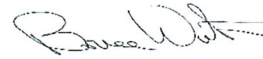


To all members of the Arts, Culture and Events Committee

Notice is hereby given that a meeting of the Arts, Culture and Events Committee to be held on THURSDAY 30th November 2023 at 19.30 at the School Green Centre.

You are invited to attend a presentation from Charlotte Haitham Taylor, Chair of Arts4Wokingham prior to the meeting at 19:00



Bruce Winton
Parish Clerk
16th November 2023

Members: Cllrs Jahromi, James, Jones, Masseron, Montgomery, Peer and Tatla

Agenda

1. Public Questions

- 1.1 To **RECEIVE** and **CONSIDER** public questions

2. Apologies and declaration of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
- 2.2 To **RECEIVE** members' declarations of interest

3. Minutes of the previous meeting

- 3.1 To **RECEIVE** and **APPROVE** the minutes of the Arts, Culture and Events Committee held on 2nd November as a correct record of the meeting and to authorise the Chairman to sign the same*
- 3.2 To **CONSIDER** matters arising from the minutes

4. Developing Arts & Culture in the parish

- 4.1 To **RECEIVE** and **CONSIDER** a verbal update on exhibitions
- 4.2 To **RECEIVE** and **CONSIDER** a verbal update on Christmas events
- 4.3 To **RECEIVE** and **CONSIDER** possible event(s) for Shinfield North
- 4.4 To **RECEIVE** and **CONSIDER** possible sleep out event for Charity

5. Shinfield Parish Council Communications

- 5.1 To **RECEIVE** and **CONSIDER** an update on the “Made in Shinfield” concept

6. Community Services

- 6.1 To **RECEIVE** and **NOTE** any verbal update on the Pavilion Youth Club and the Flat at Shinfield Rise
- 6.2 To **RECEIVE** and **NOTE** an update from the Clerk on the ‘Coffee Trailer’ in the parish
- 6.3 To **RECEIVE** and **NOTE** an update from the Clerk on the proposal for a mobile Pizza van in the parish
- 6.4 To **RECEIVE** and **CONSIDER** an update from the Clerk on other mobile catering within the parish

7. Public Art

- 7.1 To **RECEIVE** and **CONSIDER** a draft design brief for public art in the parish*

8. Correspondence

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

9. Date of Next Meeting

- 9.1 To **NOTE** the next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 4th January at 19:30

* Report attached

** Report to follow

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

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

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

23/ACE/40 Public Questions

40.1 There were no public questions.

23/ACE/41 Apologies and declarations of Members' Interest

41.1 There were apologies for absence from Cllr Jahromi

41.2 There were no declarations of members' interests

23/ACE/42 Minutes of the previous meeting

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

Proposed: Cllr Montgomery

Seconded: Cllr Peer

Approved: Unanimously

42.2 Actions and Matters Arising

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

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

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

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

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

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

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

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

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

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

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

23/ACE/28.4 Clerk to contact More Arts

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

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

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

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

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

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

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

ACTION – Clerk to continue to monitor the coffee trailer performance

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

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

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

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

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

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

This was on the agenda

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

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

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

This was on the agenda

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

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

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

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

ACTION – Cllr Tatla to report back to the next meeting

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

This was on the agenda

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

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

23/ACE/43

Developing Arts & Culture in the parish

Art Exhibition

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

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

Community Choir

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

Professor Berkley advised the following:

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

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

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

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

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

Friday Funday

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

Proposals for Christmas Event

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

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

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

23/ACE/44

Made in Shinfield Parish

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

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

23/ACE/45

Community Services

45.1 Update on the Youth Club

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

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

45.2 Coffee Trailer

This had been covered earlier.

45.3 Pizza Vehicle

This had been covered earlier.

45.4 **Mobile Catering**

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

23/ACE/46

Public Art

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

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

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

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

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

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

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

It was felt that the brief should include:

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

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

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

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

23/ACE/47

Correspondence

- 47.1 There was no correspondence for the committee.

23/ACE/48

Date of Next Meeting

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

The meeting ended at 20.45

List of Actions

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

Public Art in the Parish

Introduction

Following discussion at the previous ACE meeting, Full Council considered and approved SPC's involvement in this project at the meeting on 21st November 2023. This committee has been tasked with overseeing implementation.

