC/89.1** Cllrs to take photographs of any misused or overflowing bins to WBC

Nothing had been reported.

- 24/FC/89.2** Clerk to add to the agenda 'use of drugs and theft' of the Full Council meeting

This was added but not discussed and will be carried over to the next Full Council meeting.

ACTION – Clerk to add to the agenda of the Full Council meeting

- 24/FC/90.1** Clerk to inform the resident of the decision of the committee regarding the management of the Longacre play park

The Clerk had informed the resident of the outcome of the meeting.

24/FC/95

Sports Provision

- 95.1 Toilets for Millworth Lane

We have now been advised that the toilets will be delivered in early December.

- 95.2 Sports Working Party

High Copse

The Clerk and IT and Communications Officer had visited the site on 26th September with Cllr Clarke. The decoration was well advanced, and the building was looking good. The utilities had now been installed and the handover was still on track for later this year. The proposed handover date was 8th November 2024. A meeting had been arranged for 4th November 2024 for explanation on the operation of the equipment.

Questions for University of Reading can be carried forward to the meeting on the 16th October.

- Security where the cycle path runs in front of the building
- Graffiti – an anti-graffiti substance had been applied to the building
- Weeds on the pitches
- UoR plans to put in allotments – it was noted that SPC did not wish to manage any more allotments
- Ask the UoR to cut back the grass in the field at the top of the Ridge
- Clarification of the proposed Community Garden
- Request that the land next to the football pitches is grassed as currently the only area for children to play is Deardon Field
- Are they putting up the cricket practice nets
- Storage area needs to be covered to protect the motorised roller and mower
- If the UoR can supply a lockable container, will they apply for planning permission and pay for it

ACTION – questions to be submitted for the meeting to be held between SPC and UoR on 16th October

Millworth Sport Park

The planning application was with BDS and would be going live shortly.

95.3 Hyde End Lane Football Pitches

See previous minute 24/FC/94.2 (24/FC/83.3)

95.4 Millworth Sports Park – Football Grants

The Clerk had not yet been able to action this item

ACTION - Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

95.5 Richborough developers

The proposed development in Spencers Wood had asked for suggestions for sports facilities on the new site. Suggestions were 3g pitch for rugby/multipurpose use and facilities for junior cricket.

95.6 Shinfield Junior Cricket Teams

There were currently 16 cricket team. Those playing on Millworth Lane Recreation Ground would need somewhere else to play and it was suggested that Spencers Wood Recreation Ground could be an option, with the use of temporary matting options. It had been reported that under 11's were not able to play on this kind of surface.

ACTION – Clerk to send Cllr Johnson details of the temporary matting

24/FC/96

School Green Centre and School Green

96.1 School Green Cinema Facility

Installation was almost complete with just some finishing touches required. Feedback from the 'test' screenings had been positive and enquiries were already being received to hire the cinema equipment.

96.2 School Green Centre

Nothing to report, however, the new Facilities Manager will be asked to look at the following:

- Long term maintenance schedule
- Reviewing and retendering the cleaning contract

96.3 School Green Working Party

Consideration was given as to whether this working party was still required now that the decorative screens and posts had been installed on the School Green.

Discussion took place regarding an upgrade to the 'desire path' from the infant school to the crossing on Hyde End Lane. Cllr Masseron proposed that a question be asked to the wider community but there was no seconder to progress to a vote.

Members of the committee were divided as to whether a path should be installed. It was therefore proposed to obtain a quote for the path for further consideration at a future meeting.

Proposed: Cllr Clarke
Seconded: Cllr Johnson
Agreed: 5 in favour, 1 abstention

ACTION – Clerk to obtain quotes for the cost of a path

20:30 Cllr Johnson left the meeting

24/FC/97

Spencers Wood Pavilion

97.1 Upgrade to the Community Room

Quotes for new roller blinds had been received and it was agreed that these could be replaced.

The Clerk suggested that a photograph of Spencers Wood could be vinyl wrapped on the end wall to enhance the aesthetics of the room and this was agreed.

It was anticipated that the blue tooth equipment that had been removed from the Ryeish Green Room at the School Green Centre could be installed at the pavilion.

ACTION – Clerk to arrange for the upgrade to the Community Room at the Spencers Wood Pavilion

Other Council buildings

98.1 Manor Ground including storage of equipment

Concern was expressed that the roller was left out in all weathers and needed to be kept under cover and locked.

ACTION –

- Clerk to check with the Shinfield Cricket Club as to the plans for the roller
- Clerk to check the insurance conditions

98.2 Ryeish Green Pavilion

No further progress had been made with regards to the access road.

ACTION – Clerk to chase the Head Partnership regarding access

98.3 High Copse Pavilion – storage of outdoor cricket equipment

See Minute 24/FC/95.2

98.4 High Copse Pavilion – furniture requirements

The building needed to be fitted out with tables, chairs and other equipment.

ACTION – Clerk to draw up a list of equipment required for High Copse Pavilion and submit to the Finance and General Purposes Committee for approval

98.5 High Copse – use of facilities

Consideration was required to the operation and the allocation of the cricket and football pitches and there had been a lot of interest shown already. It was suggested that a working party be set up to develop the process with possibly a tendering process towards the end of May.

ACTION – Clerk to set up a working party to progress a process for the usage of the pitches at High Copse

98.6 High Copse – grass and community garden

CLlr Clarke had been in discussion with Nigel Frankland, UoR regarding the meadow grass and community garden. Clarification was required on the various areas surrounding the pitches to ensure that weeds were not spread onto the pitches and areas were available for public use.

ACTION – CLlr Johnson be requested to take a drone picture of the area

24/FC/99**Microgeneration**

- 99.1 The Clerk had contacted several companies, however, there did not appear to be an overarching approach to microgeneration. Each company had specific areas, for example, either solar or heat pumps. He was awaiting a response from one other company.

24/FC/100**Allotments**

- 100.1 The Allotments Administrator had advised the allotment holders of the prices set for 2025-2026 and the renewal letters had been issued.

The Allotments officer advised that there has been a higher than normal return of allotments which would appear to be as a direct result of the new inspection regime.

The Annual General Meeting for allotments would be held on Monday, 21st October

24/FC/101**Parish Wide Items**

- 101.1 There was nothing further to report this month.

24/FC/102**Correspondence**

- 102.1 Dobbies Garden Centre

It was reported that the garden centre would be closing at the end of December. It was noted at the Dobbies site sat within the Designated Emergency Planning Zone (DEPZ). No further information on the future use of the site was currently available.

24/FC/103**Date of Next Meeting**

- 103.1 The next meeting would be held on Wednesday, 30th October 2024

The meeting ended at 21:15

List of Actions

24/FC/82

24/FC/71.2 Clerk to chase AOC regarding the hatch in the café kitchen Clerk

24/FC/83.4 Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane Clerk

24/FC/84.3 Clerk to add to the agenda of the Planning and Highways Committee meeting the proposed path between the end of Lailey Path/Hyde End Road to the Shinfield Infant School Clerk

24/FC/89.1 Clerk to progress moving of bin from Fullbrook Avenue to Hyde End Road Clerk

24/FC/89.2 Clerk to add to the agenda of the Full Council meeting 'use of drugs and theft' Clerk

24/FC/95.2 Questions to be submitted for the meeting to be held between SPC and UoR on 16th October Clerk

24/FC/95.4 Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane Clerk

24/FC/95.6 Clerk to send Cllr Johnson details of temporary matting for cricket Clerk

24/FC/96.3 Clerk to obtain quotes for the cost of a path from Shinfield Infant School to the crossing on Hyde end Lane Clerk

24/FC/97.1 Clerk to arrange for the upgrade to the Community Room at the Spencers Wood Pavilion Clerk

24/FC/98.1 Clerk to check with the Shinfield Cricket Club as to the plans for the roller Clerk

24/FC/98.1 Clerk to check the insurance conditions for the roller at the Manor Pavilion Clerk

24/FC/98.2 Clerk to chase the Head Partnership regarding access to the Ryeish Green Pavilion Clerk

24/FC/98.4 Clerk to draw up a list of equipment required for High Copse Pavilion and submit to the finance and General Purposes Committee for approval Clerk

24/FC/98.5 Clerk to set up a working party to progress a process for the usage of the pitches at High Copse Clerk

24/FC/98.6 Cllr Johnson be requested to take a drone picture of the High Copse area Clerk

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 3rd October 2024
at School Green Centre commencing at 19.30

Present: Cllrs Jones, Matic (Chair), Montgomery and Peer

Attending: B Winton (Clerk)

24/ACE/70

Public Questions

70.1 There were no public questions

24/ACE/71

Apologies and declarations of Members' Interest

71.1 There were apologies from Cllr Jahromi & James for this meeting

71.2 There were no declarations of members' interests

24/ACE/72

Minutes of the previous meeting

72.1 The minutes of the committee meeting of 5th September 2024 were approved as a correct record and signed as such by Cllr Matic.

