

To all members of Shinfield Parish Council

Notice is hereby given and you are summoned to attend a meeting of the Full Council on Wednesday 23rd April 2025 at the School Green Centre commencing at 19:30



Bruce Winton
Chief Executive and Clerk to the Parish Council
17th April 2025

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

Agenda

1. Public Questions

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

2. Apologies and declarations of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
2.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
2.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest
2.4 To **RECEIVE** and **NOTE** the process for appointing the Chairman of the Council at the meeting in May 2025*

3. Minutes of Full Council Meeting held on 26th March 2025

- 3.1 To **APPROVE** the minutes of the Full Council meeting held on 26th March 2025* as a correct record of the meeting
3.2 To **RECEIVE** information on matters arising

4. Reports Borough Councillors

- 4.1 To **RECEIVE** and **NOTE** reports from Borough Councillors*
4.2 To raise any questions to Wokingham Borough Council via the Borough Councillors

5. Reports from Committees and associated Working Parties

- 5.1 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 2nd April 2025* and an update from the Chair
5.2 To **RECEIVE** and **NOTE** the draft minutes of the Arts, Culture and Events Committee held on 3rd April 2025* and an update from the Chair
5.3 To **RECEIVE** and **NOTE** the draft minutes of the Planning and Highways Committee held 9th April 2025* and an update from the Chair

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

*** indicates papers to follow*

- 5.4 To **RECEIVE** and **NOTE** the draft minutes of the Finance and General Purposes Committee dated 16th April 2025* and an update from the Chair
- 5.5 To **RECEIVE** and **CONSIDER** a verbal update from the Corporate Governance Working Party
- 5.6 To **RECEIVE** a verbal report from the Chair of the Council
- 5.7 To **RECEIVE** reports from outside bodies

6. Annual Grants

- 6.1 To **RECEIVE** and **CONSIDER** the timetable for the Annual Grants Scheme for 2025*
- 6.2 To **RECEIVE** and **CONSIDER** a proposal to allow a limited scheme of grants to private individuals*

7. Millworth Recreation Ground and High Copse

- 7.1 To **RECEIVE** and **CONSIDER** an Outline Business Case setting out the way forward for redevelopment of Millworth Recreation Ground and a new 3G pitch at High Copse*
- 7.2 To **RECEIVE** and **CONSIDER** a proposal to proceed with the Fitness Centre element of the overall plan for Millworth Recreation Ground*

8. Invoices for payment

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

9. Correspondence

- 9.1 To **RECEIVE** and **CONSIDER** correspondence received from the Thames Valley Police Commissioner*

10. Crumbs Café – *This item will be taken as a confidential item*

- 10.1 To **RECEIVE** and **APPROVE** the lease between Shinfield Parish Council and Fresh Berkshire Ltd trading as Crumbs Ltd in respect of the café at School Green Centre**
- 10.2 To **RECEIVE** and **APPROVE** the expenditure for the installation of the hatch between the café and kitchen at the School Green Centre**

11. Date of Next Meeting

- 11.1 The date of the Annual Council Meeting) will be held on 28th May 2025

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

*** indicates papers to follow*

**ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF
SHINFIELD PARISH COUNCIL – May 2025**

Shinfield Parish Council Standing Orders state:-

- 2e The election of the Chair and either 1 or 2 Vice-Chair(s) of the Council shall be the first business completed at the annual meeting of the Council. The position of Chair shall be open to all members of the Council. Nominations for the position of Chair should be submitted in writing at least three clear working days before the annual meeting of the Council. The election of the Chair shall be by show of hands.
- 2f The position of Vice-Chair shall be open to all members of the Council. Nominations for the position (s) of Vice-Chair(s) should be submitted in writing at least three clear working days before the annual meeting of the Council. At the annual meeting of the Council the newly elected Chair of Council shall indicate their rationale for 1 or 2 Vice Chair (s) and their delineated roles and the council shall decide by vote for that forthcoming year whether to appoint 1 or 2 Vice Chair(s). The council shall then elect by show of hands the approved number of Vice-Chair(s) for the year.

Nominations for the position of Chair of the Council

Nominations for the position of Chair should be sent to the Chief Executive and Clerk to the Parish Council, in writing (this can be by email) by midnight on 22nd May 2025. Prior to nominating a Councillor for the position of Chair, that person must agree to the nomination and be willing to stand for the position.

Nominations for the position of Chair of the Council

The newly elected Chair of the Council will set out the rationale for 1 or 2 Vice Chair(s). Shinfield Parish Council currently has two Vice Chairs, one with responsibility for Finance and one with responsibility for Corporate Governance.

Nominations for the position of Vice Chair(s) should be sent to the Chief Executive and Clerk to the Parish Council (clearly stating whether the nomination is for Finance or Corporate Governance), in writing (this can be by email) by midnight on 22nd May 2025. Prior to nominating a Councillor for the position of Vice Chair, that person must agree to the nomination and be willing to stand for the position.

Minutes of a meeting of Full Council
Held on Wednesday, 26th March 2025
At School Green Centre commencing at 19:30

Present: Cllrs Boyer, Grimes (Chair), Hoyle, Jahromi, James, Johnson, Jones, Lias, Matic and Montgomery

Attending: BClrs Glover and Rance
B Winton (Clerk), S Herring (Deputy Clerk)

2 members of the public

25/23 Public Questions

23.1 There were no public questions

25/24 Apologies and declarations of Members' Interest

24.1 Apologies had been received from Cllrs Clarke, Masseron, Peer and Tatla and BClr Gray

24.2 There were no declarations of interest

Cllrs Boyer and Johnson declared that they had children travelling to school by bus.

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

Cllrs Grimes declared that he no longer owned property or a business in the Parish.

25/25 Minutes of the Meetings held on 26th February 2025

25.1 The minutes of the Council Meeting held on 26th February 2025 were approved and signed by the Chairman as a correct record.

Proposed: Cllr Jahromi
Seconded: Cllr Lias
Approved: Unanimously

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

25/14.2

25/1.1 Clerk to circulate the name of the new trust for Oakbank School to all members once it had been announced

This had been done.

25/15.2 Clerk to invite BCllrs to the next joint meeting with the University of Reading (UoR)

This had been done.

25/15.2 Clerk to prepare a report detailing BCllr attendance at Shinfield Parish Council (SPC) meetings, their submission of a written report and whether apologies had been submitted

This was ongoing. It was noted that BCllr Rance would be the normal representative of the four conservative borough councillors.

25/16.3 Cllr Lias to report back on the planning inquiry for PA233038, Land East of Hayes Drive North of Three Mile Cross

Cllr Lias expressed concerns that if the planning application was approved the Detailed Emergency Planning Zone (DEPZ) would be seen to have no weight when objecting to future planning applications. He also suggested that S106 and CIL should be directed to education provision within the Parish.

ACTION –

- Planning and Highways Committee to draft a letter to WBC Planning expressing what they felt should be provided in respect of S106 and WBC CIL from any development that may be approved
- Clerk establish who is responsible for treaty obligations in respect of nuclear sites and to write to the relevant government ministry to establish the government's position regarding the significance of DEPZs in respect of planning applications
- Clerk to seek legal advice regarding the Council's ability to challenge the development if it goes to judicial review

25/16.3 Clerk to contact UoR regarding the land adjacent to Aldergrove Primary School

The UoR had advised that there has been no recent communication with WBC on this subject.

25/16.3 Clerk to contact WBC regarding future primary school provision in the parish

BCllr Prue Bray has confirmed that WBC was aware of the timetable regarding this land, and it was under consideration.

ACTION – BCllrs Glover and Rance to contact WBC to find out the latest situation for additional primary school(s) within the parish (Hyde End Lane and/or Alder Grove)

25/16.5 Clerk to add the updated Standing Orders to the agenda of the Full Council meeting in May

This will be done.

- 25/17.1** Clerk to inform Shinfield United Charities of the reappoint of Cllr Montgomery and David Purton

This had been done. The term of office for SPC appointed trustees is four years. For trustees nominated by the Charity there was a five-year cycle.

- 25/18.1** Clerk to circulate details of the revised plans for Millworth Sports Park to members prior to the Full Council meeting in March

See Minute 25/28.1

- 25/19.1** Clerk to circulate date of meeting with UoR regarding Hall Farm/Loddon Garden Village once this had been set

This had been done. The meeting would be held on 27th March at 19.30.

- 25/20.1** Clerk to complete and return the Community Governance Review on behalf of the Council

Boundary Changes

The Clerk advised that he had not yet submitted the response which were due to be submitted by 25th April. However, since the last meeting he had been in touch with the clerks for Earley Town Council and Swallowfield Parish Council. Both advised that their respective councils were not intending to submit any proposals to change the boundaries.

Boundary with Earley Town Council - it was proposed that the boundary was changed to be consistent with borough ward boundaries.

Proposed:	Cllr Boyer
Seconded:	Cllr Johnson
Councillor vote:	5 for and 6 against

It was therefore **AGREED** that Shinfield Parish Council (SPC) would not submit any suggestions for changes to the boundary with Earley Town Council.

Boundary with Swallowfield Parish Council - after discussion it was agreed that there would be no recommended changes to the boundary with Swallowfield Parish Council.

Name Change

The Clerk advised that post meeting discussions had indicated that some of the councillors were of the opinion that they had agreed to recommend a change of name of the council from "Shinfield Parish Council" to "Shinfield Community Council". It was confirmed by those present that the name should remain as Shinfield Parish Council.

ACTION – Clerk to submit the council's responses to the Community Governance Review

25/20.2 Members to submit comments on WBC's Plan to the Clerk by the 7th March 2025

This had been done

25/26 Reports from Borough Councillors

26.1 Members **NOTED** the written report from BCllr Rance

BCllr Glover reported that she had been heavily involved in responding to the proposed development at Bodys Farm.

20:41 *BCllr Rance left the meeting.*

25/27 Reports from Committees and associated Working Parties

27.1 **Facilities Committee**

Cllr Clarke had submitted a brief report in advance due to his absence

He had held a site visit with BCllr Glover to discuss the
Environmental Field
The Green at Deer Leap Park
The Orchard & Open Space next to the 2 new Football pitches.

These areas would be discussed in more detail at the next Facilities Committee meeting.

Members **NOTED** the minutes of Facilities Committee held on 5th March 2025.

27.2 **Arts, Culture and Events Committee**

Members **NOTED** the minutes of Arts, Culture and Events Committee held on 6th March 2025.

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

Members **NOTED** the minutes of the Planning and Highways Committee held on 12th March 2025.

27.4 **Minutes of the Children and Young Adults Committee**

The Clerk reported that the Customer Care Team Supervisor had attended a visit to Park House School organised by Greenshaw Trust. This had been a positive visit demonstrating how the Trust had made considerable improvements to the school in terms of exam performance, positive feedback from students, curriculum framework and learning. All students seemed happy and well behaved. It was hoped that the trust could effect similar changes at Oakbank Secondary School.

Members **NOTED** the minutes of the Children and Young Adults Committee held on 13th March 2025.

27.5 **Minutes of the Staffing Committee**

The Clerk advised that the existing Facilities Officer had resigned, and two new Facilities Officers were due to start on 7th April (Alan Prasher and Wai Hang Li [also known as Matthew]). This would allow the provision of additional cover over the weekends.

Members **NOTED** the minutes of the Staffing Committee held on 19th March 2025.

27.6 **Corporate Governance Working Party**

The Corporate Governance Working Party was meeting fortnightly to update the Standing Orders and were working towards the updated document being adopted by Annual Council Meeting in May.

ACTION – Clerk to add the revised Standing Orders to the agenda of the meeting in May

27.7 **Chairman's Report**

Cllr Grimes reported that he had meetings with

- Greenshaw Trust regarding Oakbank School
- Rebecca Brookes, WBC regarding Home to School Transport
WBC would try to meet every students' needs this year
There was also discussion about:
WBC's longer-term plans for home to school transport
Reviewing the bus routes this summer
How bus subsidies were applied on routes within the parish

Cllr Johnson reported that the process for applying for a bus place had improved this year.

ACTION – Clerk to circulate WBC's 'Policy for allocating spare seats on Council school buses' to members

27.8 **Reports from Outside Bodies**

Cllr Grimes reported that as he was leaving the area a replacement representative would be required to work with the Spencers Wood Village Hall Committee.

ACTION – Members to consider the position for appointment in May at the Annual Council meeting

25/28

Millworth Sports Park

- 28.1 The revised plans for Millworth Sports Park were still under consideration and would be discussed further at the next Facilities Committee and then to Finance and General Purposes Committee. It was hoped that the final plans would be presented to Full Council for approval in April. It was recognised that an overall sports strategy for the parish was beginning to crystallise.

ACTION – Millworth Sports Park to be added to the next agenda of Facilities Committee, Finance and General Purposes Committee and Full Council

25/29

Crumbs Café Lease

- 29.1 The Clerk explained that the final version of the lease was not available for consideration at this meeting and apologised for the delay. The draft was materially complete except for one item and the document would be available for the next meeting.

The outstanding issue related to the situation where the amount arrived at by taking Turnover x Commission rate payable for the year exceeded the guaranteed minimum rent for the year was dealt with in the lease.

ACTION – Clerk to finalise the Crumbs Café Lease to be presented for approval at the next Full Council meeting

25/30

Invoices for Payment

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

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

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

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

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

There were no payments outside the Clerk's delegation.

25/31

Correspondence

- 31.1 No correspondence had been received.

25/32

Date of Next Meeting

- 32.1 The date of the next meeting is Wednesday, 23rd April 2025

Meeting ended at 21:20

List of Actions

25/25.2		
25/16.3	Planning and Highways Committee to draft a letter to WBC Planning expressing what they felt should be provided in respect of S106 and WBC CIL from any development that may be approved regarding PA 233038	Clerk
25/16.3	Clerk to write to the relevant government ministry to establish the government's position regarding the significance of DEPZs in respect of planning applications	Clerk
25/16.3	Clerk to seek legal advice regarding the Council's ability to challenge the development if PA 233038 goes to judicial review	Clerk
25/16.3	BCllrs Glover and Rance to contact WBC to find out the latest situation for additional primary school(s) within the parish (Hyde End Lane and/or Alder Grove)	BCllrs Glover and Rance
25/20.1	Clerk to submit the council's responses to the Community Governance Review	Clerk
25/27.6	Clerk to add the revised Standing Orders to the agenda of the meeting in May	Clerk
25/27.7	Clerk to circulate WBC's 'Policy for allocating spare seats on Council school buses' to members	Clerk
25/27.8	Members to consider the position of 'representative to work with Spencers Wood Village Hall' for appointment in May at the Annual Council meeting	All members
25/28.1	Millworth Sports Park to be added to the next agenda of Facilities Committee, Finance and General Purposes Committee and Full Council	Clerk
25/29.1	Clerk to finalise the Crumbs Café Lease to be presented for approval at the next Full Council meeting	Clerk

Borough Councillor Reports

Councillor Edmonds

Councillor Gray

Councillor Glover

Councillor Rance

20.3.25 Full Council asked two questions : a) About the Massive hole in the pavement on B3270 Exec Member Highways to look into this.** b) The possible car parking charges at School Green – none for the moment, WBC cannot promise for the future.

** Received reply a week later – Department aware but awaiting quotes which are “not too exorbitant” (their words). Daft thing is, whatever the cost it has to be worth it, because if a resident fell into the hole and had an injury he/she could sue the council for compo!

Attended Health Overview & Scrutiny Mtg. 18.3.25

RBH construction 2037-9, meanwhile funding has to be found yearly for maintenance of present site and increasing population demands, costing over £500 million.

Community Pharmacy - core providers of dispensing prescriptions, now seeing more face to face services, ie hypertension screening, new medicines, oral contraceptive services and **Pharmacy First** – all designed to free up GP appointments for patients who need them most.