Design Brief

As discussed previously members did not wish to have an open competition which could lead to inappropriate proposals coming forward. The preference was for a relatively tight brief as set out below:

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

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

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

Draft Design Brief for Public art in Shinfield Village

Aims and objectives

Shinfield Parish lies to the south of Reading and has expanded dramatically since the start of the century. The village of Shinfield lies in the centre of the parish and in its centre lies the School Green Centre (opened in 2022) which hosts multiple rooms for community use and houses the offices of the parish council.

As part of the development of the public realm a new plaza is to be created immediately to the north of the School Green Centre and within that plaza is provision for a piece of public art which will complement the space and reflect in some way the history and geography of a parish which takes its name from the "shining fields" often caused by flooding of the river Loddon.

Commission Process and Schedule

Shinfield Parish Council (SPC) are managing this commissioning process.

Applicants are invited to submit an expression of interest in this commission. SPC especially welcomes submissions by local residents of any age provided the proposal reflects this design brief.

The deadline for submission is TBC

Budget

£8,000 is available from the developers of the area (Vistry Homes and Bloor Homes). Subject to an appropriate design being received, SPC are prepared to match fund this making an available budget of £16,000 in total. Assuming SPC do want to commit funds or indeed even more than match funding.

This is inclusive of

- Artist's fee and production costs including materials
- Reasonable travel costs and related expenses for site visits and installation
- Transport of the completed work to site
- Installation costs
- VAT Need to check whether the £8k is VAT inc or VAT ex

Site

As stated above the proposed site has not yet been built. Work will start on the completion of Beke Avenue which is immediately to the north of the proposed site. The opening of Beke Avenue (expected by the end of March 2024) will then allow work to dig up the existing access road and convert it into the new plaza.

To the north of Beke Avenue will be a supermarket (Lidl) while the School Green Centre with its distinctive roof shape forms the southern boundary of the plaza

The planning documents at Appendices A & B show the current landscape plans for the plaza.

Physical or technical constraints

The Appendices to this brief give an indication of the materials intended for the plaza and these should be taken into account in the design stage (either through a design fully sympathetic with those materials or a conscious design choice to introduce a new but harmonious element).

The design has to be scaled appropriately for the intended area.

As it is a public area the design should be suitable from a health & safety concern including but not limited to:

- Children climbing on or in the design
- Weather factors such as
 - Extreme heat e.g. on metal surfaces
 - Extreme cold e.g. ice
 - Water and slip hazards
- Misuse and abuse including anti-social behaviour

The design should also take into account factors such as:

- Maintenance e.g. of moving parts, lights etc
- Cleaning (both general and anti-social behaviour such as graffiti)
- Whether it causes a litter trap
- Any other similar concerns

Experience and Skills

As stated above, SPC welcomes expressions of interests from artists with or without experience and in particular from local residents. However in order to ensure the final suitability and quality of the design, all applicants should be able to demonstrate:

- An understanding and recognition of this design brief
- An understanding of the technical requirements in the creation, installation and long-term maintenance of the work
- A good standard of design
- An ability to work with different partners
- Good communication and interpersonal skills

Maintenance and Durability

The artwork should be designed to last in good condition for a minimum of 20 years. ????? will be responsible for the maintenance of the artwork once the contract has been signed off and both parties are satisfied that all works have been completed successfully.

???? won't actually be on SPC land so who will be responsible for the artwork upon completion?

The artist will provide detailed advice and guidance on the long-term maintenance and any special cleaning of the artwork required and should be available to answer any questions on maintenance issues.

The artists will be expected to provide SPC with a detailed risk assessment relating to the installation and viability of the artwork.

Copyright and Ownership

???? will own the work in its entirety including Intellectual Property Rights and the physical materials of the work. Moral rights (copyright, Design and Patents Act 1988) remain vested in the artist.

???? as for previous section need to establish who is going to own the artwork

Decommissioning

If ???? wishes to decommission or move the artwork in the future the artist will be notified in writing.

Artist's deliverables

Artists are required to submit:

- Your application and expression of interest by email
 - This should include:
 - Initial design ideas
 - Proposed approach to the commission
 - Materials to be used
 - This should be no more than 2 pages of A4
- You may also provide (where relevant)
 - Visual examples of your other work
 - CV and artists statement (again no more than 2 pages of A4)