Proposed: Cllr Montgomery

Seconded: Cllr Peer

Approved: Unanimously

72.2 **Actions and Matters Arising**

60.2 Clerk to ascertain the time frame for work on the plaza

The Clerk had requested an update from WBC on this matter but not yet received a response.

ACTION – Clerk to ascertain the time frame for work on the plaza

- 60.2 Clerk to create a draft Gantt Chart for the project
- This was on the agenda
- 60.2 Clerk to arrange the first meeting of the public art working party
- This was on the agenda. Cllrs Peer and James had indicated that they wished to be part of the working party.
- 63.1 Clerk to continue to develop and promote the art exhibition
- This was on the agenda
- 63.1 Clerk to ask other parish councils to promote the art exhibition in their newsletters
- The Clerk advised that he would make a request nearer the date. He would also ask if they could circulate the call for artists when we send out a reminder.
- ACTION – Clerk to ask other parish councils to promote the art exhibition in their newsletters**
- 63.2 Cllr Montgomery to arrange for Cllr James to be second signatory on the Shinfield North Community Fund account
- Cllr Montgomery advised that this was in progress
- ACTION – Cllr Montgomery to arrange for Cllr James to be second signatory on the Shinfield North Community Fund account**
- 63.4 Clerk to pursue options for Christmas lighting at the School Green Centre
- The Clerk suggested that one effective option would be to apply pea lights to the screens on the northern side of School Green. This would be a much cheaper option and easier to achieve.
- ACTION – Clerk to obtain costs for lighting on the decorative screens on the School Green to coincide with the period of the Christmas tree**
- 63.4 Clerk to investigate options for providing a community Christmas tree in Grazeley
- The Chair of GVMH had now been in contact with the Clerk regarding a Christmas tree in Grazeley.
- ACTION – Clerk to investigate options for providing a community Christmas tree in Grazeley**

- 64.1 Clerk to continue preparation of the Operating Plan for the cinema
- This is on the agenda
- 64.2 Clerk to provide contact details of film selection panel to Cllrs Matic and Jahromi
- This had been done
- 64.2 Clerk to arrange a room booking for the film selection panel
- This had been done
- 64.3 Clerk and Cllr Matic to follow up with University of Reading and Activate Learning regarding their possible involvement
- The Clerk will follow up with Professor Ghosh at the University of Reading and Activate Learning regarding their involvement in the cinema.
- ACTION – Clerk and Cllr Matic to follow up with University of Reading and Activate Learning regarding their possible involvement**

- 67.1 Clerk to add VE Day 80th Anniversary commemoration to the Full Council agenda
- This is on the agenda.

24/ACE/73

Developing Arts & Culture in the parish

73.1 Art Exhibition

The Clerk advised that there was no material update for this meeting as the main emphasis has been on the introduction of the cinema. The screens for the exhibition had been booked.

73.2 Possible Events for Shinfield North

Cllr Montgomery advised members that there had been discussions regarding joint working with Reading Borough Council.

73.3 Spencers Wood Carnival

SPC's presence at the event had gone well and there was more interest than in 2023. The location and having access to power to allowed use of a screen to show the cinema and this was a definite plus.

Initial thoughts for 2025 are to make use of the MUGA and feature sports that tie in with the development of Millworth Lane

73.4 **Christmas Activities**

The Christmas Fayre and Rockin' Around the Christmas Tree was confirmed for Friday 6th October.

The fayre will be extended to include the Grazeley Room to give more space to the event.

This will allow use of the Ryeish Green room cinema as a space to sit away from the general throng. The projector would be running with a montage of Christmas movies. This would set the scene for the overall event and help advertise for the cinema itself

24/ACE/74

School Green Centre Cinema

74.1 **Operating plan**

The Clerk took members through the overall plan for the launch event for the cinema.

The detailed instructions for the cinema operation had been written and were being tested with each member of the Customer Care team.

74.2 **Film Selection process**

Cllr Matic reported on the first selection panel meeting and the films chosen for screening.

74.2 **Initial Film Prices**

In response to lower prices from cinemas nearby it was felt that the initial pricing for the cinema should be lower than originally anticipated with a headline price of £5 for an adult ticket.

This would apply until the New Year and be reviewed in the light of the first batch of ticket sales.

ACTION – Clerk to amend the pricing for cinema tickets for the screenings in November & December 2024

24/ACE/75

Community Services

75.1 **Mobile Catering**

The Clerk advised that there was nothing further to add with all catering outlets operating well. It was agreed that this would be removed from the agenda unless any matter arose on this subject.

24/ACE/76**Public Art**

- 76.1 The Clerk has not yet commenced the preparation of an initial Gantt chart as the priority has been the delivery of the cinema. A delivery of May half-term 2026 was discussed as a possible target date but this would need to be confirmed as feasible with Arts4Wokingham.

ACTION – Clerk to discuss with Arts4Wokingham and develop an initial Gantt chart for the project

24/ACE/77**VE Day 80th Anniversary Event**

- 77.1 This event, to take place on Thursday 8th May 2025, had been approved at Full Council on 25th September 2024.

The pipe band had been confirmed and the Clerk would arrange purchase of an appropriate beacon for use at the event.

ACTION – Clerk to arrange purchase of a beacon for the VE 80th Anniversary event and develop the overall plan for the event.

- 77.2 There was no decision on whether fireworks would be included in the event and the Clerk was asked to speak to the University of Reading and report back to the next meeting.

ACTION – Clerk to speak to the University of Reading regarding the use of the ridge SANG for the VE80th Anniversary Event

24/ACE/78**Correspondence**

- 78.1 The Clerk advised that he had received an enquiry from St Mary's Church to establish if the council would like to participate in their annual Christmas tree festival. It was agreed that Shinfield Parish Council would participate in the event.

ACTION – Clerk to arrange SPC involvement in the St Mary's Church Christmas Tree Festival

24/ACE/79**Date of Next Meeting**

- 79.1 The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 31st October 2024 at 19:30

The meeting ended at 20.55

List of Actions

60.2	Clerk to ascertain the time frame for work on the plaza	Clerk
63.1	Clerk to ask other parish councils to promote the art exhibition in their newsletters	Clerk
63.2	Cllr Montgomery to arrange for Cllr James to be second signatory on the Shinfield North Community Fund account	Clerk
63.4	Clerk to obtain costs for lighting on the decorative screens on the School Green to coincide with the period of the Christmas tree	Clerk
63.4	Clerk to investigate options for providing a community Christmas tree in Grazeley	Clerk
64.3	Clerk and Cllr Matic to follow up with University of Reading and Activate Learning regarding their possible involvement	Clerk
74.2	Clerk to amend the pricing for cinema tickets for the screenings in November & December 2024	Clerk
76.1	Clerk to discuss with Arts4Wokingham and develop an initial Gantt chart for the project	Clerk
77.1	Clerk to arrange purchase of a beacon for the VE 80 th Anniversary event and develop the overall plan for the event	Clerk
77.2	Clerk to speak to the University of Reading regarding the use of the ridge SANG for the VE80th Anniversary Event	Clerk
78.1	Clerk to arrange SPC involvement in the St Mary's Church Christmas Tree Festival	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 9th October 2024
At School Green Centre commencing at 19.30

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

Attending: B Winton (Chief Executive and Clerk)
S Herring (Deputy Clerk)
6 members of the public
BCllr Glover

24/PC/93

Public Questions

93.1 New Community Building

The Pastor of the Shinfield Community Church presented the proposed project to erect a new building on their existing site. The old bungalow was not configured to serve the needs of the members of the church and the existing church was old and needed considerable refurbishment. Some examples of benefits to the community:-

- Working with youths and children
- Community support – supporting the elderly, ‘Share’ and community café, etc
- Fundraising and giving – BBQ 4 Refugees, Quiz night, etc
- Community cohesion, Climate and environment, Spiritual provision

The Church would like to increase its capacity, range of activities and quality of facilities.

The benefits to the community for now and future years would include suitable space for activities, increased space for a growing village population, a more appealing and attractive building, hold a greater range of community activities.

Pre-planning discussions with Wokingham Borough Council (WBC) had been favourable. The building would be funded by donations, fundraising, loans and grants.

The next steps in the process would be:-

- Planning
- Community consultation
- Financing

Members of the Committee wished them every success with their project.

24/PC/94 Apologies and declarations of Members' Interest

- 94.1 Apologies had been received from Cllrs Jahromi and Lias
- 94.2 There were no declarations of members' interests

24/PC/95 Minutes of the Previous Meeting

- 95.1 The minutes of the committee meeting of 9th September 2024 were approved and signed as such by Cllr Peer

Proposed: Cllr Grimes
Seconded: Cllr Boyer
Approved: Unanimously

- 95.2 **Actions and Matters Arising from the meeting held on 10th July 2024**

- 24/PC/85.2** 24/PC/63.2 Clerk to ask WBC when Woodcock Lane ceased being a bridle way and to request that motor vehicles are restricted.