Dental services – since pandemic services faced major challenges, but recovery is increasing. Integrated Care Board - **ICB** commissioned scheme for those who face these difficulties. **Priority groups:** Patients with no treatment for over 2 years, patients relocating to an area, Looked after Children, Asylum seekers/refugees, Armed forces personnel, pregnant women

Optometry services.

22.3.25 Visited the Public Consultation by Uni of Reading on Loddon Garden Village.

22.3.25 Campaigned for Fairer Housing on the public road outside Reading Uni’s public consultation. Can’t just ‘give up’ and roll over. Planning Inspectorate needs to know the strength of opposition and how the public feel about the impact of 3093 houses on the community.

22.3.25 During my stint outside School Green Centre, I saw a man pull up in very expensive Mercedes, get out and approach a couple, who clearly wanted to buy small blue car parked near the Clothes Bank. They shook hands. Drove off in blue car. I took photos, got car registration number, reported it to NAG in first instance. Had no acknowledgement. Reported it on 101 told not a Police matter but go to Trading Standards. I will!

Blue fencing been removed from outside Pulleyns by WBC. Other blue fencing along Church Lane turning re-erected 21st March, by 23rd it had all slipped into ditch again. I had given up. Then driving thru there 8.4.25 and it looks like the wooden fencing has been mended with just a small portion to be done. My cajoling seems to have worked.

Flytipping reported just off the Eastern Relief Road/and at Underpass Shinfield North side.

24.3.25 Resident complained about the detritus on A33 near where the traffic lights meet the Basingstoke Road. Queried Executive Member for Highways Martin Alder re whose responsibility is it? WBC or Reading? Turns out it's WBC. There is a clear-up planned for April allegedly.

24.3.25 Helped a Hong Kong resident with writing a statement for a Court Hearing 3rd April. Visited her twice.

Contacted the two residents either side of 52 Oatlands – just to lend support. Lots still happening, or not.....which is probably the problem.

31.3.25 Reported traffic lights not working on Black Boy Roundabout. Been out for weeks.

31.3.25 Gentleman in Oatlands Chase, who I had helped 2 years back regarding schooling for his daughter, had a query about mail from HMRC to previous owner, still being sent to O Chase address. Not sure it was within my remit but written to HMRC nevertheless!

1.4.25 Met disabled gentleman Grenadier Close. Has genuine difficulties walking but likes to accompany daughter to bus stop daily. All houses have double driveways but continue to park up on pavements. He would like to see yellow lines painted to prevent selfish parking. Provided photo evidence and logged details directly to Officers and online.

2.4.25 Visited resident off Bookers Hill (first met 2 yrs ago) about to be evicted, and did not understand some legal documents.

7.4.25 Heard back from Housing (my query one month ago) regarding empty properties 15 Hyde End Road, Wychelm Road both of which have been empty for 2 years (which I knew) are still not repaired because of 'problems'. Community Flat is now sorted and ready.

9.4.25 The family in Wychelm who were suffering from mould in various parts of the house and I agitated at WBC, have today had the bathroom redecorated and a new ventilation system is due on 14th.

10.4.25 Continue to have residents contacting about Shire Hall. Had correspondence with WBC explaining their view about Safety, Parking Provision, Access; Noise & Environmental Impact, Construction – too long to write here.

12.04.25 Vishal and I had a communication from a North Shinfield resident about the apparent increase in flight paths, resulting in more noise than usual. WBC said "there is nothing they can do". Not sure there is anything we can do either. It's the responsibility of the CAA. I have given him their address!

Councillor Srinivasan

Councillor Munro

Minutes of a meeting of
The Facilities Committee
held on Wednesday 2nd April 2025
at the High Copse Pavilion commencing at 19:30

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

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

25/FC/35

Public Questions

- 35.1 There was a question from a member of the public regarding the condition of the pond on Grazeley Road which was in poor condition and overgrown by duckweed. The member of the public advised that the pond had deteriorated when SPC employees had removed the brambles at the rear of the pond some years ago. The ducks no longer nested in the pond and therefore did not eat the duckweed.

It was agreed that the Clerk would contact WBC and ask if there was any advice available from them as to the best steps for restoring the pond.

ACTION – Clerk to ask WBC for advice on how to best restore the pond

Having agreed that the restoration of the pond should be considered and a case prepared, members would also like to explore what else could be done for the pond including providing an interpretation panel(s) explaining the history of the pond and how groups (e.g. local schools, nearby residents) could be involved as part of the future.

ACTION – Clerk to develop a long-term plan for the presentation and maintenance of the pond

25/FC/36

Apologies and declarations of Members' Interest

- 36.1 Apologies for absence had been received from Cllr Boyer and S Herring (Deputy Clerk)

- 36.2 Declarations of Members' interests

There were no declarations of Members interests.

Minutes of the Previous Meeting

- 37.1 The minutes of the Facilities Committee meeting held on 5th March 2025 were approved as a correct record and signed by Cllr Clarke

Proposed: Cllr Masseron
 Seconded: Cllr Johnson
 Approved: Unanimously

- 37.2 The following matters arising from the meeting held on 5th February were discussed:

- 25/FC/15.2 Deputy Clerk to report back once options and costs had been obtained for the provision of the necessary equipment in the Tower and Grazeley rooms for streaming and recording council meeting

The Clerk and Deputy Clerk had been investigating possible options and were awaiting quotes. Members commented that, at a recent public meeting held by the University of Reading in the Tower Room, it had been difficult to hear the speakers. The Clerk was asked to consider the provision of microphones for those speaking as part of the equipment provided.

ACTION – Clerk to add in microphones to the specification

ACTION – Deputy Clerk to report back once options and costs had been obtained for the provision of the necessary equipment in the Tower and Grazeley rooms for streaming and recording council meeting

- 24/FC/110.2 Clerk to add the future of Ryeish Green Pavilion to the agenda of the Full Council meeting in April

The Clerk advised that information was still being sought from the Army Cadet Force as to whether they would be interested in taking the pavilion as a site.

ACTION – Clerk to add Ryeish Green Pavilion to the agenda for Facilities Committee once a response had been received from the Army Cadet Force regarding their potential interest in the site.

- 25/FC/16.2 Clerk to add Millworth Sports Park to the agenda of the Full Council meeting in March

This had been done. Millworth Lane was also on the agenda at Item 4.2.

- 25/FC/16.2 Clerk to add Hiring of Facilities as a standing item on the agenda of future Facilities Committee meetings

This was on the agenda at Item 8.1

25/FC/16.5 Facilities Manager to obtain quotes for extending the patio area in front of the pavilion at the Manor Ground.

The Facilities Manager reported that this was still a work in progress. This may need to be planned for the end of the cricket season.

ACTION – Facilities Manager to obtain quotes for extending the patio area in front of the pavilion at the Manor Ground.

25/FC/19.2 Clerk to arrange a site visit for the Working Party and others to examine the playing surfaces at High Copse

This had been arranged to take place immediately prior to the start of this meeting. The contractor (White Horse) had advised that they had started the secondary drainage and pitch renovation works (overseeding, aeration, top dressing, etc) and expected to complete towards the end of April. They had suggested a meeting be scheduled be arranged for the end of May as they "should be closer to having them ready for use by then."

ACTION – Clerk to arrange a meeting on site at High Copse Pavilion with White Horse towards the end of May 2025

25/FC/27.2 Cllr Johnson to send the aerial photograph of High Copse to the Clerk

This had been done and was on the agenda item 6.1

25/FC/27.2 Clerk to send the revised plan for Millworth Lane to members of the Committee

This was on the agenda item 4.2

25/FC/27.2 Clerk to label up photograph of High Copse with potential development and circulate to members

This had been done and was on the agenda item 4.2

25/FC/27.2 Clerk to arrange a site visit to High Copse once the evenings were lighter

This had taken place earlier in the evening.

25/FC/27.3 Facilities Manager to inform Cllr Johnson when the work was to commence so he could take drone photographs

The Clerk apologised that the work had taken place without Cllr Johnson having been advised and it had therefore not been possible to obtain drone footage of the work taking place.

25/FC/29.1 Facilities Manager and Deputy Clerk to consider whether to remove the divider in the Community Room at Spencers Wood

This was on the agenda at item 6.1

25/FC/29.2 Clerk to investigate designs and costings for the seated area to be discussed at the next meeting

This was on the agenda at item 6.2

25/FC/29.2 Cllr Johnson to discuss plans with the frequent visitors to the recreation ground

This would follow once potential options had been identified.

25/FC/30.1 Cllrs to suggest names for the large hall at High Copse Pavilion and send these to the Clerk before the next meeting

This was on the agenda at item 7.1

25/FC/30.2 Clerk to set up a working party to look at the use of the High Copse Pavilion

This was on the agenda at item 7.2

25/FC/31.1 Clerk to follow up Microgeneration advice with the external consultant

This was on the agenda at item 9.1

25/FC/32.1 Cllr Clarke to arrange a site visit to the Environmental Field to include Andrew Fletcher (WBC), Facilities Manager and the Clerk

This was on the agenda at item 10.1

25/FC/32.2 Cllr Clarke to arrange a site visit to the Deep Leap Park – grassed area, to include Raymond Barry and Catherine Glover

This was on the agenda at item 10.2

25/FC/32.3 Clerk to contact Freely Fruity to ask if they would like to help design a new sign for Deardon Orchard

The Clerk had written to Freely Fruity but only recently and so needed to give time for a response.

ACTION – Clerk to follow up with Freely Fruity to ask if they would like to help design a new sign for Deardon Orchard

- 25/FC/33.1** Clerk to arrange for installation of a sign at the Spencers Wood Pavilion and Recreation Ground

This was on the list of work to be done. A suggestion was to have a V-shaped sign so that it was visible regardless of the direction of approach.

ACTION – Facilities Manager to arrange for installation of a sign at the Spencers Wood Pavilion and Recreation Ground

25/FC/38

Sports Provision

- 38.1** Toilets for Millworth Lane

The Facilities Manager advised that the foundations would be laid on 28th April and the toilets would be ready for use by 23rd May.

- 38.2** Millworth Sports Park

The Chair, Vice-Chair, Cllr James and the Clerk (as the Sports Working Party) collectively set out the current position following multiple meetings. Members discussed two main options; retaining grass pitch at Millworth or continuing with the original plan for Millworth (with possible modifications) and recognising that additional pitch provision would be required elsewhere (i.e. at High Copse).

After discussion it was agreed that the following scenario would be put to Finance & General Purposes Committee for consideration and recommendation to Full Council:

Continue to pursue the original plan for Millworth Lane but link this to the need for a 3G pitch at High Copse Pavilion (in addition to the two grass pitches already scheduled to become available). The Fitness Centre to be relocated to the northern end of the Millworth Lane site and pursued separately from the main redevelopment of Millworth Lane which would be a new application that was directly linked to a separate application for a 3G pitch at High Copse Pavilion.

Cllr Masseron asked that the risks associated with the entire project were addressed in the report to go to Finance & General Purposes Committee.

Proposed: Cllr Jahromi
Seconded: Cllr Johnson
Approved: Unanimously

ACTION – Clerk to submit a report to Finance & General Purposes Committee based on the directions set by the Facilities Committee

- 38.3** Cricket strips – Manor Ground

This work had been completed, and the strips would be playable from the start of the cricket season.

25/FC/39**School Green Centre and School Green****39.1 School Green Centre**

The Facilities Manager was still working on the overall long-term maintenance programme including for the School Green Centre. There were no immediate items that required the committee's attention.

39.2 School Green Working Party

The final potential item was consideration of a footpath across the Green. The Clerk advised that this would be presented when there was something for the committee to consider.

25/FC/40**Spencers Wood Pavilion****40.1 Upgrade to the Community Room**

The Clerk advised that dates for installing the speakers were being discussed with the contractor. A decision was still to be taken on the imagery for the wall in the room. The new blinds had been installed.

ACTION – Deputy Clerk and Facilities Manager to complete the refurbishment of the Community Room

Members discussed the need for the room divider and the annual maintenance costs associated with it. It was agreed to remove the divider.

Proposed: Cllr James
Seconded: Cllr Masseron
Approved: Unanimously

ACTION – Facilities Manager to arrange the removal of the divider in the Community Room at Spencers Wood

40.2 Anti-Social Behaviour (ASB) at Spencers Wood Pavilion

The Clerk reported that on the 23rd March a group of teenagers had spent a number of hours congregating in the portico mostly without any disruption. Unfortunately there was a 10-minute period where two of the group had tried to kick the doors open and then melted some of the equipment. This was being treated as criminal damage.

Members considered possible designs for a youth shelter that the Clerk had identified. The preferred options were from Caloo, Lightmain and External Works. Quotes would be obtained for each, and it was agreed that there would be discussions with local youths to establish their thoughts on a possible shelter.

ACTION – Clerk to arrange quotes for the various youth shelter designs identified

ACTION – Discussions to be arranged with local youths about possible design of youth shelters

25/FC/41

Other Council buildings

41.1 High Copse Pavilion

Members considered suggested names for the main community room at the pavilion and decided that the space would be called the “High Copse Room”.

ACTION – Facilities Manager to arrange for signage for the room

41.2 High Copse Pavilion – working party

The Clerk would arrange a meeting of the Sports Working Party for later in April.

ACTION – Clerk to arrange meeting of the Sports Working Party

25/FC/42

Room Hire Report

42.1 The Clerk took members through the room hire report for the year ended 31st March 2025. The report would be tabled every two months.

25/FC/43

Microgeneration

43.1 The Clerk advised that the potential option identified working with WBC had not proved to be possible. Therefore he was following up on two potential contacts from the Centre for Sustainable Energy provided by WBC’s Mhairi Adams, Climate Emergency Service Manager.

ACTION – Clerk to follow up on potential leads from Centre for Sustainable Energy for advice on microgeneration options

Parish Wide Items

44.1 Environmental Field at the End of Hayes Drive

Cllr Clarke reported that he and BCllr Glover had visited all three sites covered in this part of the report and BCllr Glover would be reporting back to WBC on all three issues.

Cllr Clarke advised that WBC Enforcement have asked Taylor Wimpey to install drainage from the Environmental site into the Extenuating Pond at the end of Hayes Drive.

ACTION – Cllr Clarke to keep the committee informed on progress

44.2 Deer Leap Park – grassed area

Cllr Clarke reported that SPC were looking to Taylor Wimpey to level and grass the area, to allow it to be used for the local community. Follow up action would be needed by WBC to ensure that this happened

ACTION – Cllr Clarke to keep the committee informed on progress

44.3 Open space adjacent to the two new football pitches at Hyde End Lane

Cllr Clarke advised that he would not recommend that SPC take over the management of these two paddocks if they were offered to the council, due to the costs associated with them and no S106 funding to compensate.

ACTION – Cllr Clarke to keep the committee informed on progress

25/FC/45

Correspondence

- 45.1 The Clerk advised of recent correspondence with a member of the public who opposed the introduction of deposits for allotments as discussed by the committee in October 2024.

Members agreed that there would be no change of policy but would monitor the situation when deposits started to be taken from October 2025. Members expected that there would be careful consideration of any requests for assistance.

25/FC/46

Date of Next Meeting

- 46.1 The next meeting would be held on Wednesday, 7th May 2025.