At the previous meeting the Clerk had reported that this action had been done. Cllr Hoyle requested that the Clerk asked WBC for a response to his request.

ACTION – Clerk to chase WBC for a response to the question “when did Woodcock Lane ceased being a bridle way and to request that motor vehicles are restricted”

- 24/PC/84** Clerk to ask Cllr Fernandes if he still wished to be on the Planning and Highways Committee

Cllr Fernandes was present at this meeting.

- 24/PC/73.4** Clerk to follow up with BCllr Glover and WBC regarding the installation of a footpath on Hyde End Road from Lailey Path to the Shinfield Infant School

This was on the agenda at Item 7.3.

- 24/PC/86.4** Clerk to circulated the Local Plan Update to members of the committee

This had been done.

- 24/PC/88.2** Clerk to check with WBC the situation with Carneys Yard that was still showing as ‘Awaiting Compliance’

Wokingham Borough Council have advised that the enforcement notice had been complied with. They advise that “We don’t write any reports for compliance with notices, but I can assure you at the time of my visit there was compliance and my photographs will be saved on our file which show this.”

24/PC/90.1 Members to monitor the LPU and Government Policy

This was on the agenda

24/PC/90.1 Clerk to arrange the next meeting of the Shinfield Parish Neighbourhood Plan (SPNP)

This has not yet been arranged.

ACTION – Clerk to add the Shinfield Parish Neighbourhood Plan (SPNP) to the agenda of the next meeting

24/PC/90.1 Clerk to add SPNP to the agenda of the next meeting

This was on the agenda at Item 9.1

24/PC/91.6 Clerk to invite Richborough to the meeting on 6th November

This had been done.

ACTION – Clerk to circulate the website address of Richborough to committee members

24/PC/96 **Schedule of Deposited Plans**

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

24/PC/97 **Appeals**

97.1 The Clerk advised that there were no changes to the list provided last month and no new appeals.

Members **NOTED** the report.

24/PC/98 **Enforcement Notices**

98.1 Closed Enforcement Notices

Five items had been deemed “No Breach”, two others had resulted in voluntary compliance, two were listed as ‘Other’ and one was marked as “not expedient”

Members **NOTED** the report

98.2 Live Enforcement Notices

Three are showing as new cases but were actually new in September

- 41 Appleby Walk
- Erection of an extension to the existing garage and outbuilding

- 16 Elizabeth Rout Close
- Use of land for storage and possible breach of conditions

- 6 Marlow Place
- Breach of Condition 2
- This was a retrospective application for the installation of 3 x AC units. Condition 2 related to the need to reposition one of the units within 5 months.

Three are actually new:

- 9 School Green
- New shop front and adverts
- Investigation ongoing

- Lidl
- Unauthorised Illuminated sign
- Site visit pending

- 2 Grovelands Road
- Commencement Check 211997
- 3 years from issue of permission on 10th September 2021
- Site visit pending

Members **NOTED** the report

24/PC/99

Highways, Street Lighting and Footpath Matters

99.1 Footpath matters

Cllr Masseron drew members attention to the detailed report by the Ramblers in the October edition of the SPC Newsletter.

Money had been allocated by Dobbies garden centre towards the footpath on the High Copse site and it was expected that this commitment would transfer to the new ownership of the site.

Concern was expressed regarding the lack of fencing at the top end of the Lidl site once the Heras fencing had been removed. Lidl had informed a member of the public that they could not erect fencing at the top of the slope as the land did not belong to them. The site manager had confirmed that they would erect a fence along the side of the road that led to their loading bay (bottom of the slope), however, members expressed concern that the slope could be hazardous to members of the public and end up being an area that attracted litter. Cllr Grimes suggested that the consortium be contacted to raise the concerns of the council.

ACTION – Cllr Grimes to raise awareness of the issue with his contact at the consortium

99.2 Traffic Working Party

The Traffic Working Party had met on Tuesday 1st October with Chris Easton, Matt Gould and Ed Day from Wokingham Borough Council (WBC). WBC provided information on proposals for the following improvements:-

- 30 mph on Hollow Lane
- Slowing traffic along Arborfield Road in Shinfield
- Diverting traffic from Brookers Hill north on to the Eastern Relief Road
- Traffic calming in Grazeley

Following the meeting Cllr Peer had discussions with Chris Easton regarding a Spencers Wood Village Centre. He suggested that SPC produce a proposed plan and he would put this to WBC Property Services who could then contact the land owners.

ACTION –

- Clerk to make enquiries to AOC to ascertain if a plan had previously been drawn up
- Clerk to add to the agenda for the next meeting
- Cllrs Peer and Grimes to discuss at the next parish liaison group meeting

99.3 Lailey Path / Hyde End Road footpath

A meeting had been held on 19th September with the Shinfield Infant and Nursery School, WBC officers, BCllr Glover and the Clerk. The outcome had been positive, however, the following needed to be resolved before any progress could be made:-

- The 'listed building consent' would need to be approved to remove the wall
- The school needed to apply for a boundary change

WBC agreed that a barrier should be installed at the end of Lailey Path where it joins Hyde End Road.

No further communication had been received from WBC.

ACTION –

- Clerk to write to WBC with details of the agreement made at the meeting and ask WBC to confirm the action
- Clerk to request that WBC install the barrier as soon as possible and not wait for the other issues to be resolved

- 100.1 Cllrs Grimes and Peer, and the Clerk, had attended a meeting on 30th September hosted by Arborfield and Newland Parish Council regarding WBC's LPU. The purpose of the meeting was to discuss if a joint response on the process of the LPU was possible.

Discussions had highlighted that WBC had not fully considered :-

- the impact on infrastructure if Hall Farm was built
- traffic modelling
- primary health provision
- school provision

Arborfield and Newland Parish Council had engaged a planning consultant and asked other councils, affected by these issues, to consider contributing to the costs. The also asked if there was any scope for sharing and taking on elements of climate change impacts, not just flooding impacts.

Another meeting was scheduled for Friday, 11th October at 19:30.

It was felt that each council could object independently to consider what was best for its community and jointly as a group. The general consensus was to object to the plan.

It was **AGREED** that SPC would object to the plan and Cllr Grimes would draft an objection for approval at Full Council. The deadline for submission of comments was November 2024.

ACTION –

- Clerk to make enquiries to see if there was a resident with expertise in this area to assist with climate change impacts
- Cllr Grimes to write up an objection for approval at Full Council
- Clerk to add to the agenda of Full Council SPC's objections to the WBC LPU for approval
- Clerk to add to the agenda of Full Council a proposal to assist Arborfield and Newland Parish Council with the funding of a planning consultant

Members thanked Cllr Lias for his detailed report on the WBC LPU.

24/PC/101

Renewal of Neighbourhood Plan

101.1 Shinfield Parish Neighbourhood Plan (SPNP)

No movement had taken place in the last month while considering the impact of the WBC LPU. The initial draft had been circulated to members of the committee on 9th September for consideration.

It was suggested that importance was placed on the

- green spaces separating the communities; these should be retained and reinforced
- Local Active Travel Plan
- Education in the parish
- Reference to the National Planning Policy Framework (NPPF)

It was requested that the proposed 'Spencers Wood Centre' be detailed in the plan.

The Clerk reported that there was no set time scale for the longevity of a Neighbourhood Plan, however, if a lot of change had taken place it could prove to be ineffective.

ACTION – Clerk to add the proposed 'Spencers Wood Centre' into the SPNP

101.2 Local Active Travel Plan (LATP)

Cllr Masseron had proposed formally adopting a LATP into the Shinfield Parish Neighbourhood Plan (SPNP). It was agreed to add to the list previously circulated 'Improving and developing connecting routes between communities'.

Members **AGREED** for the LATP to be included in the SPNP

Proposed: Cllr Masseron
Seconded: Cllr Hoyle
Agreed: Unanimously

ACTION – Clerk to add the LATP into the SPNP

21:10 *Two members of the public left the meeting*

24/PC/102

Correspondence

102.1 The Clerk reported that a drop-in session for local residents to hear and find out about the Local Plan Update would be held at the School Green Centre on the 29th October between 15:30 and 19:00.

102.2 Eco Hub – Grazeley Green

The Clerk had received an invitation from Grupotec to a public consultation on 16th October from 12:00 to 20:00 at Grazeley Village Memorial Hall.

ACTION – Clerk to circulate the invite to members of the committee

103.3 Sale of the northern land on the proposed Spencers Wood Primary School site

It was noted that the land to the north of the proposed new Spencers Wood Primary School had been put up for auction. If the land was sold this would prevent expansion of the school in the future to a three form entry school.

Members **AGREED** that SPC should register for 'Community Interest' in the land

Proposed: Cllr James
Seconded: Cllr Boyer
Agreed: Unanimously

ACTION – Clerk to submit a request of 'Community interest' in the land north of the proposed Spencers Wood Primary School.