The meeting ended at 21.35

List of Actions

24/FC/110.2	Clerk to add Ryeish Green Pavilion to the agenda for Facilities Committee once a response had been received from the Army Cadet Force regarding their potential interest in the site	Clerk
25/FC/15.2	Clerk to advise Deputy Clerk to add in microphones to the specification for Tower and Grazeley Rooms	Clerk
25/FC/15.2	Deputy Clerk to report back once options and costs had been obtained for the provision of the necessary equipment in the Tower and Grazeley rooms for streaming and recording council meeting	Deputy Clerk
25/FC/16.5	Facilities Manager to obtain quotes for extending the patio area in front of the pavilion at the Manor Ground.	Facilities Manager
25/FC/19.2	Clerk to arrange a meeting on site at High Copse Pavilion with White Horse towards the end of May 2025	Clerk
25/FC/32.3	Clerk to follow up with Freely Fruity to ask if they would like to help design a new sign for Deardon Orchard	Clerk
25/FC/33.1	Facilities Manager to arrange for installation of a sign at the Spencers Wood Pavilion and Recreation Ground	Facilities Manager
25/FC/35.1	Clerk to ask WBC for advice on how to best restore the pond at Grazeley Road	Clerk
25/FC/35.1	Clerk to develop a long-term plan for the presentation and maintenance of the pond	Clerk
25/FC/38.2	Clerk to submit a report to Finance & General Purposes Committee based on the directions set by the Facilities Committee for Millworth Lane and High Copse Pavilion	Clerk
25/FC/40.1	Deputy Clerk and Facilities Manager to complete the refurbishment of the Community Room	Deputy Clerk
25/FC/40.1	Facilities Manager to arrange the removal of the divider in the Community Room at Spencers Wood	Facilities Manager
25/FC/40.2	Clerk to arrange quotes for the various youth shelter designs identified	Clerk
25/FC/40.2	Discussions to be arranged with local youths about possible design of youth shelters	Clerk
25/FC/41.1	Facilities Manager to arrange for signage for the main room at High Copse Pavilion	Facilities Manager

25/FC/41.2	Clerk to arrange meeting of the Sports Working Party to consider future use of High Copse Pavilion pitches	Clerk
25/FC/43.1	Clerk to follow up on potential leads from Centre for Sustainable Energy for advice on microgeneration options	Clerk
25/FC/44.1	Cllr Clarke to keep the committee informed on progress	Chair
25/FC/44.2	Cllr Clarke to keep the committee informed on progress	Chair
25/FC/44.3	Cllr Clarke to keep the committee informed on progress	Chair

DRAFT

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 6th March 2025
at School Green Centre commencing at 19.30

Present: Cllrs Jahromi, James, Jones, Matic (Chair), Montgomery & Tatla

Attending: B Winton (Clerk)

25/ACE/20 Public Questions

20.1 There were no public questions

25/ACE/21 Apologies and declarations of Members' Interest

21.1 There were apologies from Cllr Peer

21.2 There were no declarations of members' interests

25/ACE/22 Minutes of the previous meeting

22.1 The minutes of the committee meeting of 6th February 2025 were approved as a correct record and signed as such by Cllr Matic

Proposed: Cllr Jahromi
Seconded: Cllr Tatla
Approved: Unanimously

22.2 Actions and Matters Arising

6.1 Clerk to assist the Youth Club in arranging a Games Evening for the Easter period

The Clerk confirmed that the Youth Club would be holding a games night on Wednesday 9th April during the Easter holiday period. New games and two additional controllers had been ordered.

11.1 Clerk to investigate the potential for a parish council minibus

This is on the agenda at Item 4.4

- 11.2 Clerk to work with WBC to co-ordinate Christmas events in the north of the parish

This was on the agenda.

- 11.3 Clerk to investigate the potential for a funfair on Frensham Green

A site visit had been arranged for 17th March with the funfair operator who uses School Green to establish site viability.

ACTION – Clerk to report back on the viability of Frensham Green as a site for a funfair

- 15.1 Clerk to meet with Cllrs Peer and Tatla to discuss marketing of the cinema and report back to the committee

The meeting took place on 10th February and would be covered further at Item 5.1

25/ACE/23

Developing Arts & Culture in the parish

23.1 Art Exhibition

Review of 2025

The Clerk advised that the cash costs of the event had been £5,105 including the purchase of the hanging fittings which would be useable in future years.

Most of the staffing provision for the event would be taken as TOIL.

Comparing the actual bookings for the same period last year indicated that the potential opportunity cost of lost room hire was £1,150 although this was largely mitigated by redirecting actual bookings to other dates and/or locations.

The overall budget was £10,000

Income generated was £971 from artists entrance fees and commissions. £575 was also raised from the sale of artwork provided by David Cotton sold to raise funds for the Alexander Devine Hospice.

Attendance at the event was:

	Visitors
Preview	90
Friday	157
Saturday	295
Sunday	197
TOTAL	<u>739</u>

The immediate feedback from public and artists was very positive, and further comments had been sought from artists after the event which will be incorporated for the future.

Art Exhibition 2026

Proposed: Cllr Tatla
Seconded: Cllr Montgomery
Approved: Unanimously

It was **AGREED** that the Art Exhibition should be repeated in 2026.

Therefore, the preview evening would be Thursday 19th February 2026 followed by the exhibition on Friday 20th, Saturday 21st and Sunday 22nd.

It was not proposed to change the opening times (10.00 to 20.00 Friday and Saturday and 10.00 to 16.00 Sunday).

The intention was to arrange more workshops during the days of the exhibition itself. The Fans of Art activity would also be repeated.

For 2025 artists could enter up to 6 pieces of artwork for a fee of £10 but this created uncertainty regarding the amount of panels required. It was agreed that for 2026 the space would be sold on a "by panel" basis (initial suggestion was £5 per panel).

ACTION – Clerk to convene a Working Party (including Cllrs Montgomery and Tatla) meeting in May to start the planning for the 2026 event

There was a desire to see a children's art exhibition, but it was agreed that this would be run at a different time of year.

ACTION – Clerk to develop proposal for a children's art exhibition

23.2

Possible Events for Shinfield North

The Clerk has a meeting arranged with WBC (Shabina Maher and Lisa Hookway) on 12th March. This would look at supporting the HAF summer event and an event to switch on the Christmas tree lights at Frensham Green. Other opportunities to work collaboratively with WBC would be explored.

ACTION – Clerk to work with WBC to co-ordinate Christmas events in the north of the parish

23.3 Potential For Minibus

The Clerk provided some initial information on options for a minibus and potential costs. The preferred option would be for at least a 16-seater with a wheelchair lift.

Potential uses would include:

- Second vehicle for Facilities Management team as required
- Shuttle services to Shinfield North and Grazeley while events take place in Shinfield or Spencers Wood e.g. Trip to both locations once each hour
- Potential use by the Car Service for shopping trips
- Use by Youth Club to support and extend their range of activities

The type of vehicle being considered would not require a separate driving licence, but any drivers would need to be competent in handling a minibus.

It was agreed that the Clerk would obtain further quotes for outright purchase and lease and report back to the next meeting with a formal proposal.

ACTION – Clerk to develop proposal for the potential acquisition or leasing of a minibus

23.4 Next School Green Centre Event

The Clerk proposed organising a Miniature Garden competition for during the summer holiday period. Entries would be submitted in a biscuit tin, sweet tub or similar. Entries would be in age categories and could be for best fantasy garden, allotment and realistic garden.

Proposed: Cllr Matic
Seconded: Cllr Tatla
Approved: Unanimously

Members APPROVED a miniature garden competition

ACTION – Clerk to develop a plan for delivery of the miniature garden competition

24.1 Further to the meeting between Cllrs Peer and Tatla and the Clerk, some themes for film selection were identified:

- Films linked to SPC or other events e.g. Loving Vincent linking to the Art Exhibition
- “Long time since seen on the big screen” e.g. classics that haven’t been up on the big screen for a long time
- Film & Things e.g. Mama Mia is going to be a singalong with a glass of prosecco
- Foreign language films

It was now possible to pay at the door for films.

There would be more proximity advertising within the School Green Centre and paid for promotion on social media.

Comments had been received that 4.00 p.m. was slightly too early as a start time and so from April the start time would move to 4.30 p.m. (there would be no change to the evening start time)

The cinema has a dedicated Facebook Group with 235 members. A poll of the group had generated 40 responses as follows:

- I have visited and will be back 42.5%
- I have not visited yet due to the films being shown 25%
- I haven’t visited yet but intend to 17.5%
- I haven’t visited yet due to the timings of the films 15%
- I have visited the cinema and it isn’t for me 0%

ACTION – Clerk to ensure that there is active promotion of the cinema programme

ACTION – Clerk to arrange a panel for the council van promoting the cinema

25/ACE/25

Public Art

- 25.1 The next meeting of the public art group was on 7th March.

The Clerk shared the results of the survey conducted at the Art Exhibition on what the public liked to see in public art.

25/ACE/26

VE Day 80th Anniversary Event

- 26.1 The Clerk reported on a meeting with the local churches to plan the thanksgiving element of the event.

Timings were now established as follows:

8.30 pm Act of Thanksgiving at War Memorial Starts

8.45 pm Act of Thanksgiving Ends

8.50 pm Procession Starts

9.10 pm Target Arrival time at Beacon

9.20 pm Words of Welcome from the Chair of the Council, Prayer of Thanks, Pipe Band tune

9.30 p.m. Beacon is Lit, Lone Piper plays a lament, National Anthem

9.35 p.m. dispersal

10.00 p.m. Beacon extinguished, site made safe and cleared

The Clerk was asked to establish if it was possible to arrange some form of laser display at the end of the event

ACTION – Clerk to continue to plan delivery of the VE80 event

ACTION – Clerk to investigate the possibility of a laser display to augment the VE80 event

25/ACE/27

Correspondence

- 27.1 There had been no correspondence received.

25/ACE/28

Date of Next Meeting

- 28.1 The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 3rd April 2025 at 19:30

It was agreed that the meeting on the 8th May would start at 7.00 p.m. and finish no later than 8.00 p.m. to allow participation in VE80.

There was no June meeting

The meeting ended at 20.55

List of Actions

25/ACE/11.3	Clerk to report back on the viability of Frensham Green as a site for a funfair	Clerk
25/ACE/23.1	Clerk to convene a Working Party (including Cllrs Montgomery and Tatla) meeting in May to start the planning for the 2026 Art Exhibition event	Clerk
25/ACE/23.1	Clerk to develop proposal for a children's art exhibition	Clerk
25/ACE/23.2	Clerk to work with WBC to co-ordinate Christmas events in the north of the parish	Clerk
25/ACE/23.3	Clerk to develop proposal for the potential acquisition or leasing of a minibus	Clerk
25/ACE/23.4	Clerk to develop a plan for delivery of the miniature garden competition	Clerk
25/ACE/24.1	Clerk to ensure that there is active promotion of the cinema programme	Clerk
25/ACE/24.1	Clerk to arrange a panel for the council van promoting the cinema	Clerk
25/ACE/26.1	Clerk to continue to plan delivery of the VE80 event	Clerk
25/ACE/26.1	Clerk to investigate the possibility of a laser display to augment the VE80 event	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 9th April 2025
At School Green Centre commencing at 19:30

Present: Cllrs Hoyle, Jahromi, James, Lias, Masseron and Peer

Attending: B Winton (Clerk)
BCllr Glover
Six members of the public

25/PC/40

Public Questions

- 40.1 There was a public question from five residents of Hyde End Road in respect of the planning application 250577 (land east and west of Hyde End Road, Shinfield).

The residents set out what their concerns over the development (in particular in respect of the changes in layout). This was followed by discussions with the members of the committee as to what may be the most effective way for residents to voice their concerns to WBC as the planning authority.

It was agreed that the Clerk would provide contact details for the Shinfield ward borough councillors and Marcia Head at WBC planning department. The Clerk would also provide information of Thames Water's comments on another current planning application.

ACTION – Clerk to share additional information with residents regarding planning application 250577

- 40.2 During the discussions, the Clerk was asked to consider how SPC could arrange for someone to monitor reserved matters and S106 agreements and variations for major planning applications

ACTION – Clerk to consider how to monitor reserved matters and S106 agreements and variations for major planning applications

25/PC/41**Apologies and declarations of Members' Interest**

- 41.1 Apologies had been received from Cllrs Boyer, Grimes and the Deputy Clerk.

There had been no communication from Cllr Fernandes and the Clerk was asked to follow up with Cllr Fernandes regarding attendance.

ACTION – Clerk to write to Cllr Fernandes regarding attendance at the committee meetings

- 41.2 There were no declarations of members' interests

25/PC/42**Minutes of the Previous Meeting**

- 42.1 The minutes of the committee meeting of 12th March 2025 were approved signed as such by Cllr Peer

Proposed: Cllr Jahromi
Seconded: Cllr Lias
Approved: Unanimously

- 42.2 **Actions and Matters Arising from the meeting held on 12th March 2025**

- 24/PC/121.1 Clerk to contact Enerveo and The Lighting Bee for advice regarding the streetlighting on B roads in the parish

The Clerk has written to both companies asking for advice regarding the streetlighting on B roads in the parish.

The Clerk had had a phone call with the Lighting Bee but was still looking to arrange a conversation with Enerveo. From the conversation with the Lighting Bee it may be that a formal audit of current lighting to ensure it is compliant with current standards.

ACTION – Clerk to report to Committee at the next meeting having discussed with Enerveo

- 25/PC/16.3** Clerk to write to Enforcement at WBC to express the concerns of SPC that no action appeared to be taking place regarding the unauthorised building at 52 Oatlands Road (PA233038) and to request further information as to what action had been, and would be taken to prevent further unauthorised development

The Clerk had communicated with WBC officers regarding SPC's concerns and provided an update on the most recent correspondence on this application.

25/PC/22.2 Clerk to apply to register a further three areas previously identified as 'Assets of Community Value'

The Clerk was not able to provide any update on these issues as he was still awaiting a response from WBC.

ACTION - Clerk to apply to register a further three areas previously identified as 'Assets of Community Value'

25/PC/23.1 BCllr Glover would present a ward question asking whether Deeds of Variation are made for each change in S106 agreements. If so why had Shinfield Parish Council (SPC) not been notified.

BCllr Grover advised that she would inform SPC when a formal response to her question had been received.

ACTION – Clerk to liaise with BCllr Glover regarding a formal response from WBC in respect of deeds of variation for S106

25/PC/29.3 Deputy Clerk to request all members of the committee to submit any additional comments to Cllr Boyer's suggested response on Planning Application 240415 – Shinfield Park by Friday, 21st March 2025

This had been done.

25/PC/29.3 Deputy Clerk to submit final response on the WBC planning portal once received

This had been done.

25/PC/29.4 Deputy Clerk to submit comments on Planning Application 250435 – Land off Church Lane, Shinfield, on behalf of SPC

This had been done.

25/PC/29.6 Deputy Clerk to request an extension to Planning Application 242665 – Land West of Kingfisher Grove, TMX, for submission of comments

This had been done and comments submitted.

25/PC/32.1 Cllr Masseron to update the Local Active Travel Plan document

This had been done and submitted to Full Council in March 2025.

25/PC/32.4 Clerk to apply for a TRO for the northern side of the Woodcock Lane path

This was on the agenda at Item 7.4

25/PC/32.4 Clerk to draw to the attention of WBC the poor condition of the southern side of the Woodcock Lane path

This was on the agenda at Item 7.4

25/PC/35.1 Clerk to circulate the SPNDP as it currently stands to all members

This is on the agenda at Item 8.1.

25/PC/35.1 Members to look at other local council's NDPs

This was on the agenda at Item 8.1

25/PC/35.2 Clerk to follow up with Richard Alexander to arrange a meeting to explore the process for applications for 'Assets of Community Value'

This was as discussed above.

25/PC/36.3 Spencers Wood Village Centre

Cllr Lias advised that it was understood that a high-pressure pipeline ran through the site under consideration for this scheme

ACTION – Clerk to advise AOC accordingly and to report on progress at the next meeting

25/PC/43

Schedule of Deposited Plans

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

43.2 Planning application 233038 – Land East of Hayes Drive North of Three Mile Cross

There had been no decision published on this appeal.

43.3 Planning Application 250517 – Land off Basingstoke Road to the south and west of Spencers Wood

The Clerk had circulated a draft response from the consultant commissioned to review the application to members of the committee on Tuesday 8th April. Members gave their comments on the draft and the Clerk was asked to feed these back to the consultant to enhance the draft response. Particular concerns were that there was inadequate consideration of SPC's Neighbourhood Plan and traffic matters

ACTION – Clerk to feed back the additional comments on PA250517 to the consultant preparing the SPC response

25/PC/44

Appeals

44.1 There had been no changes from the previous month.

25/PC/45

Enforcement Notices

45.1 Closed Enforcement Notices

Five items deemed to have been “No Breach”. One item had resulted in an application being submitted (32 Gloucester Avenue – PA 250493). SPC had submitted no comment to the application.

Members **NOTED** the report

45.2 Live Enforcement Notices

There had been two new cases this month. The Clerk was asked to request a progress report for RFS/2024/089113 The Lieutenants Cottage.

Members **NOTED** the report

ACTION – Clerk to request a progress report for RFS/2024/089113 The Lieutenants Cottage

25/PC/46

Highways, Street Lighting and Footpath Matters

46.1 Footpath matters

Cllr Masseron drew members’ attention to the most recent report of the Shinfield Volunteers Group and thanked the group for their contributions across the parish.

46.2 Traffic Working Party

There was nothing further to report this month. The Clerk has again requested dates for a meeting with the Executive lead for Highways at WBC. There was discussion about a potential zebra crossing on Beke Avenue next to Lidl and parking in front of Shinfield View.

46.3 Lailey Path / Hyde End Road footpath

No update was expected until August at the earliest from WBC. In the meantime the Clerk was asked to establish if Shinfield Infants and Nursery School had confirmed their agreement to the new path crossing school land.

ACTION – Clerk to write to Shinfield Infants and Nursery School

46.4 Woodcock Lane

The Clerk was asked to arrange a Land Registry check to establish the landowner(s) for Woodcock Lane (Footpath 25).

ACTION – Clerk to conduct Land registry checks for Woodcock Lane

The Clerk was also asked to arrange an onsite meeting to arrange an onsite meeting with WBC's Countryside Officer to discuss the condition of the Woodcock Lane.

ACTION – Clerk to arrange an onsite meeting with WBC Countryside Officer

25/PC/47

Renewal of Neighbourhood Development Plan (SPNDP)

47.1 Neighbourhood Development Plan Project Group

The Clerk had shared an analysis of other parish council neighbourhood plans. Cllr Lias reported that a recent training session he had attended had indicated that councils would need to be more “agile” with the plans in future and that plans should have at least one designated site.

ACTION – Clerk to update the draft plan to include the prompts generated from the analysis of other plans

ACTION – Clerk to arrange the next Neighbourhood Plan meeting for the Thursday following the June Full Council meeting

47.2 Assets of Community Value (ACV)

This had been discussed earlier in the meeting.

25/PC/48

Correspondence

48.1 Speed Limit reduction on Hollow Lane and Arborfield Road

The Clerk advised that he had received notification that the statutory objection period for speed limit reductions on various roads including Hollow Lane and Arborfield. This would now go forward for an Executive Member decision on 2nd May 2025.

Members **NOTED** the communication.

48.2 Area to north of MereOak Park & Ride

The Clerk advised that in the details of WBC's capital programme there is a reference to a “MereOak Open Storage” facility which they would like to fund. He had followed this up with WBC officers who had advised that it was envisaged that the area north of the park and ride could become an open storage depot. Previously SPC had been informed that the land was required for an extension to the P&R site.

Members **NOTED** the information.

48.3 Consultation on Hungerford Neighbourhood Plan

The Clerk advised that Hungerford Town Council were consulting on their draft Neighbourhood Plan (Regulation 16 Consultation). This will run to 23rd May 2025.

Members **NOTED** the consultation.

25/PC/49

Date of the next meeting

49.1 The date of the next meeting will be Wednesday, 14th May 2025

The meeting ended at 21.30

DRAFT

List of Actions

24/PC/121.1	Clerk to report to Committee at the next meeting having discussed with Enerveo	Clerk
25/PC/22.2	Clerk to apply to register a further three areas previously identified as 'Assets of Community Value'	Clerk
25/PC/23.1	Clerk to liaise with BCllr Glover regarding a formal response from WBC in respect of deeds of variation for S106	Clerk
25/PC/36.3	Clerk to advise AOC regarding the pipeline in the area noted for the Spencers Wood Village Centre and to report back on progress at the next meeting	Clerk
25/PC/40.1	Clerk to share additional information with residents regarding planning application 250577	Clerk
25/PC/40.2	Clerk to consider how to monitor reserved matters and S106 agreements and variations for major planning applications	Clerk
25/PC/41.1	Clerk to write to Cllr Fernandes regarding attendance at the committee meetings	Clerk
25/PC/43.3	Clerk to feed back the additional comments on PA250517 to the consultant preparing the SPC response	Clerk
25/PC/45.2	Clerk to request a progress report for RFS/2024/089113 The Lieutenants Cottage	Clerk
25/PC/46.3	Clerk to write to Shinfield Infants and Nursery School regarding Lailey Path	Clerk
25/PC/46.4	Clerk to conduct Land registry checks for Woodcock Lane	Clerk
25/PC/46.4	Clerk to arrange an onsite meeting with WBC Countryside Officer regarding the condition of Woodcock Lane	Clerk
25/PC/47.1	Clerk to update the draft plan to include the prompts generated from the analysis of other plans	Clerk
25/PC/47.1	Clerk to arrange the next Neighbourhood Plan meeting for the Thursday following the June Full Council meeting	Clerk

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 16th April 2025
At School Green Centre commencing at 19.30

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

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

25/FGP/17 Public Questions

17.1 There were no public questions.

25/FGP/18 Apologies and declarations of Members' Interest

18.1 Apologies had been received from Cllr Matic

18.2 There were no declarations of members' interests.

25/FGP/19 Minutes of the Previous Meeting

19.1 The minutes of the committee meeting of 19th February 2024 were approved as a correct record and signed by Cllr James as Chairman of the Committee

Proposed: Cllr Peer
Seconded: Cllr Clarke
Approved: Unanimously

19.2 Actions and Matters Arising

62.4 Facilities Manager to create a Long-Term Maintenance plan for the Council estate

This was ongoing.

66.3 Facilities Manager to arrange installation of defibrillators

This was ongoing.

- 76.3 Cllrs Montgomery and Matic to report back post the meeting with RBC councillors

Cllr Montgomery provided an update of the most recent meeting with RBC councillors.

Members **NOTED** the update.

25/FGP/

- 7.2 Cllr Matic and the Clerk to review potential suitable options and consider the form of a survey of local residents in Shinfield North

This was on the Agenda at 9.1

- 7.3 Clerk to ensure that the contributions to the Major Repairs Reserve are reviewed when the Facilities Manager has completed his review

This will be done.

- 7.4 Clerk to arrange the meeting with Cllr James and WBC Officers to discuss the historic S106 funds generated within the parish

The meeting took place on 4th March. WBC had indicated that in future all details of S106 would be available via a portal and provided a link to Milton Keynes equivalent. Most of the apparent shortfall has been identified as expenditure on the Sports Hub and housing elsewhere in Wokingham. A reconciliation schedule will be prepared for the next F&GP meeting. The Chair advised that there would be a future meeting with WBC on the subject.

ACTION – Clerk to arrange a reconciliation schedule for S106 historic funds to be presented to the June committee meeting

- 8.1 Clerk to include such a discussion in the July committee cycle to allow consideration of the issue and sufficient time to be fed into the budget process

This will be to ensure that each committee has an agenda item to consider what specific provisions they wish to see in the next budget cycle

ACTION – Clerk to include an agenda item for each July committee to allow the committee to consider what items they would like to see included in the next budget round

- 10.2 Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon

The Clerk had spoken to SPC's solicitor prior to the meeting and asked her to pick up again with WBC.

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

- 10.4 Clerk to follow up potential interest in Ryeish Green Pavilion with the Army Cadet Force

The Clerk was awaiting a formal response from ACF on this issue.

ACTION – Clerk to follow up potential interest in Ryeish Green Pavilion with the Army Cadet Force

- 10.5 Clerk to ensure the completion of the process to extinguish the Parish Hall lease

There was no further update on this.

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

- 10.6 Clerk to request that WBC provide a formal decision with respect to the Asset of Community Value application submitted in respect of Hyde End Lane

Having assigned this role to Richard Alexander, he was now reporting that there was "some ongoing discussion at WBC re where that may finally site within teams/structures – once that resolved, then I will, as promised, aim to get the responsible officer along to meet with you and advise/guide re way forward"

ACTION – Clerk to request that WBC provide a formal decision with respect to the Asset of Community Value application submitted in respect of Hyde End Lane

- 12.1 Finance Manager to set aside £300k of CIL reserves for Microgeneration projects

This had been done (Item 7.1 on the agenda relates)

- 13.1 Clerk to notify the contractor to proceed with the installation of hybrid cricket strips

This had been done, and the work had taken place.

- 13.2 Facilities Manager to arrange the completion of the installation of the toilet block at the tennis club

Arrangements were in place for the final elements of work to take place by the mid-May.

- 14.1 Finance Manager to notify the energy provider regarding the new fixed-term electricity contract

This had been done.

- 15.1 Clerk to identify potential invitees and arrange a date for the reception

This was in respect of a fundraising business breakfast for the public art project. Once the timeline was confirmed for the overall project it is expected that this date will be confirmed at the next working party meeting.

ACTION – Clerk to identify potential invitees and arrange a date for the reception

25/FGP/20

Corporate Governance

- 20.1 The working party was now meeting weekly to meet the target of tabling at the draft to Full Council in May. As stated previously, there were no significant policy changes coming forward, rather the work was aimed at removing ambiguity from the document.

We are now nearly at the end of the process of considering every word in the document. Following that the remaining steps are:

- Ensure consistency in style, font, layout, use of terminology
- Ensure that all items are in the most logical place within the overall document
- Add a glossary for additional clarity
- Add references to relevant legislation again for clarity
- Circulate a marked-up draft for consideration by F&GP with special attention to any recommended changes to the intent of the Standing Orders (most changes are however clarifying language)
- Subject to F&GP approval, the draft will be included with the Agenda for May Full Council

Members **NOTED** the update

25/FGP/21

Risk Register

- 21.1 The Clerk advised that he had no recommendations for any changes to the risk register. As agreed by Full Council, the Annual Council meeting has a standing item to formally review the risk register

25/FGP22

Financial Reports

22.1 Bank Reconciliations

The Chair of the Committee confirmed that he had reviewed the bank reconciliations as at the end of March 2025 on 15th April 2025 and that all was in order. A copy of the signed reconciliation was presented to members.

Members **NOTED** the report.

22.2 Current Year Financial Performance (2024/2025)

The Chair and Finance Manager provided an update on the final outturn for the Financial Year ending 31st March 2025 and answered questions from members on the figures provided.

Members **NOTED** the report.

25/FGP/23

Financial Reserves & CIL

23.1 CIL update

The Chair and Clerk took members through the current position on CIL and noted receipt of an additional CIL receipt of £23,147 for April 2025.

Members **NOTED** the report.

23.2 Long-term planning options for CIL

The Chair introduced a summary of items identified as potential uses of CIL funds and also potential future CIL receipts from developments currently under consideration.

Members considered the items on the list and agreed to include a provision for the proposed community garden at High Copse.

The University of Reading had proposed some parcels of land that SPC may wish to consider purchasing.

There were no decisions on the items on the list

ACTION – Community Garden to be included on the list and also added to the items for consideration at the next joint meeting with the University of Reading

23.3 Reserves

The Chair provided an update on reserves as at 31st March 2025.

£43,538 had been added to the General Reserve. Earmarked Reserves (up £17,716 from £1,921,194 to £1,938,909). This included £10,000 for allotment clearances to be carried out in April 2025 and £7,500 to a named reserve for the Defibrillator project

Members **NOTED** the report.

23.4 Major Repairs Reserve

The Major Repairs Reserve included a £7,500 reimbursement from WBC for a Bus Shelter on Hollow Lane.

Members **NOTED** the report.

25/FGP/24

Millworth Sports Park and High Copse

24.1 Redevelopment of Millworth Sports Park

The Clerk summarised the discussions which had followed the planning application submitted for Millworth Lane. These had resulted in a modified set of proposals for the site. The changes recommended were:

- Delete the 3G 5aside court and return to a proposal with four rather than two multi-use sports courts
- Move the Fitness Centre to the north of the site and expedite delivery through a separate planning application

Any loss of pitches at Millworth would require compensating provision of facilities elsewhere which realistically meant a full sized 3G pitch at High Copse in addition to the two grass pitches due to be available in September.

This would lead to a strategy of “court sports” at Millworth and major team sports at High Copse.

Members discussed the proposals and asked that:

- The risks set out in the document tabled include a risk rating using the Corporate Risk Register criteria
- While the costings were correct at current rates, the contingency be set at 10% of the project cost
- There should also be an element of future proofing against further cost increases by increasing an additional provision within the total project cost
- The total project cost including the 3G pitch at High Copse and both contingency and future proofing provision should be set at £1,500,000 (VAT ex)
- There should be a clear requirement in the proposal that once all permissions and consents had been achieved the matter would

need to receive further approval from Full Council before appointing any contractors

It was agreed that the Fitness Centre element should proceed as a standalone project while the remainder of the work at Millworth Lane and the 3G pitch were pursued as two linked projects.

Proposed: Cllr Clarke
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to update the proposals on the basis of discussions and submit an Outline Business Case to the April Full Council meeting

25/FGP/25

Facilities for Shinfield North

25.1 Shinfield North – potential sites for facilities

There were no obvious sites within the means of SPC presenting themselves within Shinfield North.

25.2 Shinfield North – consultation with residents

There was a brief discussion on how effective consultation with residents in Shinfield North could be carried out and it was agreed to table draft proposals at the next meeting.

ACTION – Clerk to add Shinfield North consultation to the agenda for the June meeting

25/FGP/26

Minibus

26.1 Members noted the potential costs associated with the potential acquisition of a minibus for the council. It was agreed however to defer any further consideration until the Shinfield North consultation with residents had been carried out and the results considered.

ACTION – Clerk to schedule further discussion regarding acquiring a minibus at an appropriate future meeting

25/FGP/27

Annual Grant Scheme

27.1 Scope and priorities for the 2025 Annual Grant Scheme

Members agreed the proposed timetable for the 2025 Annual Grant Scheme which would see applications considered in early July.

ACTION – Clerk to add to agenda for Full Council for formal approval of the timetable

27.2 Awards to Private Individuals

The Clerk reported that a request to consider making an award to a young sportsperson had been received. Grants to private individuals were currently not allowed under the rules of the scheme. After discussion, members agreed to recommend to Full Council a limited scheme of up to five awards not to exceed £150 each for residents under the age of 18 in support of sporting or cultural activities.

ACTION – Clerk to add to agenda for Full Council for formal approval of the proposal to allow a limited number of grants to private individuals

25/FGP/28 Land Issues

28.1 There were no updates on the Land Issues listed on the agenda.

25/FGP/29 Live Project Teams

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

Members **NOTED** the report.

25/FGP/30 Public Art

30.1 The Clerk advised that there is now an established pattern of internal meetings (SPC) and external (with Arts4Wokingham). A timetable had been established with a target to launch on the on 31st May and formal unveiling of the finished artwork exactly two years later.

Members **NOTED** the update.

25/FGP/31 Microgeneration

31.1 Microgeneration

It had not been possible to make arrangements to work with WBC on this project. The Clerk was now following up possible assistance from the Centre for Sustainable Energy who may be able to help.

The Clerk had also identified other professional institutions that may be able to help, and he would follow these up.