103.4 Former Shire Hall site

WBC had reported that the site was likely to be redeveloped as warehousing and associated office space for light industrial use. More information would be available at a later date.

Members felt that WBC should be made aware that SPC did not consider this land suitable for the proposed use, and felt it would be more suitable for housing.

Proposed: Cllr James
Seconded: Cllr Boyer
Agreed: Unanimously

ACTION – Clerk to inform WBC of the views of SPC relating to the former Shire Hall site

102.5 Dobbies

Members **NOTED** that Dobbies Garden Centre would be closing at the end of December 2024.

24/PC/103

Date of the next meeting

103.1 The date of the next meeting will be Wednesday, 6th November 2024

The meeting ended at 21:55

List of Actions

24/PC/94

24/PC/85.2	Clerk to chase WBC for a response to the question “when did Woodcock Lane ceased being a bridle way and to request that motor vehicles are restricted.”	Clerk
24/PC/90.1	Clerk to add the Shinfield Parish Neighbourhood Plan to the agenda of the next meeting	Clerk
24/PC/91.6	Clerk to circulate the website address of Richborough to committee members	Clerk
24/PC/99.1	Cllr Grimes to raise awareness of the issue with his contract at the consortium	Cllr Grimes
24/PC/99.2	Clerk to make enquiries to AOC to ascertain if a plan had previously been drawn up	Clerk
24/PC/99.2	Clerk to add to the agenda for the next meeting	Clerk
24/PC/99.2	Cllrs Peer and Grimes to discuss at the next parish liaison group meeting	Clerk
24/PC/99.3	Clerk to write to WBC with details of the agreement made at the meeting, and ask WBC to confirm the action in relation to the path at the end of Lailey Path / Hyde End Road and the Shinfield Infant and Nursery School	Clerk
24/PC/99.3	Clerk to request that WBC install the barrier at the end of Lailey Path as soon as possible and not wait for the other issues to be resolved	Clerk
24/PC/100.1	Clerk to make enquiries to see if there was a resident with expertise in climate change impacts	Clerk
24/PC/100.1	Cllr Grimes to write up an objection for approval at Full Council	Clerk
24/PC/100.1	Clerk to add to the agenda of Full Council SPC’s objections to the WBC LPU for approval	Clerk
24/PC/100.1	Clerk to add to the agenda of full Council a proposal to assist Arborfield and Newland Parish Council with the funding of a planning consultant	Clerk
24/PC/101.1	Clerk to add the proposed ‘Spencers Wood Centre’ into the SPNP	Clerk
24/PC/101.2	Clerk to add the LATP into the SPNP	Clerk
24/PC/102.2	Clerk to circulate the invite from Grupotec to a public consultation to members of the committee	Clerk
24/PC/103.3	Clerk to submit a request of ‘Community Interest’ in the land north of the proposed Spencers Wood Primary School	Clerk
24/PC/103.4	Clerk to inform WBC of the views of SPC relating to the former Shire Hall site	Clerk

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 16th October 2024
At School Green Centre commencing at 19.30

Present: Cllrs Clarke, Grimes, James (Chair), Masseron, Matic, Montgomery & Peer

Attending: B Winton (Clerk), J Mason (Finance Manager), Sally Herring (Deputy Clerk)

24/FGP/56 Public Questions

56.1 There were no public questions.

24/FGP/57 Apologies and declarations of Members' Interest

57.1 All members were present for this meeting.

57.2 There were no declarations of members' interests.

24/FGP/58 Minutes of the Previous Meeting

58.1 The minutes of the committee meeting of 21st August 2024 were approved as a correct record and signed by Cllr. James as Chairman of the Committee

Proposed: Cllr Clarke
Seconded: Cllr Masseron
Approved: Unanimous

58.2 Actions and Matters Arising

24/FGP/43.6 Clerk to follow up the letter to the DfE Regional Director sent on 28th July 2024.

The Clerk had been chasing for a response and had received the following response dated 11th October ". We understand the importance of your letter and apologise for the delay. We will aim to provide a response as soon as possible.

ACTION – Clerk to follow up the letter to the DfE Regional Director

- 24/FGP/48.1 Clerk to invite comments on the tabled draft terms of reference by mid-September 2024
- This had been done.
- 24/FGP/48.2 Clerk to update arrangements for Staffing Committee agenda and public attendance
- This had been done.
- 24/FGP/49.1 Clerk to provide an update on Risk Register Additional Actions at the October Committee meeting
- This was on the agenda at Item 5.1
- 24/FGP/51.3 Clerk and Finance Manager to include additional provision for playground Repairs & Renewals.
- This will be included as a specific item in the budget process for 2025/26 and beyond.
- 24/FGP/51.4 Finance Manager and Clerk to complete as much analysis of historic S106 agreements as possible by mid-September
- This was on the agenda at Item 7.5
- 24/FGP/52.2 Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon Field
- This was on the agenda at Item 9.2
- 24/FGP/52.3 Clerk to develop proposals for additional work to establish the specific needs of residents in the North of the Parish
- This was on the agenda at Item 9.3
- 24/FGP/52.4 Clerk to establish the legal position regarding access rights to Ryeish Green Pavilion
- This was on the agenda at Item 9.4
- 24/FGP/52.5 Clerk to ensure the completion of the process to extinguish the Parish Hall lease
- This was on the agenda at Item 9.5
- 24/FGP/54.1 Clerk to identify potential microgeneration consultants
- This was on the agenda at Item 11.1

24/FGP/59**Corporate Governance**

- 59.1 Full Council approved the Terms of Reference at their meeting on 25th September 2024. Attention is now on reviewing the Standing Orders for the Council with one meeting held on 16th September and another three scheduled for 28th October, 11th November and 9th December with the intention to submit a draft proposal to the next F&GP meeting in December 2024 and achieving Full Council approval before the end of the Financial Year.

24/FGP/60**Risk Register**

- 60.1 The Clerk gave an update on the overall risk position for the council and advised that the additional actions element of the register had been updated although many of the outstanding actions would lie with the Facilities Manager who would be starting in early November.

- 60.2 Insurance renewal for 2024/25

The Chair and Clerk advised that the insurance cover had been reviewed taking into account the additional elements of the cinema in Ryeish Green room at School Green Centre and also looking ahead to High Copse pavilion coming under SPC control. This would be the final year of a three-year arrangement with the existing insurer. The insurance premium increase was driven however mostly by rising building costs.

24/FGP/61**Financial Reports**

- 61.1 The Chair of the Committee confirmed that the audit process in respect of 2023/24 had been successfully concluded.

- 61.2 Bank Reconciliations

The Chair of the Committee confirmed that he had reviewed the bank reconciliations to the end of September 2024 on 16th October 2024 and that all was in order. A copy of the reconciliation was presented to members.

It was agreed that due to the delays in starting work at Millworth Lane it was agreed to place £350,000 on 95-day deposit account to achieve a higher rate of interest.

Members **NOTED** the report.

- 61.3 The Clerk provided members with an update on room bookings as at 30 September 2024. School Green Centre had bookings £61,272 to end of September compared to £56,725 for the equivalent period in 2023/24. This included the period where rooms were unavailable during the installation of the cinema. For Spencers Wood Pavilion the bookings to 30 September 2024 were £25,084 (including the Pre-School rental) compared to £23,905 for the previous year. The Clerk advised that he felt both venues were likely to exceed their targeted incomes for the full year by a modest margin.

Members agreed to maintain a discount on the rates for Spencers Wood Pavilion until 31st March 2025 in light of experience which has seen a higher volume of booking more than compensating for the lower rate being charged. The room hire charges for the new financial year will reflect and continue this arrangement as a standard set of prices.

- 61.4 Current Year Budget (2024/2025)

The Chair and Finance Manager provided an update on current year financial performance.

Members **NOTED** the report.

24/FGP/62

Financial Reserves & CIL

- 62.1 CIL update

The changes from the previous report were that:

- Some expenditure had occurred on Millworth Lane
- The predicted income was reduced to reflect the uncertainty of refurbishment of the Dobbies site following the announced closure
- A request for CIL funding for High Copse was on the agenda for this meeting

Members **NOTED** the report.

62.2 Reserves

The Chair provided an update on reserves.

The Clerk advised members of the proposed Wokingham Borough Council Corporate Governance review of town and parish councils scheduled to take place in 2025.

SPC's own corporate governance review will include Transparency of council information which is likely to require changes to the website for which there is a reserve of £10k.

Members **NOTED** the report.

62.3 Major Repairs Reserve

The Chair reminded members of the proposals in the budget to increase the Major Repairs Reserve significantly over the period to 27/28. In 2023/24 the figure had been £30.0k rising to £37.0k for 2024/25 then to £45.0k, £65.0k and £75.0k in subsequent years.

62.4 Programme of Scheduled Major Repairs

The Chair of the Committee advised that one of the first significant tasks for the new Facilities Manager was to prepare a thorough programme of what major repairs will be required throughout the overall council estate. This may identify that additional contributions to the Major repairs Fund, above the current projected level of £75.0k per annum, are required.

ACTION – Facilities Manager to create a Long-Term Maintenance plan for the council estate

62.5 Historic S106 funds from the parish

The Finance Manager has continued to analyse the larger S106 agreements to show how they have been assigned to various categories of infrastructure. Of the £110.6m of S106 advised by Wokingham Borough Council the Finance Manager had identified allocations of £95.8m (86.6% of the total).

It was agreed that the Clerk would now write to WBC Finance Department to formally request assistance in fully understanding all the S106 funds raised from development within the parish and where this had physically been provided.

ACTION – Clerk to write to WBC Finance Department regarding s106 funding for the parish

24/FGP/63

Budget Meeting

- 63.1 The Chair discussed the preparations for the session on budget planning process being offered to all councillors on Thursday 17th October.

24/FGP/64

Land Issues

- 64.1 Land Registrations

Councillor Clarke provided an update on the overall position regarding land registrations and thanked Lynda Hope, Communications Officer for her assistance in this matter.

- 64.2 Ryeish Green playing fields and Deardon Field

The Clerk had chased WBC for a progress report on the reciprocal leases for Ryeish Green playing fields and Deardon Field.

ACTION – Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon field

- 64.3 Provision of Community Space in the North of the Parish

The Clerk was to arrange a meeting with Borough Councillors for neighbouring Reading Borough Council wards to see if there were any opportunities that could be jointly developed.

ACTION – Clerk to arrange a meeting with Reading Borough councillors

64.4 Future of Ryeish Green Pavilion

The Clerk reported that he was continuing to chase for an update on clarifying the legal access rights to the pavilion.

ACTION – Clerk to establish the legal position regarding access rights to Ryeish Green Pavilion

64.5 Parish Hall Lease

There had been some progress on this matter, but this also now required some legal input to resolve.

ACTION – Clerk to ensure the completion of the process to extinguish the Parish Hall lease

64.6 Acquisition of Land

There was discussion on a parcel of land currently unused (formerly part of Whitley Wood Lane) lying between Greenwich Road and the A327 Shinfield Road.

ACTION – Clerk to investigate ownership of the plot of land between Greenwich Road and the A327 Shinfield Road and report back to the next meeting

24/FGP/65

Live Project Teams

65.1 The Clerk provided an updated list of the live project teams.

Members **NOTED the report.**

24/FGP/66

Other Items

66.1 Microgeneration

The Clerk advised that the search for any viable consultancy support covering all fields of microgeneration had proved fruitless. It was suggested that the Clerk consult the Energy Institute and other relevant professional bodies. Cllr Matic would also seek advice from WBC.

There was also discussion on proceeding with some projects on a case-by-case basis e.g. to establish if a ground source heat pump was viable at Millworth Lane while the car park was being extended.,

ACTION – Clerk to contact relevant professional bodies to identify professional consultancy support for microgeneration within the council's estate

66.2 Initial Equipment Required for High Copse

The Clerk provided an initial list of equipment required for the kitting out of the offices, kitchen, store cupboard and community room at High Copse Pavilion. Members agreed to release up to £30,000 + VAT from CIL reserves for this purpose.

Proposed: Cllr Clarke
Seconded: Cllr Peer
Approved: Unanimous

ACTION – Clerk and Facilities Manager to arrange procurement of the required items

66.3 Defibrillators

The Chair displayed a map of existing defibrillator in the parish with general access to the public. Five additional sites were proposed to address gaps in coverage in the parish. Members agreed in principle to the proposed locations.

ACTION – Clerk and Facilities Manager to procure agreement for the proposed locations (where they were not under direct SPC control) and arrange installation

24/FGP/67

Date of Next Meeting

67.1 Next meeting was scheduled for 11th December 2024.

The meeting ended at 21.00

List of Actions

24/FGP/43.6	Clerk to follow up the letter to the DfE Regional Director	Clerk
24/FGP/62.4	Facilities Manager to create a Long-Term Maintenance plan for the council estate	Facilities Manager
24/FGP/62.5	Clerk to write to WBC Finance Department regarding s106 funding for the parish	Clerk
24/FGP/64.2	Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon field	Clerk
24/FGP/64.3	Clerk to arrange meeting with Reading Borough councillors	Clerk
24/FGP/64.4	Clerk to establish the legal position regarding access rights to Ryeish Green Pavilion	Clerk
24/FGP/64.6	Clerk to investigate ownership of the plot of land between Greenwich Road and the A327 Shinfield Road and report back to the next meeting	Clerk
24/FGP/66.1	Clerk to contact relevant professional bodies to identify professional consultancy support for microgeneration within the council's estate	Clerk
24/FGP/66.2	Clerk and Facilities Manager to arrange procurement of the required items	Clerk
24/FGP/66.3	Clerk and Facilities Manager to procure agreement for the proposed locations (where they were not under direct SPC control) and arrange installation	Clerk

Wokingham Local Plan Update

Shinfield Parish Council objects to proposed Wokingham Local Plan Update which the council considers to be unsound. The Parish Council considers that the Local Plan Update is unsound because it does not comply with the National Planning Policy Framework (dated 5th September 2023) on key issues:

- **Section 2: Achieving Sustainable development**
- **Section 5: Delivering a sufficient supply of homes**
- **Section 8: Promoting healthy and safe communities**
- **Section 9: Promoting sustainable transport**
- **Section 11: Making effective use of land**
- **Section 14: Meeting the challenge of climate change, flooding and coastal change**
- **Section 15: Conserving and enhancing the natural environment**

Specifically, the LPU is unsound at these sections as stated below:

Section 2: Achieving Sustainable development

Paragraph 8 Social Objective

“with accessible services and open spaces that reflect current and future needs and support communities’ health, **social** and cultural well-being;”

The development proposal for Hall Farm fails to meet this test for young people who do not have access to cars.

Section 5: Delivering a sufficient supply of homes

Paragraph 61

The standard assessment method in the update has not taken notice of the revised proposed standard method in the NPPF Review, 2024. Therefore, land use policies, land use allocations and the infrastructure development plan are insufficient to meet the required number of homes.

Section 8: Promoting healthy and safe communities

Paragraph 96

“Planning policies and decisions should aim to achieve healthy, inclusive and safe places and beautiful buildings which: (a) **promote social interaction**, including opportunities for meetings between people who might not otherwise come into contact with each”

The development proposal for Hall Farm fails to meet this test for young people who do not have access to cars.

Paragraph 99

“It is important that a **sufficient choice of school places** is available to meet the needs of existing and new communities.”

The community of Spencer’s Wood, Swallowfield and Three Mile Cross are not offered a choice of secondary schools in the plan. The proposal for Hall Farm indicates a single secondary school provision for the development. Developments in the whole borough will

reduce secondary school catchments and remove parental choice. Therefore, the plan is unsound.

Section 9: Promoting sustainable transport

Paragraph 108 (b) & (c)

“(b) opportunities **from existing** or proposed transport infrastructure, and changing transport technology and usage, are realised – for example in relation to the scale, location or density of development that can be accommodated;

(c) opportunities to **promote walking, cycling and public transport use** are identified and pursued;”

The focus on development at Hall Farm ignores existing public transport infrastructure by placing housing at the furthest distance possible from Winnersh Station and the frequent 4/X4 bus service on the A329 at significant walking and cycling distances and is therefore dependent on car travel. Therefore, it is not compliant with the NPPF recommendation and is unsound.

Paragraph 109

“The planning system should actively manage patterns of growth in support of these objectives. **Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes.** This can help to reduce congestion and emissions, and improve air quality and public health. However, opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in both plan-making and decision-making.”

The focus on development at Hall Farm ignores existing public transport infrastructure by placing housing at the furthest distance possible from Winnersh Station and the frequent 4/X4 bus service on the A329 at significant walking and cycling distances and is therefore dependent on car travel with congestion and consequent emissions. Therefore, it is not compliant with the NPPF recommendation and is unsound.

Paragraph 114 (a)

“In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:

(a) appropriate opportunities **to promote sustainable transport modes** can be – or have been – taken up, given the type of development and its location;”

The focus on development at Hall Farm ignores existing public transport infrastructure by placing housing at the furthest distance possible from Winnersh Station and the frequent 4/X4 bus service on the A329 at significant walking and cycling distances and is therefore dependent on car travel. Therefore, it is not compliant with the NPPF recommendation and is unsound.

The discounting of development around Twyford and Twyford GWR/Elizabeth Line rail station has not taken these sustainable travel policies into account in evaluating the sites.

The discounting of development at Ashridge has not taken into account access to sustainable travel to schools in Wokingham, and access to rail services at Twyford and Wokingham stations as well as the opportunity to improve bus links to Twyford station.

Therefore, development planning in the Local Plan Update it is not compliant with the NPPF recommendations and is unsound.