ACTION – Clerk to report further on microgeneration at the next meeting

25/FGP/32 Date of Next Meeting

32.1 Next meeting was scheduled for 18th June 2025

The meeting ended at 21.30

List of Actions

25/FGP/7.4	Clerk to arrange a reconciliation schedule for S106 historic funds to be presented to the June committee meeting	Clerk
25/FGP/8.1	Clerk to include an agenda item for each July committee to allow the committee to consider what items they would like to see included in the next budget round	Clerk
25/FGP/10.2	Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon	Clerk
25/FGP/10.4	Clerk to follow up potential interest in Ryeish Green Pavilion with the Army Cadet Force	Clerk
25/FGP/10.5	Clerk to ensure the completion of the process to extinguish the Parish Hall lease	Clerk
25/FGP/10.6	Clerk to request that WBC provide a formal decision with respect to the Asset of Community Value application submitted in respect of Hyde End Lane	Clerk
25/FGP/15.1	Clerk to identify potential invitees to a business breakfast and arrange a date for the reception	Clerk
25/FGP/23.2	Clerk to ensure Community Garden is included on the long-term CIL items list and also added to the items for consideration at the next joint meeting with the University of Reading	Clerk
25/FGP/24.1	Clerk to update the proposals for Millworth Lane and High Copse pavilion on the basis of discussions and submit an Outline Business Case to the April Full Council meeting	Clerk
25/FGP/25.2	Clerk to add Shinfield North consultation to the agenda for the June meeting	Clerk
25/FGP/26.1	Clerk to schedule further discussion regarding acquiring a minibus at an appropriate future meeting	Clerk
25/FGP/27.1	Clerk to add Annual Grant Scheme timetable to agenda for Full Council for formal approval of the timetable	Clerk
25/FGP/27.2	Clerk to add to agenda for Full Council for formal approval of the proposal to allow a limited number of grants to private individuals	Clerk
25/FGP/31.1	Clerk to report further on microgeneration at the next meeting	Clerk

Annual Grant Scheme

Introduction

The Annual Grant Scheme (AGS) was most recently reviewed and the updates approved by Full Council in May 2024 (reference 24/54.1).

16 applications were received for 2024 of which 13 were approved for a total grant of £17,145. F&GP subsequently agreed to extend the grants to cover the provision of defibrillators across the parish (currently still in progress).

Wokingham Job Support Centre	£500
Feeling Fruity	£1,000
Bright Hope Church	£500
Spencers Wood Lunch Club	£480
Keep Mobile	£1,600
Home Start	£1,000
Link Visiting Scheme	£1,250
Shinfield Rangers	£1,000
Reading Gateway Church - Food Pantry	£2,500
Berkshire MS Treatment Centre	£1,000
Shinfield Volunteers Coffee Morning	£1,215
School Awards	£3,600
Spencers Wood Carnival	£1,500

A budget of £30,000 has been set aside for the 2025 AGS.

Recommendation 6.1 - Proposed Timetable for 2025

Finance & General Purposes Committee recommend the following timetable for the application of the 2025 scheme:

1 May	2025 scheme launched with the SPC newsletter
30 June	Closing date for submissions
Early July	F&GP members meet as a Working Party to consider applications received
23 July	F&GP recommendations to Full Council Meeting

Members felt that there was a degree of repetition in the awards that were made in 2024. (i.e. they tended to be repeats of awards made in previous years). Therefore, there will be an increased emphasis on encouraging more innovative proposals and reaching a wider audience.

Recommendation 6.2 – Grants to Private Individuals

SPC has received a request to consider making a grant available to a young sportsperson. This led the Finance & General Purposes Committee to consider the principle of making grants to private individuals at their meeting on 16th April 2025.

Currently SPC's eligibility criteria excludes grants to "private individuals" however following discussion the committee voted unanimously to make the following recommendation to Full Council.

To make available

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

OUTLINE Business Case for
Investment in
Millworth Lane Recreation Ground
and
additional facilities at
High Copse Pavilion

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1. EXECUTIVE SUMMARY AND RECOMMENDATIONS

This OUTLINE Business Case sets out the direction of travel for Millworth Lane Recreation Ground and High Copse. It lays out the history of the project since the approval of an initial business case in October 2023.

The document also sets out the conditions that must be met before Full Council consider giving approval to appoint contractors to carry out work at either site.

Having been considered by Facilities Committee and then Finance and General Purposes Committee the following recommendations are put forward for approval by Full Council

Recommendation 1 – To approve the OUTLINE Business Case setting out the way forward for redevelopment of Millworth Lane and a new 3G pitch at High Copse.

Recommendation 2 – To approve a proposal to proceed with the Fitness Centre element of the overall project for Millworth Lane and to release £38,000 from CIL reserves set aside for the overall project

2. BACKGROUND

The initial proposals for Millworth Lane were approved in principle at Full Council on 26th July 2023 (Minute Reference 23/89.1) subject to full costings being prepared and the submission of a business case. These were considered and approved by Full Council on 25th October 2023 (Minute Reference 23/136.2).

The October 2023 meeting approved a programme of refurbishment of Millworth Lane Recreation Ground (to be renamed Millworth Sports Park (MSP) post redevelopment) costing at £860,000. The proposals included:

- A refurbished pavilion
- An extended main car park
- 4 basketball/netball courts which also function as a training space for other sports
- A running track
- Qty 2 Padel Tennis Courts
- Qty 2 storage containers
- A traverse climbing wall
- Cycling activities
- Performance Space
- Fitness training facility
- Phase 2 Elements
 - An extended tennis club car park
 - Provision for Qty 1 Tennis Court
 - Additional (Third) Padel Tennis Court
- An additional element for the future (but not specifically for including in Phase 2)
 - Trim Trails

At Full Council on 27th March 2024 a modified layout adding in a 3G 5aside pitch in place of two of the basketball/netball courts was approved resulting in a revised project cost of £920,000 at March 2024 prices.

This modified layout was what was submitted for planning permission in October 2024 (Planning Application 242598). There was opposition from those concerned about the loss of football pitches and in particular Sport England (while applauding much of the overall plan) indicated that they would be obliged to object on the basis of the loss of existing pitch provision i.e. the additional grass pitches being provided at High Copse are to meet new demand in the parish and therefore could not be regarded as compensating for any loss of pitches at Millworth Lane.

There have been a number of meetings to identify how the matter may be best resolved and these have included:

- WBC (officers and councillors)
- Berkshire and Buckinghamshire Football Association
- Football clubs
- University of Reading

Following these meetings, the Facilities Committee considered viable options for the way ahead at their meeting on 2nd April 2025. Options considered included variations to the plan submitted for planning approval and an alternative approach retaining a full-sized adult (grass) pitch at Millworth Lane.

3. PROPOSED PLAN FOR MILLWORTH LANE AND HIGH COPSE

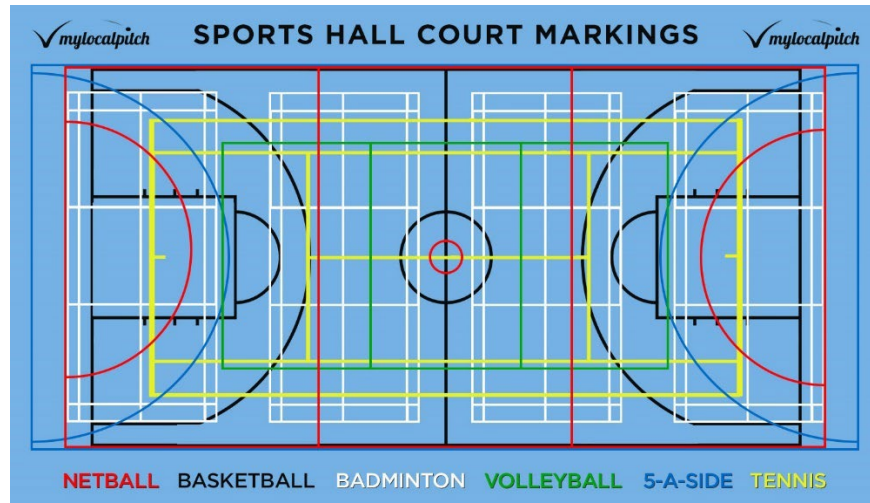
Facilities Committee resolved at their meeting on 2nd April to recommend the plan below which will also involve High Copse Pavilion. This was subsequently considered by Finance & General Purposes Committee on 16th April who endorse the recommendations set out in Section 1.

3.1 Millworth Lane

It is proposed to continue with the original planning application but with the following modifications:

Courts

- The 3G 5 aside court is removed (due to the proposal for a full sized 3G pitch at High Copse), and the plan reverts to the four courts originally proposed (either to be built all at the same time or in two blocks of two depending on requirements & funding)
 - All courts would be floodlit
 - These courts will be line marked to allow any of the following sports to be played
 - Basketball (black lines)
 - Netball (red lines)
 - Tennis (yellow lines)
 - Pickleball (normally badminton lines are used which are white) (these would both be new sports options added into the plan)
 - The effect would be as per the image below



There would be no subdivision between courts which creates flexibility allowing additional use such as skills training for football clubs and walking sports. However there is an option to divide the courts either individually or into two pairs.



Fitness Trainer

- This was originally proposed to be located at the southern end of Millworth (i.e. furthest away from the car park).
- The new proposal is to position it at the northern end of Millworth
 - This makes it more accessible to clients
 - Allows the fitness centre to be installed separate (and more quickly) than the main refurbishment and also for the centre to operate even during the main build work

The proposed layout of Millworth is as per Appendix 1 attached.

3.2 High Copse

Millworth Lane was recognised as having the best draining pitch in Berkshire, but it was felt that retaining the grass pitches (currently there is one full sized adult pitch and one 9 aside pitch) would have comprised the effectiveness of the rest of the proposed redevelopment. As documented above, for any loss of pitch at Millworth a replacement is required elsewhere.

It is therefore proposed that a full sized 3G¹ pitch is installed at High Copse pavilion. This would act as a replacement for the full-sized pitch at Millworth Lane. There is also a suggestion that as it is an enhanced facility it may also be deemed to be a replacement for the 9aside pitch at Millworth.

This requires to be tested further. If a separate 9 aside pitch was deemed necessary, then planning permission already exists for two such pitches to the north of the bus lane (PA 223286 – Bolton Drive to Fullbrook Avenue).

Discussions with the Berkshire & Buckinghamshire Football Association (BBFA) indicated that the Football Foundation may be able to support up to 60% of the total cost of the work. BBFA also indicated that the Football Foundation encourage initiatives that also encompass other sports (in this context the strongest candidate being the establishment of a rugby club – initially as a junior offshoot of an existing club) and offer facilities that can be used at more than just the weekends.

Although there are no established clubs in the south of Reading there are three clubs in the north. It is likely that there is scope for a partnership arrangement to establish the sport in the parish. Existing clubs struggle to accommodate the number of younger age group players.

Arrangements may be made with local schools (and in particular Oakbank) to use the facilities during school days.

The proposed layout of High Copse is as per Appendix 2 attached.

¹ 3G Pitches

Infill: Use a mix of sand and rubber granules (infill) to enhance traction, shock absorption, and mimic the feel of natural grass.

Safety: The infill helps cushion falls and reduce the risk of injuries, making them a popular choice for football and rugby.

Maintenance: Require regular maintenance to ensure the infill remains evenly distributed and to remove debris.

FIFA Certification: 3G pitches that meet FIFA standards are recognized for use in regulated matches.

Popular Use: Commonly used for football, rugby, and multi-use games areas (MUGAs).

4. DETAILED PROPOSALS

4.1 Potential Scope and Services

Millworth Sports Park

Under these proposals Millworth Sports Park becomes the home in the parish for “court sports”. The proposals also provide two specific elements for young adults (pump track and climbing wall), helping to address the lack of provision for this age group within the parish.

Pavilion

- Redecorated and new flooring throughout
- Removal of shower facilities
 - It is not anticipated that there would be any demand for shower facilities and the priority is to be given to
 - Improved toilet facilities including
 - 2 female cubicles
 - 1 male cubicle plus two urinals
 - 1 disabled access toilet
 - Refurbished Community room
 - Including the adjacent kitchen and toilet
 - It is proposed that the community room could be used by sports associations active within the parish for
 - Meetings
 - Coaching and training sessions

Main Car Park

- To be extended from 16 to 34 spaces approx.
- Surface to be a grid stabilised gravel finish
 - Tarmac may be used for disabled parking bays
 - These systems allow better drainage
- Vehicle access gate on to the main area of Millworth Lane to be installed
- Mobile Catering Unit
 - It is expected that this car park will also be used by a mobile catering unit
 - It is envisaged that an invitation would be extended to interested parties to be the exclusive caterer for Millworth Lane
 - In return for a guaranteed income for SPC the caterer will be able to decide their operating hours (within some agreed parameters)

Four Basketball/Netball Courts

- Each court will be marked out for multiple sports
- There will be no dividing nets or fences between each of the courts
- Courts may primarily be configured for one specific sport but would be able to be equipped for other sports subject to operational requirements
- Nets, posts, hoops etc. can be removed to allow the entire space to be used as one large, enclosed space
 - This will allow its use for activities such as
 - Walking football, cricket, rugby etc
 - Skills training for football clubs
 - For the avoidance of doubt it would not be a 3G surface or marked out for football use

Running track

- Footpath access is required to all the key elements to be contained within Millworth Lane
- These paths can be modified to provide a running track which will be 1.5m wide and have rounded corners to make for an interesting run (as opposed to a more traditional oval circuit)
- The track would be illuminated using solar powered lighting and provide a safe space for those who may not feel comfortable running along public streets and paths
- Adjacent to the padel tennis court there will be a double width piece of track (running from the gate into the tennis club car park as far as access to the tennis club toilets)
 - This will be marked as a separate sprint track to allow sprint practice to be separate from laps of the circuit
 - It will also enable vehicle access for the collection of waste from the tennis club toilets which will be required at least once a year
- The actual layout of the running track will be adjusted so that it provides a convenient measured distance per lap for example one circuit may be set to equal 500m

Two Padel Tennis Courts

- Two Padel Tennis Courts to be provided including back boards etc.
 - Padel tennis is normally played as a double game and has an underarm service which makes this sport easier for beginners to pick up and also enable older players to stay active
- As the courts are smaller it is possible for 2 or 3 to fit within footprint of a standard tennis court
- Shinfield Tennis Club would be able to hire these courts as part of their overall strategy for racket sports in the parish
- Sport England were particularly positive with their comments on this element

Two Storage containers

- In order to provide sufficient storage space on site for SPC (and any clubs who may wish to make use of Millworth Lane) it is proposed to provide two 20ft storage containers

Traverse climbing wall

- To screen the storage containers a traverse (horizontal) climbing wall will be installed
- This will be one of the free at all time activities and will be aimed more for teenagers than young children (who have access to the existing playground)

Cycling activities

- The soil excavated for the construction of other elements of the overall refurbishment of Millworth Lane will be used to create cycling facilities
- These will include
 - A pump track element
 - *a pump track is a track for wheeled sports equipment that, when ridden properly, does not require pedalling or pushing, but a “pumping” action to maintain momentum*
 - A Landscaped “mound”
 - This will provide options for riders about how to tackle it and include elements such as ramps, steps and balance elements to allow skills to be tested in a safe manner

Performance Space

- Given the volume of excavated soil anticipated it is also proposed that as the cycling activities are designed, they also include provision for a large flat area elevated above ground level to allow it to be used as a performance space for community events

Fitness training facility

- This element would provide a location for a permanent base for a fitness trainer
- The trainer would pay a licence fee to SPC for their use of the site
- The trainer would also be “eyes and ears” monitoring the site and reporting any issues to SPC

4.2 Phase 2 Elements

In addition to the above elements included in the overall proposal, it is also intended to leave space for but NOT install the following elements. These elements have not been included on cost grounds at this stage:

Tennis club car park

- This will be extended from its existing 18 spaces (subject to final placement of Fitness Trainer)
- Will include an access gate to allow vehicles to access the main area of Millworth Lane including vehicle access to the tennis club toilets

Additional Tennis Court

- It is envisaged that space would be left in the overall site plan for an additional tennis court to the north of the padel courts
- Should funding become available at a later date then the court could be built as a “pay as you go” facility

Additional (Third) Padel Court

- If there was sufficient demand for it, a third padel court could be installed as part of a Phase 2

4.3 Additional Potential Item

The following item was referred to in the October 2023 submission as something that would have been nice to have included but was deleted on cost grounds. It is included here as it remains an ambition for the future.