Paragraph 116 (a)

“Within this context, applications for development should:

(a) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; **and second – so far as possible – to facilitating access to high quality public transport**, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;”

The proposal at Hall Farm and the discounting of sites at Twyford and Ashridge makes the Local Plan Update not compliant with the NPPF recommendations as access to high quality public transport is not considered as stated in response to paragraph 114 and is unsound.

Section 11: Making effective use of land

Paragraph 123

“Planning policies and decisions should promote an effective use of land in meeting the need for homes and other uses, **while safeguarding and improving the environment** and ensuring safe and healthy living conditions. Strategic policies should set out a clear strategy for accommodating objectively assessed needs, in a way that makes as much use as possible of previously-developed or ‘brownfield’ land”⁴⁹.

The Hall Farm proposal focuses on low density housing on greenfield land which is not brownfield or previously developed land and does not focus on higher density housing, closer to transport hubs. The layout of Hall Farm does not support urban living with its limited public transport and access to retail and night time economy destinations. Therefore the plan is not compliant with land planning policy and is unsound.

Paragraph 128

“Planning policies and decisions should support development that makes efficient use of land, taking into account:

(a) the identified need for **different types of housing** and other forms of development, and the availability of land suitable for accommodating it;

(c) the **availability and capacity of infrastructure and services** – both existing and proposed – as well as their potential for further improvement and the scope to promote sustainable travel modes that limit future car use;”

The Hall Farm proposal focuses on low density housing on greenfield land which is not brownfield or previously developed land and does not focus on higher density affordable housing, close to transport hubs. The layout of Hall Farm does not support urban living with its limited sustainable public transport to limit use of cars. Therefore, the plan is not compliant with land planning policy and is unsound.

Section 14: Meeting the challenge of climate change, flooding and coastal change

Paragraph 157

“The planning system should support the transition to a low carbon future in a changing climate, taking full account **of flood risk** and coastal change”.

Surface water run-off into the River Loddon is already considerable and further development along the banks of the river at Hall Farm will increase run-off leading to increased flooding both upstream and downstream of the development making the plan unsound.

Paragraph 158

“Plans should take a proactive approach to mitigating and adapting to climate change, taking into account the long-term implications for flood risk, coastal change, water supply, biodiversity and landscapes, and the risk of overheating from rising temperatures ⁵⁶. Policies should support appropriate measures to ensure **the future resilience** of communities and infrastructure to climate change impacts, such as providing space for physical protection measures, or making provision for the possible future relocation of vulnerable development and infrastructure.”

Surface water run-off into the River Loddon is already considerable and further development along the banks of the river at Hall Farm will increase run-off leading to increased flooding both upstream and downstream of the development making the plan non-compliant with the NPPF and is therefore unsound.

Paragraph 159

“New development should be planned for in ways that:

- (a) avoid **increased vulnerability** to the range of impacts arising from climate change. When new development is brought forward in areas which are vulnerable, care should be taken to ensure that risks can be managed through suitable adaptation measures, including through the planning of green infrastructure; and
- (b) can help to **reduce greenhouse gas emissions**, such as through its location, orientation and design. Any local requirements for the sustainability of buildings should reflect the government’s policy for national technical standards.”

The planned developments do not reduce greenhouse gas emissions and increase travel distances with cars. The surface water run-off into the River Loddon is already considerable and further development along the banks of the river at Hall Farm will increase run-off leading to increased flooding vulnerability both upstream and downstream of the development making the plan non-compliant with the NPPF and is therefore unsound.

Paragraph 165

“Inappropriate development in areas at risk of flooding should be avoided by directing development away from areas at highest risk (whether existing or future). Where development is necessary in such areas, the development should be made safe for its lifetime ***without increasing flood risk elsewhere.***”

Surface water run-off into the River Loddon is already considerable and further development along the banks of the river at Hall Farm will increase run-off leading to increased flooding both upstream and downstream outside of the development making the plan non-compliant with the NPPF and is therefore unsound.

Section 15: Conserving and enhancing the natural environment

Paragraph 180

Planning policies and decisions should contribute to and enhance the natural and local environment by:

(d) ***minimising impacts*** on and providing net gains for biodiversity, including by establishing coherent ecological networks that are more resilient to current and future pressures;

The Hall Farm proposal focuses on low density housing on greenfield land which is not brownfield or previously developed land and does not focus on higher density affordable housing, close to transport hubs. The focus on low density housing increases land areas for development and maximises ecological development. The lack of focus on urban higher density development maximises ecological development rather than minimises impact. Therefore, the plan is not compliant with land planning policy and is unsound.

Proposal to Arborfield Parish Council

Wokingham Strategic Flood Risk Assessment (SFRA) Review

Client Contact	Colin Watts	Our Ref.	P25_047				
Client Requirements	An SFRA has previously been undertaken for the development of 4,500 properties at Arborfield. Arborfield Parish Council requires a qualitative review of the available SFRA data.						
Our Approach	Wallingford HydroSolutions is well known throughout the UK as the developer of the hydrological tools and techniques used in environmental assessments. Over the years, we have grown to provide a comprehensive range of environmental consultancy services focussing on the water environment. Our software packages are industry-standard solutions. We are passionate about using our robust analytical skills and national credibility to proactively help our clients realise their development ambitions. <i>"It was great you were able to work to our tight deadline and very much appreciated, very amiable and happy to speak on the phone. You make working with you very easy and have great communication. I wish you continued future success."</i> Julian Sunley – RAAD Residents Group (Ashford Hill development) We will review the available SFRA report when available, focussing on how flood risk has been addressed for the 4,500 property at Arborfield, considering both fluvial and pluvial flood risk and climate change allowances.						
Project Activities	● Review and summarise existing SFRA data and associated constraints ● Prepare a technical note						
Deliverables	● A brief 2 – 5 page technical note summarising the observations and recommendations for the SFRA.						
Programme	We will submit our draft technical note within 2 weeks of contract award and supply of the required data.						
Price (excl. VAT)	For the fixed price of £2,026 including expenses and excluding VAT.						
Assumptions	● Site visit not required ● Design calculations or modelling not required at this stage.						
Payment Terms	<table><tr><td>Invoice to be issued within 30 days of:</td><td>Value (excl VAT)</td></tr><tr><td>Delivery of a technical note review of the SFRA</td><td>£2,026</td></tr></table> Payment due within 30 days of invoice.			Invoice to be issued within 30 days of:	Value (excl VAT)	Delivery of a technical note review of the SFRA	£2,026
Invoice to be issued within 30 days of:	Value (excl VAT)						
Delivery of a technical note review of the SFRA	£2,026						
Terms of Engagement	Standard						
Issue Date	11 September 2024						
Approved by	Paul Blackman (Director)						

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Statement on Education in Shinfield Parish drafted by Cllr Grimes

At the meeting with Yuan Yang MP to ask for assistance of the Secretary of State or Minister at the DfE in the matter of Oakbank we agreed to give our policy on Education to her to support the case. The draft statement is below for approval by Full Council.

Background

Shinfield Civil Parish contains 3 Primary Schools: Lambs Lane, Aldergrove, Grazeley together with Shinfield Infants and St. Mary's Junior School. Whiteknights School is adjacent to the northern eastern boundary of the Parish and the independent Crosfields School also lies within the parish. A further primary school site has been identified in Spencer's Wood to meet further population growth within the South of M4 Strategic Development Location (SM4SDL).

The parish includes Oakbank Secondary School. Shinfield Parish Council and parents in the parish have significant concerns over the performance of Oakbank School.

The impact of development in Arborfield and the density of population north of the M4 motorway has limited parental choice in the parish to either Oakbank School or schools in central Wokingham along the A329 corridor. Shinfield Parish is the only part of the borough of Wokingham without local choice in secondary education. Choice of secondary school is at a significant economic cost to our parents with school bus tickets costing £950 per annum in 2024/25.

The parish does not have any local sixth form provision.

POLICY

1. The Shinfield Parish Council works to ensure that a good quality education is accessible to all the parishes' children throughout their school years on an equal basis to children throughout Wokingham.
2. Shinfield Parish Council will work with providers and stakeholders to ensure that all schools are of the best quality and have sufficient capacity to meet the needs of the community.
3. Shinfield Parish Council will work with Wokingham Borough Council to ensure that compliance with government policy on parental choice shall not be based on parental ability to pay for home to school transport
4. Shinfield Parish Council will work with Wokingham Borough Council to ensure that students are not economically disadvantaged compared to the rest of the borough when accessing post-16 (sixth form) education."



WOKINGHAM BOROUGH COUNCIL

Standards Committee

Annual Report

2023/24

Submitted to the Council – March 2024

Introduction by Morag Malvern, Chair of the Standards Committee

I am pleased to present the Annual Report of the Standards Committee for 2023/24.

The main aim of the Standards Committee is to promote and maintain the highest standards of conduct by elected Members representing the Borough, Town and Parish Councils. Local government impacts the lives of residents every day, providing essential services to those it serves. High standards are required in order to demonstrate that key decisions are taken in the public interest and to maintain public confidence in elected Members and officers. Doing things in the right way and in the public interest is critical for public confidence in the bodies that operate on the public's behalf and supports the delivery of essential public services.

Members' conduct should be underpinned by the ethical standards summarised in the seven principles of public life, also known as the Nolan Principles - selflessness, integrity, objectivity, accountability, openness, honesty and leadership. These principles are the basis of the ethical standards expected of public office holders.

The Standards Committee met four times during the year and focussed on ensuring that the Borough Council's policies, as set out in the Member Code of Conduct, were up-to-date, understood and underpinned by best practice. Bearing in mind the significant ongoing challenges facing the Borough, Town and Parish Councils over the year, I am pleased to report that the level of Code of Conduct complaint activity in 2023/24, although showing an increase, still remained at a relatively low level.

At each meeting, the Committee focussed on a specific aspect of the Standards regime in order to ensure that Members were up to speed and aware of the latest developments. The Committee also considered national initiatives including the LGA's Debate Not Hate Campaign and the report of the Jo Cox Civility Commission. Members were keen to ensure that the Committee was aware of new initiatives aimed at ensuring that best practice principles were being adopted, especially at a time when the temperature of political discourse, both nationally and locally, had been raised.

The work of the Standards Committee is supported by three Independent Persons who, as the name suggests, provide an independent perspective to the Borough Council's Monitoring Officer in relation to Code of Conduct complaints. Sadly, one of the Independent Persons – Nick Oxborough – died during the year whilst another – David Comben – has indicated that he will step down from the role following 20 years' service. I would like to record the Committee's thanks for the sage advice provided by Nick and David over many years.

Finally, I would like to record my thanks to the Borough, Town and Parish Members and officers who contributed to the work of the Committee during the year.

**Morag Malvern
March 2024**

1.0 What does the Standards Committee Do?

The role of the Standards Committee is to promote, monitor and enforce probity and ethical standards amongst elected Members within the Wokingham Borough, including Town and Parish Councillors. The Localism Act 2011 removed the requirement for a national code of conduct and statutory Standards Committees. The Act introduced a locally focussed “light touch” framework for the adoption of a Member Code of Conduct, and processes for the receipt and consideration of complaints. Although not obliged to do so under the terms of the Localism Act, Wokingham Borough Council decided to maintain a dedicated Standards Committee.

In addition to maintaining an overview of Code of Conduct complaints against Wokingham Borough Council Members, the Committee is also responsible for overseeing complaints against Town and Parish Councillors. The Committee discharges this duty through regular consideration of update reports from the Monitoring Officer who is responsible for deciding on and dealing with complaints, except for those which are required to be referred to a Hearing Panel of the Standards Committee.

If the complaints process determines that a Town/Parish Councillor is in breach of the Code of Conduct, recommendations will be submitted to the relevant Town/Parish Council as to the appropriate sanction. However it is for the Town/Parish Council to decide what action is to be taken.

Role and Functions

The Standards Committee has the following role and functions:

- a) promoting and maintaining high standards of conduct by elected Members, co-opted members and officers;
- b) assisting the elected Members and co-opted members to observe the Member Code of Conduct;
- c) advising the Council on the adoption or revision of its Member Code of Conduct;
- d) monitoring the operation of the Member Code of Conduct, the Officer Code of Conduct, the Council's Whistleblowing Policy and any other appropriate codes of conduct and procedures;
- e) advising, training or arranging to train elected Members and co-opted members on matters relating to the Members' Code of Conduct;
- f) the exercise of (a) to (e) above in relation to the Parish/Town Councils in the Borough and the members of those Parish/Town Councils;
- g) the presentation of an annual report by the Chair of the Standards Committee to Council.

2.0 The Nolan Principles of Public Life

As mentioned earlier, elected Members should seek to carry out their duties in line with a set of principles known as the Nolan Principles. In 1994, Prime Minister John Major established the Committee on Standards in Public Life, chaired by Lord Nolan. The Committee's first report established a set of seven guiding principles for conduct in public life.

The Principles of Public Life apply to anyone elected or appointed to public office, nationally and locally, and everyone appointed to work in local government, the Civil Service, police, courts and probation service, etc. All public office-holders are both servants of the public and stewards of public resources.

The seven Nolan Principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Building on the Nolan Principles, the Local Government Association (LGA) has developed the following general principles specifically for the role of elected Member. In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully

- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of elected Member.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

3.0 **Who Sits on the Standards Committee?**

The Committee is made up of seven Wokingham Borough Council Members. These Members are voting members of the Committee and are appointed on the basis of political proportionality. An elected Member from Wokingham Borough Council chairs the Committee. The Committee also includes three, non-voting, Town and Parish Council representatives. The 2023/24 membership of the Committee was:

Wokingham Borough Council Representatives:

- Morag Malvern (Chair)
- Rachel Burgess (Vice-Chair)
- Sam Akhtar
- Keith Baker (part year)
- Phil Cunningham
- Graham Howe
- Imogen Shepherd-Dubey
- Caroline Smith

Town and Parish Council Representatives

- Sally Gurney (Wokingham Town Council)
- Jackie Jagger (Twyford Parish Council)
- Sheena Matthews (Earley Town Council)

4.0 **Independent Persons**

Under the terms of the Localism Act 2011, Wokingham Borough Council is required to appoint an Independent Person (a member of the public, not a Council Officer or elected Member) whose views must be sought before a Hearing Panel of the Standards Committee takes a decision on an allegation.

The Independent Person's views may also be sought on an allegation prior to that stage. In addition, a Member who is subject of an allegation may seek the views of an Independent Person. Two people are currently acting in the Independent Person role, with one vacancy.

- David Comben
- Paddy Haycocks

- Vacancy

An Independent Person cannot sit as a member of the Standards Committee, but may attend meetings with the same rights as a member of the public.

As outlined above, there will shortly be two vacancies for the Independent Person role. A recruitment process will be undertaken to restore the full complement of Independent Persons for the 2024/25 Municipal Year.

5.0 **Who Supports the Standards Committee?**

The Committee is supported by:

- Andrew Moulton, Assistant Director, Governance and Monitoring Officer
- Neil Allen, Head of Legal and Deputy Monitoring Officer
- Neil Carr, Democratic and Electoral Services Specialist

6.0 **Standards Committee Activity in 2023/24**

During the 2023/24 Municipal Year, 19 Code of Conduct complaints were received – 18 relating to Borough Members and one relating to a Parish Council Member. The Standards Committee considered an update report on the complaints and investigations at each of its meetings. The complaints included:

- alleged failure to declare a prejudicial interest;
- a number of complaints relating to the content of posts on social media;
- alleged use of inappropriate language in an informal meeting;
- a number of complaints alleging disrespect shown to complainants at public meetings.

Of the 19 complaints received, no action was taken in nine cases, one was withdrawn and eight were still under consideration by the Monitoring Officer, in liaison with the Independent Person. In the other case, following an investigation it was concluded that there had been a breach of the relevant “respect” clause of the Code of Conduct. The matter was reported to the Borough’s full Council meeting in November 2023.

As agreed previously, in cases where no action was taken, the complainant and other interested parties received a detailed explanation of the reasoning behind the decision.

At the October 2023 meeting of the Committee, Members asked if there were any trends relating to Member to Member complaints along party lines. It was confirmed that of the 17 complaints received in the year to October, six were submitted by WBC Members. There was no discernible pattern with complaints being from more than one political group. Members also asked whether individuals were making multiple complaints. In 2023/24 there was no evidence of multiple complaints. There were, however, three examples of incidents leading to multiple complaints from different complainants. This could be a factor in the increased number of complaints received compared to previous years.

It is worth reiterating that the number of complaints received should be seen in the context of there being 54 Borough Council Members and over 200 elected Members of Town and Parish Councils across the Borough. Whilst recognising that the level of complaint activity in 2023/24 was relatively low, the Committee continues to recognise the importance of dealing with every complaint seriously and expeditiously.

In addition to discussing complaints activity, the Committee also considered the following issues and national campaigns:

- LGA Debate Not Hate Campaign – the campaign believes that serving in public office is both a privilege and a responsibility. It is working to challenge the abuse local politicians face within the public and political discourse, abuse that can have a negative impact on councillors, their families and local democracy. Through the project, researchers identified key challenges to supporting councillors with these issues, principles for councils to consider, and top tips and good practice case studies to help councils better support councillors prevent and handle abuse and intimidation. The three key challenges were:

Challenge 1: Councillors feel vulnerable to abuse and ill-equipped or supported to handle abuse, harassment and intimidation. Councillors are informed of their risk but have limited knowledge of tools for effective conflict resolution and aftercare.

Challenge 2: Lack of clear process around reporting instances of abuse, harassment and intimidation to the council. Councillors do not know who to turn to when an incident occurs. There is limited understanding about the role and help that supporting officers can provide.

Challenge 3: There is uneven engagement and response from the police to abuse and harassment of councillors. Some police forces are sympathetic, some others are not or consider low-risk abuse as something insignificant. There is limited advice tailored for elected Members in local politics and, on occasions, a lack of understanding of why they need special measures.