Trim Trails

- These are trails comprising a series of fitness obstacles (jumps, balance etc) which would run adjacent to the running track as extra exercise activities with the option of
 - One set of obstacles for younger children and
 - A second set of more challenging obstacles aimed at teenagers/adults

4.4 High Copse Pavilion

3G Full Sized Pitch

- This would be a full-sized pitch to the southwest of the pavilion.
- This would include floodlighting
 - There is already high-level lighting for the High Copse Car Park and over 50 6m lighting columns approved for the redevelopment of the garden centre (PA 212717 refers)
- The University of Reading have indicated that they have no issue in principle with the provision of a 3G pitch however this is expected to go beyond the existing boundary of High Copse into the area that the University have earmarked for a future country park

9aside pitch

- As discussed above, there is a possibility that an additional 9aside pitch is also required to compensate for the lost pitch at Millworth
- SPC would propose that the 3G pitch provides more than adequate alternative provision for both the grass pitches at Millworth
- No planning permission exists but there would be a financial cost which is **NOT** included in the discussions below

5. APPROVALS REQUIRED AND RISKS ASSOCIATED WITH THIS PROJECT

This paper sets out the OUTLINE Business Case, but the following items must be confirmed before the formal Business Case is submitted to Full Council for their formal approval to commit to carrying out any work at either Millworth Lane or High Copse. Each has been risked assessed by the Clerk based on the criteria applied to the Council's Risk Register. The risk is based on the potential impact to the effective delivery of the project.

- SPC Must obtain all necessary planning permissions
 - Risk Rating **MEDIUM**: Likelihood Low x Severity Very High
 - If SPC does not secure all necessary planning permissions, then the project would not be able to proceed
 - Any application will also need to address the requirement for Biodiversity Net Gain
 - No contracts may be entered into with contractors until such time as all required planning permissions had been received and Full Council has approved the formal Business Case
 - Until that time there would only be building surveyor costs and SPC time resources incurred
 - The exception to this would be the Fitness Centre element which could be involved without having to obtain the other permissions
- The objections from Sport England and Spencers Wood Football Club must be addressed
 - Risk Rating **LOW**: Likelihood Very Low x Severity High. Based on the fact that previously stated concerns are addressed in the OUTLINE Business Case
 - This is part of the process of obtaining the planning permissions required and the planning applications for Millworth Lane and High Copse would be clearly linked
 - Specific discussions would be held with both parties
 - To address Sport England's concern regarding the loss of pitches
 - To address Shinfield Rangers' concerns regarding where they would be able to play
 - The Sports Working Party will conduct a separate exercise to decide the football (and cricket users) of High Copse but (without pre-empting the outcome) it is expected that Shinfield Rangers, with their established high numbers of players from the parish, would be the most likely candidate for the grass pitches at High Copse
- Approval must be received from the University of Reading to approve the construction of a full sized 3G pitch at High Copse and to make the additional land required for the 3G pitch available
 - Risk Rating **HIGH**: Likelihood Medium x Severity High
 - Although an informal indication has been given that the land **may** be made available, without this the 3G pitch could not be built, and therefore Sport England's objections to Millworth Lane could not be addressed
- Confirmation must be obtained from the Football Foundation that grant funding would be available for the construction of the 3G pitch at High Copse
 - Risk Rating **HIGH**: Likelihood Medium x Severity High
 - The capital costs of a 3G pitch are £1,200,000 and the Football Foundation typically fund 2/3rds i.e. £800,000
 - SPC does not have sufficient CIL to meet such a shortfall at this time

- Confirmation must be obtained that there is no requirement to provide a grass 9aside pitch to the north of the bus lane
 - Risk Rating **MEDIUM**: Likelihood Low x Severity High
 - The costings do NOT allow for the creation of a new grass pitch north of the bus lane at High Copse
 - If required, the cost range would be £300,000 to £600,000 plus ongoing pitch maintenance costs

The following items are not felt to be conditional on additional future approval from Full Council but are relevant risks to the project

- The University of Reading refuse to extend the lease of Millworth Lane
 - Risk Rating **MEDIUM**: Likelihood Low x Severity High
 - The current lease for Millworth Lane expires on 24th March 2046 (21 years remaining)
 - As part of discussions with the University the council would look to acquire the freehold to the site or as a minimum renew the lease for another period (using the High Copse lease as a basis the intention would be for at least sixty years)
 - SPC could also examine the option of having the site declared as an Asset of Community Value
- The Capital Costs of the project are not managed effectively
 - Risk Rating **MEDIUM**: Likelihood Low x Severity High
 - As with any major project cost management will be a major issue
 - This has become especially important with the recent period of high levels of inflation
 - The project costings have been updated to March 2025 prices and contain a 10% contingency element (£123,000)
 - The costings have also made an allowance of £145,142 to provide for protection against inflation and project overruns
 - Takes total Project Cost to £1,500,000
 - Individual elements will be specified accurately and clearly in advance before a competitive tendering process
 - In the event of cost over-runs a decision would be taken to
 - Defer or cancel one or more element or
 - Submit a request to Full Council for a further release of CIL funding
 - Detailed costings are covered in section 7.1

- The facilities do not achieve the levels of utilisation and Revenue Income assumed in the financial modelling
 - Risk Rating **MEDIUM**: Likelihood Low x Severity Medium
 - There may be a lack of interest in using the facilities provided
 - Revenue budgets approved in January 2025 include provision for at least two years of sports development coordinators who would be employed, on fixed term contracts, to promote and enable usage of the facilities
 - E.g. by organising walking football sessions and then stepping back when there was sufficient interest for a separate club to be established
 - There would be specific marketing and promotion of the facilities being provided
- Revenue Expenditure is higher than anticipated
 - Risk Rating **MEDIUM**: Likelihood Low x Severity Medium
 - The business model includes a general contingency of £10,000 p.a. in case cost elements arise that have not been anticipated
- Increased range of sports could become a nuisance for neighbours
 - Risk Rating **LOW**: Likelihood Low x Severity Low
 - Measures will be taken that reduce the impact of the activities planned on residents near to Millworth
 - Improved car parking and management of vehicle movements
 - Co-ordination of activities on site to manage overall anticipated numbers at any time
 - Ensuring that the curfew time for activities to be agreed as part of the planning process is complied with at all times
 - Planning to ensure that any community events held are organised safely and minimise the impact on residents
 - Ensuring that ASB is managed through
 - Use of CCTV and in person monitoring
 - Engagement with PCSOs and WBC ASB team
 - Similar considerations would be applied for High Copse although neighbours are fewer and further away from the site
- Health & Safety
 - Risk Rating **MEDIUM**: Likelihood Low x Severity Medium
 - Only competent contractors would be appointed, and they would need to provide a full suite of health & safety measures
 - SPC would need to ensure safe operating procedures for all facilities when opened to the public.

6. PROCESS

Subject to Full Council approving this OUTLINE Business Case, the process for development of these proposals would be as follows:

- New round of communication with the Public
 - This would be a communication of the detailed plans through
 - In person presentation on site at Millworth Lane
 - Communication through SPC Website and Newsletter
 - This would set out:
 - How we have considered the comments on the original application
 - Greater clarity on how existing football use at Millworth will be able to move to more and better facilities at High Copse
- New communication with sports clubs in the parish
 - This would be an opportunity to set out the revised plans to obtain more buy in from the local clubs (especially Shinfield Rangers)
 - This would also be an opportunity to invite new clubs to join in the discussion e.g. netball and rugby clubs
 - To enable Sports England to be directly reassured
- Submission of Planning Applications
 - The existing planning application would be withdrawn
 - There would then be THREE new planning applications
 - Fitness Centre at Millworth Lane
 - This to be done as a standalone application to allow this element to be installed this year
 - The location would not compromise any subsequent work required for the other elements of the overall layout for the site
 - Main Application at Millworth Lane
 - This would replace the current application
 - 3G Pitch at High Copse
 - This would be clearly linked to the Main Application at Millworth Lane to show how this facility compensates for the loss of grass pitches at the latter site addressing Sport England's concerns
 - This will also reassure those who objected to the initial Millworth Lane application due to the impact on pitches for Shinfield Rangers
- APPROVAL OF FULL COUNCIL FOR BUSINESS CASE
 - As discussed elsewhere in this document only when all necessary conditions/approvals have been obtained will Full Council be asked to approve the Business Case
 - Only IF Full Council approve the Business Case will the next steps take place
- Appointment of contractor(s)
 - Once planning permission has been achieved then there would be tendering exercises for the relevant contractors required to achieve the development
 - It is envisaged that to simplify the overall work programme that Millworth Lane (with the exception of the existing playground, fitness centre and tennis club) is closed to the public for the duration of the work as it will be a building site
 - This will reduce the cost and complexity of the building programme
 - The contractor could use the pavilion as a site office and welfare location during the project

7. FUTURE OPERATION OF MILLWORTH SPORTS PARK

In broad terms it is envisaged that once the redevelopment has taken place the site will be operated as follows:

- Fitness Centre
 - This is contracted out to a local supplier who operates their own facility
- Mobile Catering element
 - This is contracted out to a caterer who sets and adapts their hours of operation depending on the level of business generated from activities at MSP
- Sports Camps
 - It is envisaged that with the range of facilities that would be available and the pavilion available for refreshments and toilets that MSP would be an attractive option for the organiser of sports camps running during school holidays
 - For these camps the organiser would pay a hire fee to SPC to be able to make use of the facilities and charge individuals for taking part (normally for one week's activities)
- Elements Free to Use at all times
 - Cycle facilities
 - Running track
 - Climbing wall
- Multi-use Courts
 - Available for hire with each court set up for a specific sport for a specific day
 - i.e. there will be no turning around of courts during the day as this will require too high a level of staff intervention
 - The courts will be set up on the basis of demand and this may need to be a flexible approach until the ideal pattern of use is established
 - These will be available at off peak times free of charge (although it is envisaged that those wishing to use the courts would still reserve a court via an app to control access)
 - Sessions given over to the local schools
 - Leagues sessions on specific days/times
 - Club sessions on specific days/times
 - Use for Walking activities
 - Initially free to develop new clubs and then at an agreed rate
- Padel Courts
 - Same mix of free to use and paid for activities as above
 - Tennis club would be able to make block bookings for club training purposes e.g. as a facility for introducing young players to racket sports
- Performance Space
 - SPC will be able to organise community events e.g. plays, concerts etc subject to WBC rules, Health & safety requirements etc
 - The space would also be available to hire out to other organisations for the similar on a community or commercial basis as appropriate

- Grounds Maintenance
 - SPC now has 7 day a week cover in the Facilities team to ensure that the facility is kept in a good condition on a daily basis
 - This would include ensuring that facilities are fit and ready to use
- Sports Coordinators
 - There would be one or more sports coordinators who are on site to help facilitate the use of the site
 - For example
 - Supervising “pick up” games for children after school
 - This would allow children to participate in sports in a less formal manner than at school and also allow them to mingle with those who attend other schools
 - Facilitating sports opportunities for older residents
 - This would include a range of walking sports
 - Facilitating opportunities for those who would like to get into (or return to) sport in a more informal manner e.g. helping organise sports such a touch rugby
- Opportunities for the Tennis Club
 - With the installation of a dedicated toilet block for the Tennis Club and the planned refurbishment of the pavilion toilets and addition of four multi-use courts that could be used for tennis there is scope for larger tournaments to be delivered at Millworth Lane

8. FUNDING AND AFFORDABILITY

8.1 Millworth Lane Capital Expenditure - £831.9k

The capital expenditure figures have been provided by Tony Grover, BDS Surveyors. These are set out in Appendix A and are split between the main individual elements of the proposed redevelopment.

Main points to note are as follows:

- All figures are given as VAT ex
- In many cases the costs are per m² or m³ (as appropriate) and use the most current rates available
- It is assumed that most of the soil that needs to be excavated for the installation of facilities will be deposited in the Southeast corner of the site and will be landscaped to create the cycle mound. This reduces costs and the number of vehicle movements required
- A cost reduction would be possible if the car parks were left with their current finish, but it is planned to provide a tarmacked surface instead
- The Fitness costs are for the provision of a base and the necessary services (power and water)
 - The fitness trainer would be responsible for the actual unit(s) to be installed on that base

8.2 High Copse Capital Expenditure - £400.0k

The estimated cost for a full sized 3G pitch is £1,200,000 and an assumed 2/3rds contribution to costs from Football Foundation so NET Capital expenditure for this element is £400,000. This is in addition to the costs for Millworth Lane.

8.3 Contingency and Future Proofing - £268.1k

The total project cost now includes the following:

- Contingency £123,000 equating to 10% of the updated costings
- Future Proofing (also referred to as Optimism Bias in project planning) £145,142

These two elements are intended to ensure that there is an upper level which the project (if it progresses to delivery) should not exceed.

8.4 Total Maximum Capital Costs – £1,500.0k

The revised total capital costs of the combined project are now £1,231,900 up from £920,000 (increase of £311,900) although this results in a larger 3G provision within the parish and also results in four rather than two multi-use courts.