In order to understand the issue locally, the Committee commissioned a survey of Wokingham BC Members, with the results due for consideration at the March 2024 meeting. It was then proposed to roll-out the survey to the Town and Parish Councils in the Borough.

- Jo Cox Civility Commission – The Commission takes as its starting point the belief that abuse and intimidation is having a detrimental impact on democracy in the UK. However, addressing the issue is complex and required action across different sectors. The Commission's report made a number of recommendations covering police and security, Parliaments, local government, elections and social media. The recommendations for local government were that:
 - Local authorities should improve risk planning for abuse at council meetings and other events, ensuring high risk events are properly resourced with adequate security;
 - Police should be involved where appropriate and particularly where there is a risk to democratic engagement;

- Councils should pass Motions affirming the principles to address abuse and model good behaviour from the Debate Not Hate toolkit;
- Security and wellbeing resources should be made available for elected Members, with a dedicated point of contact for the escalation of any issues.

7.0 LGA Model Code of Conduct

In December 2020, the Local Government Association (LGA) published a Model Code of Conduct. All councils were required to adopt a local Member Code of Conduct and the Model Code was provided for use by councils as a template to adopt in whole and/or with local amendments should they wish to. It is the role of the Standards Committee to determine whether to recommend the Model Code, amended or otherwise, to full Council for inclusion in the Council's Constitution. Council subsequently agreed to adopt the LGA Model Code with variations proposed by the Standards Committee. The Code of Conduct is subject to continuous review by the Committee.

8.0 Standards Committee – Future Actions

The Standards Committee will continue to make further improvements to the Code of Conduct and its supporting procedures in order to ensure continuous improvement in line with best practice. In so doing it will seek to maintain the credibility and good governance of the Borough, Town and Parish Councils.

The Committee will commission further training and support, as necessary, to underpin high standards of ethical behaviour by elected Members and officers across the Borough. Members will continue to receive training on specific aspects of the Code of Conduct, such as the use and mis-use of social media, to ensure that it remains a living document.

The Committee is keenly aware that high standards of behaviour help to build trust in elected representatives which is crucial to the democratic process. The Committee aims to ensure that the highest standards of behaviour are delivered and complaints are kept to a minimum. Any complaints received, however, will be investigated robustly and fairly within the agreed timeframe.

Reference	Date Paid	Payee Name	Amount Paid (inc VAT) £	Description
001	12/09/2024	IRIS Software Limited	48.00	Mthly Fee - Payroll August 20 payslips
002	12/09/2024	Nest Pension Contributions	1,712.04	Pension Contributions - August
003	13/09/2024	BP Chargemaster	7.85	Fee for Fuel Card
004	16/09/2024	Alphabet (GB) Ltd	468.85	Van Rental September
005	18/09/2024	Telefonika UK Ltd	258.95	Phones (4) & Ipad September
006	23/09/2024	Peninsula	1,194.00	HR Support - 50%
007	25/09/2024	Employees	15,570.95	September Payroll - Net Pay
008	26/09/2024	British Gas Lite	509.80	Electricity SGC - South - August 2024
009	26/09/2024	British Gas Lite	279.91	Electricity SWP - August 2024
010	26/09/2024	British Gas Lite	34.64	Electricity - Millworth Pavilion August 2024
011	26/09/2024	British Gas Lite	401.12	Electricity - SGC North August 2024
012	26/09/2024	British Gas Lite	150.19	Electricity - The Manor August 2024
013	27/09/2024	British Gas Lite	28.72	Electricity - External Meter August 2024
014	30/09/2024	Arthur J Gallagher Insurance	17,098.84	Annual Insurance Renewal 2024-2025
015	30/09/2024	Peninsula Business Services	1,194.00	HR Support (50%)
016	30/09/2024	IRIS Software Limited	48.00	Monthly Fee Payroll System (September)
017	30/09/2024	Everflow Utilities	164.43	Water - SGC - Est October 2024
018	30/09/2024	Everflow Utilities	57.57	Water - SWP - Est October 2024
019	30/09/2024	Everflow Utilities	309.65	Water - Allotments - Est October 2024
020	30/09/2024	FibreNest	37.00	Monthly Fee October for Broadband - The Manor
021	01/10/2024	Thames Valley Signs (Berkshire) Ltd	264.00	Roller Banners for Cinema Opening
022	01/10/2024	Reed Specialist Recruitment	2,202.19	Agency Staff - Groundsman 2 weeks Sept
023	01/10/2024	MCFT Food Equipment Service	276.00	PPM Interim Service Café Kitchen Equipment
024	01/10/2024	Delta Air Conditioning	305.57	Repairs to AC Unit - Spencers Wood Pavilion
025	01/10/2024	Office Depot International (UK	267.73	Office Stationery
026	01/10/2024	SSE Energy Solutions	465.42	Street Lighting - August 2024
027	01/10/2024	Blackburn IT Services Ltd	180.00	Annual Fee -Allotments Mobile Inspections Software
028	01/10/2024	Alpha Furnishings Ltd	882.30	7 Chairs for High Copse Pavilion
029	01/10/2024	Eton Environmental Group	210.00	Analyse Samples Dumped - Millworth Allotments
030	01/10/2024	PKF Littlejohn LLP	2,520.00	External Audit Fee 23-24 Accounts
031	01/10/2024	Air It Limited	1,140.00	Work to Comms Equipment - Cinema Installation
032	01/10/2024	Air It Limited	456.00	Data Extraction - One off Request
033	01/10/2024	Air It Limited	369.19	Phones - September 2023 (SGC & SWP)
034	01/10/2024	Air It Limited	32.40	New Mouse - office equipment
035	01/10/2024	M & D Services	1,068.00	SWRG - Hedge Cutting prior to Carnival
036	01/10/2024	Berkshire Pest Control Ltd t/a	442.80	Pest Control - Annual Fee Millworth
037	01/10/2024	Select Environmental Services	519.32	Commercial Waste - 4 sites August
038	02/10/2024	Berkshire Sound Hire	1,005.00	Hire and Manning of Equipment for Opening Ceremony - Cinema
039	02/10/2024	Josh Chamberlain Arborist	2,000.00	Dismantle 3 Oaks in Millworth Lane - Prep Works for Toilets
040	02/10/2024	HMRC paye	5,866.96	NI and PAYE - August 2024
041	02/10/2024	Wokingham Borough Council	283.24	Payment - Deductions from salary due to WBC
042	02/10/2024	Employee	56.61	Final Payment
043	07/10/2024	Alphabet (GB) Ltd	14.40	Admin Fee for PCN issued on Council
Total			60,401.64	

Ref	Date Payment	Supplier	Amount (exc VAT) £	Description
001	06/09/2024	Leaches	56.40	Ground Anchors for Xmas Tree
002	09/09/2024	Adobe	43.32	Adobe Software Serptember
003	09/09/2024	Intuit Mailchimp	34.51	Monthly Sub Mailchimp
004	10/09/2024	Trading Made Easy	24.16	Popcorn Holders - Carnival
005	10/09/2024	Crafty Capers	26.60	White Gift Hampers
006	10/09/2024	Royal Mail Group	9.15	Postage Recorded Mail - Allotments
007	17/09/2024	Textmagic	50.00	Prepaid for Text Messages - Allotments
008	17/09/2024	TV Licensing	169.50	TV Licence 2024 (1Year)School Green Centre
009	17/09/2024	TV Licensing	169.50	TV Licence 2024 (1 year) The Manor Pavilion
010	18/09/2024	Sainsburys plc	86.71	Sweets for Youth Club Tuck Shop
011	18/09/2024	Royal Mail Group	3.05	Postage Tracked - Allotments
012	19/09/2024	Reading Borough Council	35.00	Reading Borough - Penalty Charge Notice
013	24/09/2024	Amazon EU	22.47	Craft Items - Youth Club
014	24/09/2024	POST OFFICE	9.49	Recorded and Tracked - 2 Letters (Clerk)
015	25/09/2024	Y N Healthcare	9.81	Shaving Foam - Craft Item Youth Club
016	25/09/2024	The Glowhouse	16.62	PVA Glue - Craft Item Youth Club
017	25/09/2024	Amazon EU	14.07	Items for Cinema Opening - Ribbons
018	26/09/2024	Amazon EU	4.99	Foam Balls Craft - Youth Club Crafts
019	26/09/2024	Amazon EU	4.99	Foam Balls - Craft Youth Club Crafts
020	26/09/2024	Slime Labs	29.94	Borax Activator - Youth Club Crafts
021	29/09/2024	Amazon EU	12.49	Craft Materials - Youth Club Crafts
022	29/09/2024	Amazon EU	9.16	Measuring Utensils - Youth Club Crafts
023	30/09/2024	Amazon EU	20.82	Kettle for Kitchen (Hirers)
Total Paid			862.75	

Item 12.3

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

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