8.5 Comparison to Previously agreed figures

Item	Current £k	Previous £k	Variance £k	Comments
Site Clearance & Demolition	10.4	10.2	0.2	
Main Car Park	66.7	65.4	1.3	
Padel Tennis	129.5	129.2	0.3	
Courts	331.2	435.3	(104.1)	Net cost of removing 3G and adding back 4 multi-courts
Paths & Track	79.7	79.4	0.3	
Storage Containers & Climbing Wall	18.1	18.0	0.1	
Fitness Trainer	38.0	31.1	6.9	To provide a contingency for a standalone element
Pavilion Refurbishment	20.1	20.1	0.0	
CCTV & Lighting	24.5	24.5	0.0	
Contract Preliminaries	13.9	13.9	0.0	
Pump Track & Event Space	24.7	16.5	8.2	Lower savings from carting away dirt
Wi-Fi	5.0	5.0	0.0	
Fees & Planning	70.0	20.0	50.0	Reflects more realistic assessment of Project Fees and increased scope
3G Pitch at High Copse	400.0	0.0	400.0	
Contingency	123.0	51.4	71.6	Reflects higher total project costs
Future Proofing	145.2	---	145.2	New provision
	<u>1,500.0</u>	<u>920.0</u>	<u>580.0</u>	

8.6 Revenue Expenditure - £80.1k

Main assumptions include:

- £30,000 p.a. would be set aside into the dedicated Major Repairs Reserve to allow for future major maintenance repairs such as resurfacing, replacement of light columns etc.
 - Previously this was set at £20,000
- To enable the sports surfaces to last as long as possible, a separate annual allowance of £6,000 for specialist cleaning and care of courts has been provided (up from £4,000 in previous version)
 - Guidance is that courts should last at least 20 years before requiring a full resurfacing
 - The actual period will depend on the overall volume of use, the type of use and the ongoing care of the courts
- Grounds Maintenance staffing is already built into the revenue budgets approved in January
- £10,000 p.a. has been set aside as a contingency for items not identified
 - It is expected that there may be some additional running costs not identified but once operational budgets should be established and provided for accordingly
- Costs for High Copse are in addition to those approved when taking on the lease for the building in December 2024

Operating Expenditure is estimated to be £80.1k up from £66.0k (increase of £14.1k)

8.6 Revenue Income - £159.4k

Main assumptions include:

- Hire rates are based on similar facilities within the area at today's prices
- 3G at High Copse £86,640
 - Assuming 24 hours per week, 38 weeks of the year at £95 per hour
- Padel Tennis £12,768
 - Assuming 28 hours per week, 38 weeks of the year at £12 per hour
- Multi Use Courts £41,040
 - In total assumption is for 2,280 hours of paid for use per annum i.e. 570 hours per court equating to 15 hours per court 38 weeks of the year
 - Netball £18,240
 - Leagues - Assuming 12 hours per week, 38 weeks of the year at £24 per hour
 - Clubs - Assuming 8 hours per week, 38 weeks of the year at £24 per hour
 - Basketball £3,648
 - Assuming 4 hours per week, 38 weeks of the year at £24 per hour
 - Tennis £4,560
 - Assuming 10 hours per week, 38 weeks of the year at £12 per hour
 - Pickleball £9,120
 - Assuming 20 hours per week, 38 weeks of the year at £12 per hour
 - Other bookings of Multi Use courts £5,472
 - Assuming 6 hours per week, 38 weeks of the year at £24 per hour
 - Would be for walking sports and also possible additional football use
- Rental Incomes
 - Catering £5,000
 - Sports Camps £4,000
 - Fitness £10,000
 - These may need to be achieved in a phased manner to allow the businesses to establish themselves and what is shown is the target incomes to be achieved on an ongoing basis
- Other Income
 - No element is included for any commercial events run at Millworth Lane

Item	Current £k	Previous £k	Variance £k	Comments
Netball	18.2	20.0	(1.8)	
Basketball	3.6	4.0	(0.4)	
Football (Millworth 3G)	N/A	42.0	(42.0)	Assumes football goes to High Copse
Tennis	4.6	3.8	0.8	Assumes revised rate and usage
Padel Tennis	12.8	7.6	5.2	Assumes revised rate and usage
Pickleball	9.1	N/A	9.1	New sport option
Other	5.5	0.0	5.5	Assumes general sports use of courts at Millworth
Catering Income	5.0	5.0	---	
Sports Camps	4.0	4.0	---	
Fitness Rental	10.0	10.0	---	
Football (High Copse 3G)	86.6	N/A	84.0	
	159.4	96.4	63.0	

9. DEVELOPMENT OF OVERALL SPORTS STRATEGY FOR THE PARISH

9.1 General

The various discussions have helped formulate a general direction of travel for an overall Sports Strategy for the Parish

9.2 Millworth Sports Park

Under these proposals Millworth Sports Park becomes the home in the parish for “court sports”. The proposals also provide two specific elements for young adults (pump track and climbing wall), directly tackling the lack of provision within the parish with the potential for additional elements to be added in the future.

9.3 High Copse

Would become the main location for large team sports in the parish (cricket, football and in time rugby)

9.4 Manor Ground

Is the second base for football and cricket

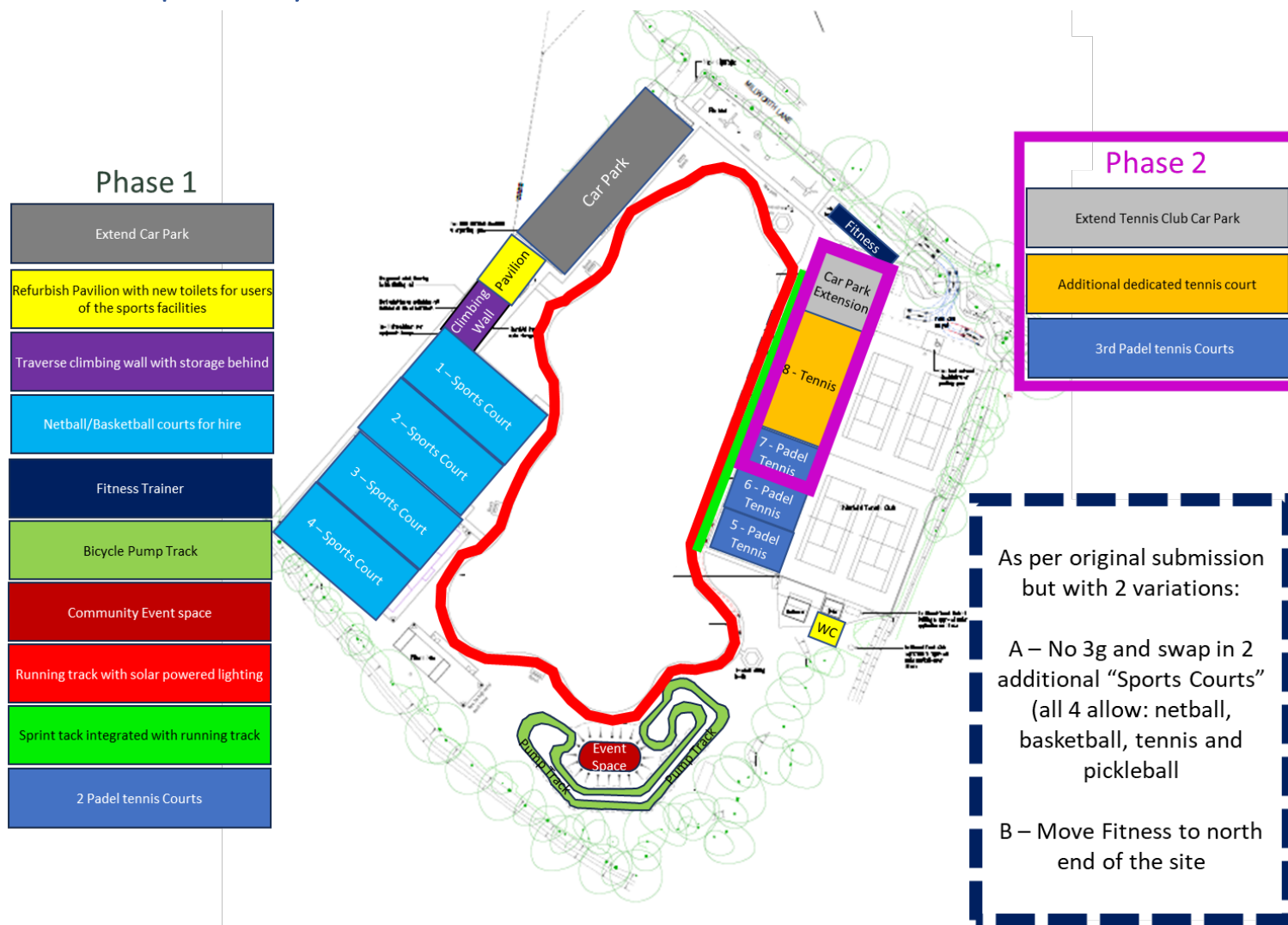
9.5 Spencers Wood Recreation Ground

Provides a Multi-Use Games Area, Skate Park and Zip Wire. The recreation ground is also used by junior football.

9.6 Brookers Hill

Discussion with the University of Reading have indicated that a piece of land immediately west of Manor Ground may be available for the development of cycle-based activities (BMX, mountain biking and cycle skills e.g. jumps) and alongside that parkour (free running). By creating a critical mass of activity there it makes options such as catering (perhaps the same provider as for Millworth Lane), cycle repairs etc. more viable.

Appendix 1 – Proposed Layout for Millworth Lane



Appendix 2 – Proposed Layout for High Copse



Appendix 3 – Extracts from Original Submission

The following is a restatement of elements from the original business case which are felt to be useful context

Appendix 3.1 CASE FOR CHANGE

Objectives

The objectives of this project are to:

- Undertake capital works to be delivered within budget and timetable with each of the elements ready for use within one year of construction starting
- To achieve the targeted usage levels within three years of completion of the capital works
- To deliver a viable plan to establish each of the income streams at or above the projected level within 3 years of completion of the capital works
- To achieve a financially viable position for a refurbished Millworth Lane that provides a positive contribution to operating budgets and provides sufficient provision for the long-term maintenance of the facilities

Effective delivery of this refurbishment project would:

- Improve the overall quality of sports provision within the parish and broaden the range of sports activities available to residents
 - This would also include the provision of a mobile catering service at Millworth Lane
- Improve access to sporting activities through a mix of
 - Elements free to use at all times
 - Elements free to use at Off peak times
 - Elements where a fee is required for use of the facilities
- To improve the health of residents (both physical and mental) through access to sporting opportunities such as
 - Opportunities for walking sports (football, rugby, cricket etc.) for the elderly or less fit
 - Opportunities for others through initiatives such as touch rugby clubs
 - Opportunities for local schools to access the wider range of facilities that Millworth Lane would have to offer
- Improve the quality of the experience through
 - The provision of high-quality facilities
 - The provision of and access to toilet facilities
 - Improved access to courts for use in skills-based sessions
 - Improved car parking arrangements
- Improve access to sports for disabled residents by
 - Broadening the ranges of sports activities available
 - Including easy physical access to those activities
 - Providing disabled toilet access
- Improve the quality of life for neighbouring residents
 - By providing increased car parking spaces and reducing congestion in Millworth Lane itself
 - By exercising more overall control of all activity at Millworth Lane to avoid excessively busy periods

- E.g. co-ordinating use of basketball/netball courts with the tennis club
- To improve provision of facilities for young adults and to reduce the impact of ASB
 - This will include
 - the provision of more positive outlets for young adults
 - Working with the fitness trainer to offer opportunities for young adults
 - The provision of benches where young adults can gather to socialise in ways that they enjoy but do not cause nuisance to others
 - E.g. benches could include solar power for illumination and the charging of mobile devices
 - Security Measures such as CCTV to ensure the safety of all users of the site

Appendix 3.2 Current Issues with Millworth Lane

The specific issues with the site are:

- Suitability of sports currently provided
- Car Parking and traffic
- Condition of Pavilion
- Currently need to be the member of one of the sports clubs currently using Millworth Lane
 - Shinfield Tennis Club
 - There is no access for non-members
 - Shinfield Cricket Club
 - Shinfield Rangers Football Club
- There is minimal provision of activities for young adults within the parish

Appendix 3.3 Main Benefits from Project

It is envisaged that the following groups would benefit from the proposed facilities:

- Residents of the Parish
 - With more immediate access to a wider range of sports
 - With access to a fitness training option
 - With the opportunity for community events and performances
- Schools
 - Who would be able to make use of the facilities during terms times as agreed with SPC
- Existing Sports Clubs
 - For example football clubs would have access to all weather training opportunities in the evening
- Potential New Sports Clubs
 - It is envisaged that there would be opportunities for new clubs such as for walking sports
- Nearby residents
 - Who should experience reduced impacts from inconsiderate parking due to the improved car parking facilities and a switch to sports that have fewer people on site at any given time
- Existing users of the recreation ground
 - One key element of the proposal is to retain the central body of the recreation ground (as contained within the running track) to be open space and to be used for existing activities such as dog-walking and “kickabouts”

- Young Adults
 - There would be a range of free to use sports facilities
 - There would be benches to allow groups to gather
- Shinfield Parish Council
 - Though a financial income stream to cover the ongoing maintenance of the standards of the facilities

Appendix 4 – Detailed Costings

Item 7 - Appendix 4 - Detailed Costings for Millworth Lane and High Copse

	SECTION TOTAL	LINE TOTAL	Multi Use Sports Courts	Other Elements	Padel Tennis Courts	Fitness Centre	Climbing & Cycle Mound	High Copse	Car Park	Other Elements
Item										
TOTALS										
Income		159,448	41,040	0	12,768	0	0	86,640	0	19,000
Revenue Expenditure		80,055	1,425	0	1,330	0	0	2,280	0	75,020
Operating Surplus (Defecit)		79,393	39,615	0	11,438	0	0	84,360	0	(56,020)
Capital Expenditure		1,500,000	331,208	223,604	129,496	38,000	42,850	400,000	66,700	268,142

CAPITAL EXPENDITURE

Site Clearance and Demolition

Demolish existing storage buildings	1,778	0	1,778	0	0	0	0	0	0
Fell Turkish Oak	0	0	0	0	0	0	0	0	0
Planting as required	1,150	0	1,150	0	0	0	0	0	0
Remove cricket practice nets	1,096	0	1,096	0	0	0	0	0	0
Break out concrete base to cricket practice area	5,600	0	5,600	0	0	0	0	0	0
backfill topsoil	607	0	607	0	0	0	0	0	0
Grade and seed area	179	0	179	0	0	0	0	0	0
Remove artificial cricket strip from centre of ground	0	0	0	0	0	0	0	0	0
Sub-Total	10,410								

Recreation Car Park

Break out of post bases	252	0	0	0	0	0	0	252	0
Excavate to reduce levels to extended car park area	1,504	0	0	0	0	0	0	1,504	0
Remove excavated soil	5,534	0	0	0	0	0	0	5,534	0
Level & Compact	1,077	0	0	0	0	0	0	1,077	0
Geotextile membrane	630	0	0	0	0	0	0	630	0
Sub base - open graded crushed concrete	4,594	0	0	0	0	0	0	4,594	0
Capping layer - limestone scalplings	3,004	0	0	0	0	0	0	3,004	0
Compact fill	870	0	0	0	0	0	0	870	0
Core Commercial or similar gravel grid	19,751	0	0	0	0	0	0	19,751	0
Loose gravel finish	1,769	0	0	0	0	0	0	1,769	0
Clean off area as required	2,905	0	0	0	0	0	0	2,905	0
EF1 PCC path edgings	3,711	0	0	0	0	0	0	3,711	0
Extra over gravel finish	1,889	0	0	0	0	0	0	1,889	0
Refix set aside railings	645	0	0	0	0	0	0	645	0
New railings to match original	3,254	0	0	0	0	0	0	3,254	0
Allow for Vehicle gates	2,231	0	0	0	0	0	0	2,231	0
Excavate to reduce levels	331	0	0	0	0	0	0	331	0
Cart away excavated material	1,216	0	0	0	0	0	0	1,216	0
Level & Compact	201	0	0	0	0	0	0	201	0
Geotextile membrane	118	0	0	0	0	0	0	118	0
Sub base - open graded crushed concrete	835	0	0	0	0	0	0	835	0
Compact fill	163	0	0	0	0	0	0	163	0
Paving slabs on full mortar bed	8,465	0	0	0	0	0	0	8,465	0
Sheffield Cycle "Toastrack"	1,055	0	0	0	0	0	0	1,055	0
Recreation Ground Welcome Sign	696	0	0	0	0	0	0	696	0

Padel Tennis Courts (x2) - No additional Tennis Court

Remove and set aside fore re-use existing fencing to side of existing courts	0	0	0	0	0	0	0	0	0
Excavate to reduce levels to new tennis court area	1,587	0	0	1,587	0	0	0	0	0
Cart away excavated material	5,838	0	0	5,838	0	0	0	0	0
Level and compact bottom of excavated area and treat with weed killer	1,421	0	0	1,421	0	0	0	0	0
Geotextile membrane	830	0	0	830	0	0	0	0	0
Sub-base limestone scalplings	8,011	0	0	8,011	0	0	0	0	0
Compact fill	1,147	0	0	1,147	0	0	0	0	0
EF1 PCC path edgings inc excavation, cart away, bed & haunch	1,786	0	0	1,786	0	0	0	0	0
Permeable macadam surfacing	23,462	0	0	23,462	0	0	0	0	0
Floodlights fitted to existing light columns and connect Lighting columns with floodlights & connect to existing including all ducting etc.	1,725	0	0	1,725	0	0	0	0	0
Excavate from reduced level trench for padel court surround	0	0	0	0	0	0	0	0	0
Cart away excavated material	463	0	0	463	0	0	0	0	0
Reinforced concrete ring beam including cut & bent reinforcement as required	851	0	0	851	0	0	0	0	0
Padel Court enclosure including lighting	12,208	0	0	12,208	0	0	0	0	0
Padel net including posts etc	69,000	0	0	69,000	0	0	0	0	0
Line marking to padel courts	909	0	0	909	0	0	0	0	0
	259	0	0	259	0	0	0	0	0
Sub-Total	129,496								

Item 7 - Appendix 4 - Detailed Costings for Millworth Lane and High Copse

Item 7 - Appendix 4 - Detailed Costings for Millworth Lane and High Copse

Item	SECTION TOTAL	LINE TOTAL	Multi Use Sports Courts	Other Elements	Padel Tennis Courts	Fitness Centre	Climbing & Cycle Mound	High Copse	Car Park	Other Elements
Pavilion Refurbishment										
Isolate, disconnect & strip out showers & cart away		318	0	318	0	0	0	0	0	0
Strip out existing kitchen fitments & cart away		0	0	0	0	0	0	0	0	0
Uplift & cart away existing floor finishes		393	0	393	0	0	0	0	0	0
Demolish & cart away existing walls & make good - all assumed non loadbearing		627	0	627	0	0	0	0	0	0
New 100mm block walls to new configuration to create disabled toilet, female/male toilets		4,435	0	4,435	0	0	0	0	0	0
New doors - 4 No		2,197	0	2,197	0	0	0	0	0	0
Replace existing door to meeting/community room with secure door/frame		1,179	0	1,179	0	0	0	0	0	0
New sanitaryware incldg supplies/wastes etc: WC suite & basin to female cubicle		900	0	900	0	0	0	0	0	0
Disabled toilet - Doc M pack		1,072	0	1,072	0	0	0	0	0	0
Male toilets - 2 No urinals & basin		1,426	0	1,426	0	0	0	0	0	0
Outdoor wall mounted drinking fountain		0	0	0	0	0	0	0	0	0
Electrical alterations to amended layout		863	0	863	0	0	0	0	0	0
Supply & install new kitchen fitments to agreed design		0	0	0	0	0	0	0	0	0
Supply & install new floor finishes to all areas		2,405	0	2,405	0	0	0	0	0	0
Decorate all new work and redecorate all existing areas		4,285	0	4,285	0	0	0	0	0	0
General tidy/maintenance as required externally		0	0	0	0	0	0	0	0	0
Sub-Total		20,099								
Seating & General Items										
Bech Seating		0	0	0	0	0	0	0	0	0
Bleacher Seating		0	0	0	0	0	0	0	0	0
CCTV		14,105	0	14,105	0	0	0	0	0	0
Trim Trails		0	0	0	0	0	0	0	0	0
Footpath Lighting		10,350	0	10,350	0	0	0	0	0	0
Sub-Total		24,455								
Contract Preliminaries										
Contract preliminaries		13,915	0	13,915	0	0	0	0	0	0
Sub-Total		13,915								
Pump Track and Events Space										
Individually designed pump track		45,000	0	0	0	0	45,000	0	0	0
Form events mound with graded surround for access		9,275	0	0	0	0	9,275	0	0	0
Credit for reduction in carting away excavated material		(29,554)	0	0	0	0	(29,554)	0	0	0
Sub-Total		24,721								
Full Sized 3G Pitch										
Total cost of Full Sized 3G pitch		1,200,000	0	0	0	0	0	1,200,000	0	0
Football Foundation Funding		(800,000)	0	0	0	0	0	(800,000)	0	0
Sub-Total		400,000								
Additional Elements (not included in TG costings)										
WiFi		5,000	0	5,000	0	0	0	0	0	0
BDS Fees & Planning		70,000	0	70,000	0	0	0	0	0	0
Sub-Total		75,000								
Sub-total of Elements Before Contingency and Future Proofing		1,231,858	331,208	223,604	129,496	38,000	42,850	400,000	66,700	0
Contingency & Future Proofing										
Contingency		123,000	0	0	0	0	0	0	0	123,000
Future Proofing		145,142	0	0	0	0	0	0	0	145,142
Sub-Total		268,142								
Total Project Cost		1,500,000								

Item 7 - Appendix 4 - Detailed Costings for Millworth Lane and High Copse

Item	SECTION TOTAL	LINE TOTAL	Multi Use Sports Courts	Other Elements	Padel Tennis Courts	Fitness Centre	Climbing & Cycle Mound	High Copse	Car Park	Other Elements
INCOME										
Court Hire - Netball Leagues	10,944	10,944	0	0	0	0	0	0	0	0
Court Hire - Netball Club	7,296	7,296	0	0	0	0	0	0	0	0
Court Hire - Basketball	3,648	3,648	0	0	0	0	0	0	0	0
3G Pitch hire	86,640	0	0	0	0	0	0	86,640	0	0
Court Hire - Tennis	4,560	4,560	0	0	0	0	0	0	0	0
Court Hire - Padel Tennis	12,768	0	0	12,768	0	0	0	0	0	0
Court Hire - Pickle	9,120	9,120	0	0	0	0	0	0	0	0
Court Hire - Other	5,472	5,472	0	0	0	0	0	0	0	0
Rental Income(fixed)	5,000	0	0	0	0	0	0	0	0	5,000
Sports Camps	4,000	0	0	0	0	0	0	0	0	4,000
Fitness Rental	10,000	0	0	0	0	0	0	0	0	10,000
Previous £76,000	159,448	41,040	0	12,768	0	0	0	86,640	0	19,000
Other Income not assumed in the above										
Floodlighting	5,035	1,425	0	1,330	0	0	0	2,280	0	0
Not Used	0	0	0	0	0	0	0	0	0	0
Event Income	0	0	0	0	0	0	0	0	0	0
	5,035	1,425	0	1,330	0	0	0	2,280	0	0
REVENUE EXPENDITURE										
Floodlight Electricity	5,035	1,425	0	1,330	0	0	0	2,280	0	0
Ongoing service contract for Security Access	500	0	0	0	0	0	0	0	0	500
Bin Emptying	2,080	0	0	0	0	0	0	0	0	2,080
Major Repairs Reserve	30,000	0	0	0	0	0	0	0	0	30,000
Specialist cleaning and care of courts	6,000	0	0	0	0	0	0	0	0	6,000
Grounds Maintenance	16,380	0	0	0	0	0	0	0	0	16,380
Toilets	5,460	0	0	0	0	0	0	0	0	5,460
Grass cutting	2,600	0	0	0	0	0	0	0	0	2,600
CCTV operation	500	0	0	0	0	0	0	0	0	500
Car Park Security	0	0	0	0	0	0	0	0	0	0
Relamping of floodlights	500	0	0	0	0	0	0	0	0	500
Rates	1,000	0	0	0	0	0	0	0	0	1,000
Contingency	10,000	0	0	0	0	0	0	0	0	10,000
	0	0	0	0	0	0	0	0	0	0
	80,055	1,425	0	1,330	0	0	0	2,280	0	75,020

Ref	Date Paid	Supplier / Payee	Amount Paid (inc VAT) £	Description
001	17/03/2025	Alphabet (GB) Ltd	397.65	Van Rental March
002	20/03/2025	Everflow Utilities	930.14	Water and Waste - all sites March
003	21/03/2025	Telefonika UK Ltd	257.99	5 Phones & Ipad (Office & Facilities)
004	21/03/2025	Peninsula Business Services	475.42	HR & H&S Services - March 2025
005	26/03/2025	Piano Safety Castors	237.00	Extended Toe Kit for Piano - SGC
006	26/03/2025	BeckyWalsh	392.25	Public Speaking Course for Officers & Councillors
007	26/03/2025	Malden Window Cleaning Ltd	18.00	Window Cleaning SWP - 3rd March
008	26/03/2025	BDS Surveyors	1,920.00	Planning Application Support - Millworth Sports Ground
009	26/03/2025	Berkshire Pest Control Ltd	444.00	Pest Control SWP - Annual Fee for Setting Baits
010	26/03/2025	Office Depot International (UK	131.59	Office Equipt & Stationery
011	26/03/2025	Select Environmental Services	84.47	February Commercial Waste - SWP
012	26/03/2025	Select Environmental Services	82.27	February Commercial Waste - Millworth
013	26/03/2025	Select Environmental Services	44.83	February Commercial Waste - Manor
014	26/03/2025	Select Environmental Services	89.67	February Commercial Waste - High Copse
015	26/03/2025	Select Environmental Services	290.52	February Commercial Waste - SGC
016	26/03/2025	A & E Fire & Security	401.82	Annual Intruder Alarm Monitoring SGC
017	26/03/2025	Ricoh UK Ltd	483.54	Rental Equipment & Copies - 3 months
018	26/03/2025	A1 Locksmiths (Berkshire) Ltd	74.10	Full Set Keys for all sites
019	26/03/2025	Alpha Furnishings Ltd	2,343.60	Replacement of Broken Tables SGC
020	26/03/2025	Employees	22,383.16	Net Pay March
021	28/03/2025	British Gas Lite	5,406.74	Electricity - SGC North - 1 month
022	28/03/2025	British Gas Lite	1,868.31	Electricity - SGC South - 1 month
023	28/03/2025	British Gas Lite	30.46	Electricity - External Meter - 1 month
024	28/03/2025	British Gas Lite	511.87	Electricity - SWP - 1 month
025	28/03/2025	British Gas Lite	50.92	Electricity - Ryeish Pavilion - 1 month
026	28/03/2025	British Gas Lite	186.46	Electricity - Millworth - 1 month
027	31/03/2025	HMRC paye	7,660.09	NI & PAYE March Payroll
028	31/03/2025	Wokingham Borough Council	272.77	Attachment of Earnings - March Payroll

Total Payments	47,469.64
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SWP	Spencers Wood Pavilion
SGC	School Green Centre

Ref	Date Paid	Supplier	Amount (inc VAT) £	Description
001	01/03/2025	Amazon EU	14.98	DVDs for Cinema - Wish & Guard
002	01/03/2025	Champion Dreams	8.89	DVD for Cinema - Life of Pi
003	01/03/2025	DVD Overstocks Ltd	8.91	DVD for Cinema - Teenage Mutant Turtles
004	01/03/2025	SMWR	12.64	DVD for Cinema - Mamma Mia
005	06/03/2025	Adobe	47.48	Creative Cloud Software
006	07/03/2025	Amazon EU	20.88	Cables for Rooms at SGC
007	07/03/2025	LCR Brands Ltd	5.99	Coin Bags for Banking
008	09/03/2025	Mailchimp	42.19	Software for Newsletter - 1 Month Fee
009	10/03/2025	Amazon EU	66.48	Digital Photo Frame
010	11/03/2025	Nisbets Catering Suppliers	45.55	Dishwasher Detergents for High Copse
011	12/03/2025	Amazon EU	16.00	Command Hooks for Facilities
012	12/03/2025	Text Magic	60.00	Text Messages for Allotments
013	13/03/2025	T & K Food and Wine Ltd	25.82	Batteries & Milk for High Copse
014	13/03/2025	SP Tapitag	39.00	Cables for office
015	13/03/2025	Amazon EU	3.95	DVD for Cinema
016	14/03/2025	EDZ Online	14.99	Protective Gloves for Allotment Inspections
017	16/03/2025	Amazon EU	14.99	Moana 2 DVD Cinema
018	18/03/2025	Rexel UK Ltd	337.15	LED Light Shades for Spencers Wood Pavilion
019	18/03/2025	Amazon EU	26.99	Flags for VE 80 Day
020	18/03/2025	Emkay Traders	6.95	Domino Set for Youth Club
021	18/03/2025	Amazon EU	10.79	Book for Youth Club
022	18/03/2025	VE80 Day Limited	37.78	VE80 Day - Bunting
023	19/03/2025	Coop	18.45	Tuck Shop Purchases - Youth Club
024	19/03/2025	Amazon EU	37.99	Plastic Storage Boxes for Office
025	24/03/2025	Pro Spin Sports	29.99	Youth Club - Table Tennis Equipment
026	24/03/2025	Post Office	3.34	Milk & Sellotape
027	28/03/2025	Amazon EU	49.86	Films for Cinema
028	28/03/2025	Amazon EU	58.30	Films for Cinema
Total of Payments			1,066.33	

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

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



Matthew Barber
Police & Crime Commissioner
for Thames Valley

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To Town Councils; Parish Councils & Parish Meetings

10 April 2025

Dear Colleague,

I am writing to update you on some of the working going on across Thames Valley to cut crime and catch more criminals.

The headline figures are positive. Overall crimes is down across Thames Valley by nearly 2%. This means that there were more than 2,000 less crimes in the 12-months to February compared with the previous year (and more than 3,000 less crimes compared to the year before that). Some of the biggest reductions have been in residential burglary, knife crime and vehicle crime.

There is of course more work still to do. Although cutting crime remains the priority – ensuring less people become victims in the first place, it is of course vital that criminals are brought to justice. This is a commitment shared by the Chief Constable and I am encouraged that the number of “positive outcomes” (solved crimes in plain English) has increased by 14% in the last year.

These improvements can only continue if the public have confidence to report crime and other incidents to the police. We know that one of the barriers in the past has been the delays in answering 101 calls. I am pleased to report that the average time to answer calls from January to March this year has been well under three minutes. This is an area I will continue to focus on, and we are bringing in further improvements to both the online and telephone contact to make it easier to report issues to the police.

Our neighbourhood policing teams are vital to tackling crime locally as well as engaging with your community. Working with the Chief Constable over recent years we have doubled the number of neighbourhood officers across the Force and I have now been successful in bidding to the Government for funding to recruit an additional 68 neighbourhood police officers.

Although resources need to be focussed on cutting crime and catching criminals, reporting back to communities is important. The connection between local councils and local neighbourhood teams is an important part of that, both in terms of representing community concerns to the police and in sharing the activity of what the police are doing to make our communities safer. To that end I would be grateful if you could contribute to a short survey to understand how Thames Valley Police could improve their links with your council: <https://www.thamesvalley-pcc.gov.uk/local-council-survey/>.

As always please do feel free to contact me or my office if we can support your local council in our collective efforts to keep the public safe and I would be delighted to come and meet with you locally.

Yours sincerely,

Matthew Barber
Police & Crime Commissioner

Level of contact with Neighbourhood Policing team

1. How satisfied are you with the current level of contact you have with your local neighbourhood team?

- Very dissatisfied
- Dissatisfied
- Neither Satisfied nor Dissatisfied
- Satisfied
- Very Satisfied

2. What contact do you currently have with your local neighbourhood team? Please select all that apply:

- Attendance on request at public meetings
- Direct contact in person outside of meetings
- Direct contact via telephone/email
- Occasional attendance at public meetings
- Regular attendance at public meetings
- Regular written report
- Written report on request
- None
- Other - please specify:

3. What level of contact would you like to have with your local neighbourhood team? Please select all that apply:

- Attendance on request at public meetings
- Direct contact in person outside of meetings
- Direct contact via telephone/email
- Occasional attendance at public meetings
- Regular attendance at public meetings
- Regular written report
- Written report on request
- None
- Other - please specify:

4. What information would you find useful in neighbourhood policing reports?

- Comparison with other areas
- Force-wide statistics
- Local crime statistics
- Narrative report on local issues
- Other - please specify:

5. What level of contact would you like to have with your local [Independent Advisory Group](#)?

Please select all that apply:

- Attendance on request at public meetings
- Direct contact in person outside of meetings
- Direct contact via telephone/email
- Occasional attendance at public meetings
- Regular attendance at public meetings
- Regular written report
- Written report on request
- None
- Other - please specify:

6. If you have any additional comments, please detail below: