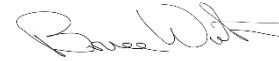


To all members of Shinfield Parish Council

Notice is hereby given and you are summoned to attend a meeting of the Full Council on Wednesday 25th October 2023 at the School Green Centre, commencing at 19.30



Bruce Winton, Parish Clerk
19th October 2023

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

Agenda

1. Public Questions

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

2. Apologies and declarations of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
- 2.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
- 2.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest

3. Minutes of Meeting on 27th September 2023

- 3.1 To **APPROVE** the minutes of the Full Council meeting on 27th September 2023* as a correct record of the meeting
- 3.2 To **RECEIVE** information on matters arising

4. Reports

- 4.1 To **RECEIVE** reports from the Borough Councillors*
- 4.2 To raise any questions to WBC via the Borough Councillors
- 4.3 To **NOTE** the draft minutes of the Facilities Committee dated 4th October 2023* and update from the Vice-Chairman of the Committee
- 4.4 To **NOTE** the draft minutes of the Arts, Culture and Events Committee dated 5th October 2023* and update from the Chairman of the Committee
- 4.5 To **NOTE** the draft minutes of the Planning & Highways Committee dated 11th October 2023* and update from the Chairman of the Committee
- 4.6 To **RECEIVE** and **NOTE** a verbal update from the Traffic Working Party
- 4.7 To **RECEIVE** a verbal report from the Chairman
- 4.8 To **RECEIVE** reports from outside bodies

5. Engagement Working Party

- 5.1 To **RECEIVE** and **CONSIDER** an update from the Engagement Working Party

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

*** indicates papers to follow*

6. Education Provision in the parish

- 6.1 To **RECEIVE** and **CONSIDER** an update from the Education Working Party
- 6.2 To **RECEIVE** and **NOTE** a verbal report from the Clerk on his proposed visits to Secondary Schools attended by SPC Children to seek ideas for their needs in the Parish

7. New Committee

- 7.1 To **RECEIVE** and **CONSIDER** proposal for a new committee responsible for children and young adults *

8. Sports & Recreation Items

- 8.1 To **RECEIVE** and **CONSIDER** a verbal update on the Sports Working Party
- 8.2 To **RECEIVE** and **CONSIDER** a report from the Clerk on a business case** for proposed sports facilities at Millworth Lane recreation ground

9. Land issues

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

10. School Green Centre

- 10.1 To **RECEIVE** and **CONSIDER** a verbal report from Cllr Grimes on the School Green Centre
- 10.2 To **RECEIVE** and **CONSIDER** a proposal for the provision of film screening facilities*
- 10.3 To **RECEIVE** and **NOTE** a verbal update from the School Green Working Party

11. Grant Applications

- 11.1 To **RECEIVE** and **CONSIDER** four Capital Grant applications*

12. Correspondence

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

13. Invoices for Payment

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

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

*** indicates papers to follow*

14. Confidential Business

- 14.1 To **RECEIVE** and **CONSIDER** a motion to conduct the remainder of the meeting in confidence due to the confidential information to be discussed

15. Ryeish Green Pavilion

- 15.1 To **RECEIVE** and **CONSIDER** an update from the Clerk regarding the sale of Ryeish Green Pavilion

16. Spencers Wood Pavilion, Community Room

- 16.1 To **RECEIVE** and **CONSIDER** a proposal for the long term daytime use of the Community Room at Spencers Wood Pavilion*

17. Dates of Next Meeting

- 14.1 The date of the next Full Council Meeting will be Wednesday 22th November 2023

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

*** indicates papers to follow*

Minutes of a meeting of Full Council
Held on Wednesday, 27th September 2023
At School Green Centre commencing at 19:00

Present: Cllrs Clarke, Grimes, Hoyle, Jones*, Masseron, Montgomery** and Peer

Attending: BCllrs Glover, Gray & Rance
B Winton (Clerk), S Herring (Deputy Clerk)
13 members of the public
Matthew Barber, Police and Crime Commissioner for Thames Valley

23/114 Thames Valley Police and Crime Commissioner

114.1 The Thames Valley Police (TVP) and Crime Commissioner explained that his role was not operational and that he dealt with finance and strategy. He set out some of the key points that TVP were proposing: -

- Decrease the average response time for 101 calls from 6 minutes to 3 minutes
- Launching of a victim's portal to allow them to logon and get an instant update of their case
- Increase reporting using other forms of communication, e.g. Facebook messenger, WhatsApp, etc. This would be a quicker way to report and make it simpler for residents
- More recruiting for neighbourhood policing. As part of this, more PCSOs had chosen to train as Police Officers which had created a gap. There was a challenge with recruitment due to competition with the Metropolitan Police.
- The recruitment drive would allow more neighbourhood police officers to tackle increased levels of anti-social behaviour (ASB), shoplifting, etc.,
- Visible policing was now a priority together with communication about successes in the local media, working with local groups, parish councils, etc. There was no simple method.

Questions were then invited from the public and Councillors.

**Cllr Jones joined the meeting at 19.30*

23/115 Public Questions

115.1 ASB at the Spencers Wood Youth Club

The senior youth worker explained how she was experiencing problems with youths kicking doors, breaking locks and using abusive language to youth workers resulting

in two evenings being cancelled. She did not feel safe walking to her car. She recognised that there was an element of 'herd culture' as some of those involved were members of the youth club who were normally pleasant individuals. She asked how this could be dealt with and how to obtain support.

WBC's ASB officer was present who offered to work with her and to ask the PCSO's to be visible and engage with the offenders.

The Police and Crime Commissioner stated that although TVP wished to have more visible policing in urban, rural and suburban areas they were struggling to attract applicants.

115.2 One BCllr reported that a member of her family had been a victim of abuse but was afraid to report the incident, even though she was aware of who the people were, in fear of repercussions. The Police and Crime Commissioner said it was really important that crimes are reported so the police force were aware of the magnitude of the problem. Crimes can be reported anonymously through 'Crime Stoppers'. PCSO's can talk to parents and children to intervene on ASB.

115.3 A member of the public reported that a local retailer had been threatened with a machete. He was also aware of drug dealing in local streets. He had encouraged the people in question to report the crimes.

The Police and Crime Commissioner said that any "in the act" drug dealing should be reported via 999. All reports of crime are looked at by local inspectors on a daily basis and they are used as intelligence on where to deploy resources. First time offenders for knife crime are usually released under investigation; this is followed up with a court appearance and a fine. Under 18's are more likely to be charged in custody and go straight to court.

115.4 The Chairman asked why there wasn't more police presence at local events. The Police and Crime Commissioner stated that a request was needed prior to the event.

115.5 Discussion took place regarding police and community open days. The Police and Crime Commissioner said that the communications team were looking at ways to develop and promote roadshows around the TVP area to reach as many people as possible. He felt that this would be more successful than holding a large event at the Sulhamstead site.

115.6 BCllr Gray asked how the police link with the ASB team at Wokingham. WBC cannot deal with criminality; they do hold local meetings and discuss ASB cases. There is a strong link between the two.

08:08 *The Police and Crime Commission left the meeting*
7 members of the public left the meeting
***Cllr Montgomery joined the meeting*

115.7 Footpath on Hyde End Lane

The SPC Volunteer representative reported that he had a petition signed by 400 residents regarding the unfinished footpath on Hyde End Lane that resulted in residents having to walk along a very dangerous road. It was recognised that responsibility for the path lay with WBC and that they had had received the money to complete this footpath but were reluctant to do so until the proposed new primary school was built. However, it was still unclear as to if and when the school would be built. Taylor Wimpey had offered to finish the path for £10,000 while they were on site, but WBC had declined the offer.

Cllr Masseron proposed that SPC indicate to Wokingham Borough Council that the parish council was prepared to co-fund the provision of an interim footpath on Hyde End Lane on an even share basis with a maximum contribution of £5,000 from SPC.

Proposed: Cllr Masseron
Seconded: Cllr Peer
Agreed: Unanimously

4 members of the public left the meeting at 20.25

23/116

Apologies and declarations of Members' Interest

- 116.1 Apologies had been received from Cllrs Boyer, Jahromi, James, Lias and Tatla
Apologies had been received from Borough Cllr Munro
- 102.2 There were no declarations of members' interests
- 103.3 There were no changes to members' declarations of pecuniary interests

23/117

Minutes of the Meeting held on 23rd August 2023

- 117.1 The minutes of the meeting held on 23rd August 2023 were approved as a correct record and signed as such by the Chairman.

Proposed: Cllr Clarke
Seconded: Cllr Jones
Approved: Unanimously

- 117.2 **The following matters arising were discussed:**

- 23/71.2 Clerk to complete mapping of bin locations

This was ongoing with the hope of having this completed by the end of the week. Wokingham Borough Council had recently announced a list of potential bins to be removed and listed 26 under consideration within Shinfield Parish. A few are proposed due to lack of use, but the remainder are proposed because there are "other bins in the area". Sometimes these are WBC bins, for example, there are four around the School Green with two marked for possible removal. However, others are Shinfield Parish Council or even businesses (for example, the BP garage at Three Mile Cross).

ACTION: Clerk to arrange an awareness campaign to encourage litter to be taken home

23/75.2 Clerk to chase for the lease on Manor Ground

The lease had now been signed by SPC and sent to the University of Reading for their signature.

23/86.2 Clerk to write to the Police & Crime Commissioner (PCC) and invite him to attend a meeting with councillors

This was on the agenda

23/88.2 Clerk to arrange the first meeting of the Education Working Party

This was on the agenda. Cllr Bray had attended. Swallowfield had been invited but declined at this stage.

23/89.3 Clerk to continue to pursue the location of land at MereOak as an option for a 3g pitch

The Clerk advised that he had no further update, but it looked unlikely that WBC could be persuaded of MereOak as a possible location for a 3g pitch.

23/104.2 Clerk to write to BCllr Rance regarding the entry in her report for 23.7.23 in respect of school bus provision

The Clerk had written to BCllr Rance who had accepted that the correction was a more accurate description of the situation

23/109.1 Clerk to Draw up Heads of Terms for a lease of Ryeish Green playing fields

The Clerk advised that this had been discussed at Finance & General Purposes Committee and the Clerk was asked to write to WBC to suggest using the lease of Deardon Field as a basis for the playing fields lease with a view to the leases being co-terminus. The Clerk had written to WBC proposing that arrangement but had not yet received a response.

ACTION – Clerk to follow up with WBC

23/111.2 Clerk to provide information on the website and in the newsletter explaining the relationship between SPC, WBC and parliamentary constituency borders

The Clerk advised that he had prepared a draft document but due to staff illness that had not been completed and issued.

ACTION – Clerk to arrange for publication in the next SPC newsletter

23/113.3 Clerk to circulate a list of the grant applications received

The Clerk advised that this has been issued to all parish councillors. This item was also on the agenda

23/118

Reports

118.1 Reports from Borough Councillors

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

118.2 Questions for Borough Councillors

BCllr Glover's report stated 'Hyde End Road' in the last paragraph. This should read 'Hyde End Lane'. BCllr Glover agreed to this amendment.

There were no questions for the BCllrs.

118.3 Minutes of Facilities Committee 6th September 2023

Cllr Clarke reported that he and the Clerk to the Parish Council had met with Shinfield and Spencers Wood football clubs who reported they had 800 members. On Saturday mornings, the 'Little Kickers' had 50-60 members who would potentially move up to the other two clubs. The clubs were paying £56 for the use of a full-sized football pitch which was proving to be expensive, and they relied heavily on volunteer coaches. Two teams play at Swallowfield and Riseley as there were insufficient pitches in the parish. The two cricket clubs are turning people away due to insufficient space.

Cllr Clarke had attended the Planning and Highways meeting to express the support of the Facilities Committee for the planning application of the two junior pitches at High Copse.

Members **NOTED** the minutes of the Facilities Committee meeting held on 6th September 2023.

118.4 Minutes of the Arts, Culture and Events Committee 7th September 2023

Cllr Tatla noted:

Rock Around the Christmas Tree might be combined with an evening Christmas Market for local businesses provisionally on Friday 1st December.

The Chairman proposed that this event be held on a Saturday to allow more family participation. This would be discussed further at the next Arts, Culture and Events Committee meeting.

Members **NOTED** the minutes of the Arts, Culture and Events Committee meeting held on 7th September 2023.

118.5 Minutes of the Planning & Highways Committee 13th September 2023

Cllr Peer noted:

The planning application for Carney's Yard had been refused, but not yet closed. The Traffic Restriction Order (TRO) had not been published.

ACTION – Clerk to follow up the TRO

Members **NOTED** the minutes of the Planning and Highways Committee meeting held on 13th September 2023

118.6 Working Parties

Traffic Working Party:

The Clerk advised that as there had been no response from WBC regarding the formal requests for speed limit restrictions and crossings submitted in late August there had been no working party meetings held since the last meeting.

118.7 Chairman's Report

Cllr Grimes reported that

- The Spencers Wood Carnival had gone well
- Spencers Wood Village Hall, accounts were completed and in a healthy state and the committee was now working well

118.8 Cllr Masseron requested that the Finance and General Purposes Committee minutes be circulated with the Full Council papers.

ACTION – Clerk to circulate the Finance and General Purposes Committee minutes with the Full Council papers for future meetings

118.9 Reports from Outside Bodies

- The Shinfield North seaside trip had been a thoroughly enjoyable day enhanced by the Red Arrows at the end of the day. One lady had stated that she had never seen the sea before.
- NALC – Cllr Peer reported that she, and the Clerk, had attended an online session on 'Communications with the Community' and it had been strongly recommended to use a variety of communication methods to reach a large number of people, recognising that 'word of mouth' was the most effective.

23/119 Engagement Working Party

119.1 Engagement Working Party

This had been arranged but was not able to take place. It would be rearranged.

ACTION – Clerk to rearrange the Engagement Working Party

119.2 Engagement at Spencers Wood Carnival

The Clerk advised that there had been 5 councillors and 4 officers involved in manning the stall over the course of the day. Almost 50 new names were added to the eNewsletter distribution list, and many positive conversations were had. The Clerk had also taken on board how the stall could be improved for next year's event.

Cllr Clarke reported that the voluntary car service only had one or two people who spoke to them. It was essential to get volunteers so they could expand the service beyond taking people to hospital and for health appointments. It was suggested that the service had more prominence on the SPC website.

ACTION – Clerk to investigate improving the publicity of the voluntary car service on the SPC website

23/120 Education Provision in the parish

120.1 Education Working Party

The first meeting of the Education Working Party (Cllrs Grimes, James, Lias, Montgomery and Tatla plus the Clerk and Deputy Clerk) took place on 12th September at 11:00 as a TEAMS meeting which also included BCllr Bray and Ming Zhang, Assistant Director of Education, WBC. Key points were as follows:

- SPC wants to help solve the problems faced by our students and get an equitable basis with other students in the borough for both students and parents. It was important that they had equality and the same opportunities as others.
- BCllr Bray talked about Hall Farm as possibly creating a new secondary school nearer to the parish but this would be at least 10 years away (if it happens at all), and concerns about being able to access the school (e.g. Bohunt)
- Bohunt 6th form starting 2024 for their own pupils and open to other students from 2025
- Oakbank 49 out of an intake of 112 had not selected the school as one of their choices (43.8%). Suggestion that, if possible, Cllr Tatla becomes a member of the Oakbank School governing body. SPC would like to investigate what they could do to help create a more favourable impression of the school
- New Spencers Wood Primary Funding had been allocated for the building of a new primary school in Spencers Wood, however, concerns were that the land was within the DEPZ, and the potential number of students was currently inadequate. No further discussion took place due to time restraints.
- Transport Issues – SPC made it clear to BCllr Bray that nobody wanted a repeat of this year's issues, and the plan was to spend more time talking about transport issues at the next meeting
- Next Meetings – 17th October for SPC and 31st October with BCllr Bray

Further discussion took place: -

- It was recognised that there was no Post 16 Education provision within the parish, with Wokingham being the hub of the main transport network linking to sixth form colleges. The parish was compromised as there were inadequate, or no, direct transport links.

- Members were unsure as to why a primary school could not be built within the DEPZ as most of the intake would be from children living within the DEPZ, therefore there would be no additional strain to emergency planning.
- A suggestion was made to investigate whether Oakbank School could be differentiated in some way to make it more attractive by creating links with the Berkshire Film Office.

23/121

Sports and Recreation Items

121.1 Cllr Clarke gave an update on the Sports Working Party

Detailed costings for the proposed sports provisions at Millworth Lane had now been received from the Chartered Surveyor with a total projected cost of £1,047k compared to the “order of magnitude” provided to Full Council of £750k. The Clerk advised that the costing included some elements which could be dropped, deferred or reduced in scope. The Sports Working Party would be meeting next Tuesday afternoon to discuss what measures could be taken. The Clerk reminded members that a detailed Business Case would be presented before any planning application or work was carried out.

It was agreed that it would be good to move this project forward to planning and the working party should look at expenditure and potential income.

23/122

Ryeish Green Pavilion

122.1 The Clerk reported that the Ryeish Green Pavilion was on the market and to date there had been 50 viewings of the property over three different days and formal offers had been received. It was now intended to invite formal bids from those who do wish to make a bid for the building to include a deadline date and time. Enquiries included vets, churches and a nursery.

Proposed: Cllr Peer
Seconded: Cllr Clarke
Approved: Unanimously

23/123

Land Issues

123.1 As agreed at the last meeting the proposal is now to regularise arrangements for both the Deardon Field and Ryeish Green Playing Fields by means of leases so that ownership does not change. For the avoidance of doubt the Ryeish Green playing field is only part of the total area used as playing fields and does NOT include the 3g pitch. This had been discussed at Finance & General Purposes Committee on 20th September and it was agreed to propose to WBC that the Deardon field lease be used as the basis of the arrangements.

ACTION – Clerk to arrange for the leases to be drawn up

123.2 Community Space in the north of the parish

The meeting with the director of the Bellevue Place Education Trust (BPET), the headmaster and finance manager for the Whiteknights School had taken place on the 19th September with Cllrs James, Montgomery and Tatla plus the Clerk and Facilities Manager.

BPET shared current plans for the building which could be built in up to 3 phases. BPET advised that their preferred approach would be to achieve Phases 1 & 2 of an overall three phase build at the same time and were hoping to move as quickly as possible on this.

Phases 1 & 2 would cost approximately £1.5m if done together (but £1.8m if completed as separate phases). The school currently had £1.0m available through ten years of fundraising by the school.

Cllr Hoyle supported the idea but questioned whether there were any other alternative sites available in north Shinfield. BCllr Gray suggested that this was an excellent site for holiday clubs, etc and suggested talking to Reading Borough Council as well as they were a neighbour to SPC.

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

123.3 Unfinished Footpath on Hyde End Lane

This item had been discussed at the beginning of the meeting under ‘public questions’.

23/124 School Green Centre

124.1 Update from Cllr Grimes

Cllr Grimes reported that the snagging list would be signed off once he had confirmed everything with the Facilities Manager.

124.2 Provision of film screening facilities

The Clerk advised that an initial site visit had been held on 23rd August with the appointed contacts acting on behalf of Shinfield Studios. There had also been a Teams discussion on 19th September. The Clerk had reiterated the concerns that any cinema solution needed to work for the council as well and not have any undue adverse impacts on the operational flexibility currently available.

124.3 School Green Working Party

Quotes for bollards and screens had been requested which hopefully would be available for the Facilities Committee meeting on 4th October.

23/125 Grant Applications

- 125.1 The Clerk reminded members that the decision had been taken in March to move to an annual application process and this had been successful in terms of the number of applications received. Whereas the previous scheme only required approval from the then Recreation & Amenities Committee this new system ensured that there was a lengthy review of each application through the working party which was then ratified by Finance and General Purposes committee (F&GP) and was now being submitted to Full Council for final formal approval.

The Clerk took members through the recommendations.

Proposed: Cllr Clarke
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to inform the applicants of the decision of their grant application

- 125.2 Four applications were deemed to be capital grant applications, and these will be considered further by F&GP Committee

Proposed: Cllr Clarke
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to convene a further F&GP committee working party

23/126 Correspondence

- 125.1 There were no items of correspondence

23/127 Invoices for Payment

- 127.1 Members **NOTED** the following payments: -
- Payments made within the Clerk's financial delegation
 - Payments made on Barclaycard within the Clerk's financial delegation

23/113 Date of Next Meeting

- 113.1 The date of the next meeting is Wednesday, 25th October 2023

21:56 *2 members of the public left the meeting*

The meeting ended at 21:56

List of Actions

23/117.2 23/71.2	Clerk to arrange an awareness campaign to encourage litter to be taken home	Clerk
23/117.2 23/109.1	Clerk to follow up with Wokingham Borough Council the Heads of Terms for the lease of Ryeish Green playing fields	Clerk
23/117.2 23/111.2	Clerk to arrange for the publication of the relationship between SPC, WBC and parliamentary constituency borders in the next SPC newsletter	Clerk
23/118.5	Clerk to follow up the publication of the TRO relating to Carney's Yard	Clerk
23/118.8	Clerk to circulate the Finance and General Purposes Committee minutes with the Full Council papers for future meetings	Clerk
23/119.1	Clerk to rearrange the Engagement Working Party	Clerk
23/119.2	Clerk to investigate improving the publicity of the voluntary car service on the SPC website	Clerk
23/123.1	Clerk to arrange for the leases to be drawn up for the Deardon Field and Ryeish Green Playing Fields	Clerk
23/123.2	Clerk to provide a formal report on the options for establishing a presence in the north of the parish	Clerk
23/125.1	Clerk to inform the applicants of the decision of their grant application	Clerk
23/125.2	Clerk to convene a further F&GP committee working party	Clerk

Borough Councillor Reports

Councillor Glover

Committees etc

I attended the Climate Emergency Overview and Scrutiny Committee where we had a report by Procurement on how the Climate Emergency Action Plan affects their procedures, and an updated on the Barkham Solar Farm, which is now going ahead.

Residents' issues from last month:

The main activity this month has been the 'unfinished footpath' parallel with Hyde End Lane. Having had talks with officers about how this can be completed, I will be asking a Member's Question in tonight's Wokingham Borough Council meeting.

Traffic problems in the residential part of Hyde End Lane continue, and I would like to work with the council on trying to find a solution, both on school days, and football days.

Both of these issues impinge on 'Safe routes to Oakbank', which is an issue that I'd like to work with SPC on.

Residents' issues this month

Parking on verges and pavements seems to be a recurring theme, as is a 30mph speed limit on Hollow Lane.

Councillor Gray

Meetings continue with the Children's Services Overview and Scrutiny, and Corporate Parenting board committees. I attended the virtual school governing body as part of my role on the CSO&S committee and visited the SEND Voices event at St Crispin's leisure centre on 7th October and spoke to a number of people about SEND provision in the borough, most notably the representatives from SEND Voices who had a lot of feedback on recent issues in the borough affecting SEND children.

Casework:

- A few instances of fly tipping that I have reported.
- Ongoing issues with council housing contractors which I am in continued discussions with the council to resolve.
- Concerns raised about traffic and crossings on the Shinfield Road outside Crosfields school.
- Some bits of casework picked up outside the ward in Shinfield with regards to speeding which I am investigating.

Councillor Johnson

Councillor Munro

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

Councillor Rance

17.9.23 Resident, Hyde End Lane, wrote to all 3 of us BC's about the horrors of Saturday morning football practices. The road is virtually impassable and a nightmare for residents. Catherine Glover responded first to go meet her. I don't know of progress on this one.

17.9.23 Resident wrote of another 'horror' - of being given a parking ticket in Peach Street and the further 'horror' of appealing to WBC. I referred him to the Westcott councillor to approach.

20.9.23 I reported Flytipping of massive boards dumped in Monarch Drive. Earlier 2023 a path linking Hawthorns with Monarch was opened up and made good with bark laid all along. Unfortunately, due to lack of gardening care by WBC it is completely overgrown, unsightly and hazardous. Can't complain to WBC because of their cutbacks.

21.9.23 At WBC Full Council I asked 'When will the LD led Council persuade officers to return to Shute End building, saying the Public Sector's most important role should be delivering effective services in house rather than working leisurely'. **I was prompted by many residents and some of SPC** as to why officers have not returned to work in person since the pandemic was over by 2021.

Uproar ensued. I was told it was the most 'outrageous, illogical' question ever. I had 'attacked them'. I also brought up certain issues which were denied. It was insisted the Shinfield bus service had not suffered/Shinfield residents had not been alarmed. But at the 2 meetings at SPC, everyone was told there is 'no budget, no money for another bus, they had to make savings, parents could drive to Finchampstead to catch another bus, bin collections were not cancelled' even though over 100 litter bins have been covered up borough wide, 'town centres are thriving', when all reports say opposite due to car parking and CT hikes.

I categorically did not criticise their work ethic and this is on record. However, my commentary was resented and 'hard working' was the word chosen to hone in on. Final words were : they "will ensure staff are based at the location where they can best serve the residents" (which is "at home").

23.9.23 Reported to SPC an overfull Litter Bin in Grovelands, which was emptied very quickly.

26.9.23 Whilst delivering, I noticed hugely overgrown bushes alongside the first few houses in The Manor which in no way would allow a pushchair or a mobility scooter to pass. I took photos and reported online. Within 4 days it was cleared.

27.9.23 A resident who I have been supporting for 2 years at Clements Close, is under huge stress, as her son has been diagnosed with autism/ADHD. He plays up a lot and neighbours have been complaining about his noise, which cannot be stopped because of his disabilities. She has been on the waiting list to move for several years, but nothing yet, though other residents have been moved recently. I am chasing WBC on this for her.

27.9.23 I wrote in last month's report of a resident with 5 children, 2 of whom have disabilities. She was about to be evicted and there was court action. I wondered how she was getting on. She had not heard from WBC or about Court action and I have chased this up.

29.9.23 Am pleased to see (announced by Prue Bray) Bohunt 6th form is to go ahead. WBC will fund by **borrowing** £5.25m it was reported, and this will be matched by Bohunt Education Trust.

2.10.23 Hot on the heels of the above came a notification from WBC about the financial position, and 2nd paragraph mentioned the number of councils that have gone bankrupt. WBC reassure that it is not facing this 'at this stage', talking about the need for savings, inflation, increasing need and then blames low government funding all of which are causing significant challenges. At a later date we are told WBC have lent bankrupt Woking £10m and made loans to a further 3 outlets.

2.9.23 Whilst delivering a resident called me to stop and listen to her. She works in admin at WBC is very hurt about my question to Council, criticising them for not being hard working. I reassured her to read the question. I **never mentioned them not being hard working**. I merely asked when they would return to their desks.

Virtually the next day I had a very agitated resident contact me. Her 17year old son had not been able to return to his studies via Nisai Virtual Academy because WBC had not paid the fee. In desperation she had: Visited Shute End 3 times to speak to someone, assuming that staff were back behind their desks. Of course she found they are not and got fobbed off by the receptionist. She had also made 12 emails, 10 phone calls and NOT ONE PERSON HAD GOT BACK TO HER.

This is a perfect example of a resident needing help and no officer responded and no officer was in the Shute End building.

4.10.23 Resident of Recreation Lane emailed me reporting that a gang of youths huddled around the opening of the Pavilions green onto Recreation, swearing and cussing and being thoroughly noisy on Youth Club night. He is so worried about reprisals to his children/house/car that he did not challenge them (except write to me and SPC). There was another incident week beginning 9th Oct where the number of youths escalated to approx 20. I believe some extra fencing is going to be put up where the gang are getting in from the allotments.

4.10.23 Heard that Planning will not uphold the queries regarding the TPO trees at 181 Hyde End Road, and the worries of one of the residents there.

7.10.23 The gentleman who runs the Post Office at Three Mile Cross rang me to ask if there was anything I could do about the double yellow lines laid around the roundabout. Another resident at that junction also contacted me asking about what is happening there.

I wrote to 3 officers. 7 days later, no acknowledgement of my correspondence whatsoever.

11.10.23 Heard from the paraplegic resident who was hoping to move into his adapted bungalow a few weeks back. Now an upsetting development. A full survey **had not** been carried out in other areas which are now showing damp and mould. This young man is suffering badly from depression as he has been housed in the tiniest of rooms for 2 years, with just kitchenette/shower. He cannot use the specialist equipment loaned to him by Stoke Mandeville hospital which is vital to help strengthen his body. I contacted WBC but the workings are nothing short of slow.

Bizarre Moment!! 13.10.23 Had an email from Cleaner & Greener answering my email of **14 months ago, dated 6th August 2022**. They have now cut down overhanging bushes at MereOak Mobile Home Units (an elderly lady had contacted me **at that time**, because she was worried about the fire hazard of the bushes being so near to the homes). They also made good the area around the hut area! **One year and 2 months later I get an acknowledgement**. You couldn't make it up!

Minutes of a meeting of
The Facilities Committee
Held on Wednesday 4th October 2023
At School Green Centre commencing at 19:30

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

Attending: S Herring (Deputy Clerk) and B Winton (Clerk)*
*1 member of the public

* left the meeting at 20:00 – in attendance for minute 23/FC/59.1

23/FC/55

Public Questions

55.1 See minute 23/FC/59.1 that was discussed at the beginning of the meeting

23/FC/56

Apologies and declarations of Members' Interest

56.1 There were apologies for absence from Cllr Boyer

56.2 There were no declarations of members' interests

23/FC/57

Minutes of the Previous Meeting

57.1 The minutes of the Facilities Committee meeting held on 6th September 2023 were approved as a correct record and signed as such by Cllr Clarke as Chair of the committee.

Proposed: Cllr Tatla
Seconded: Cllr Jahromi
Approved: Unanimously

57.2 The following matters arising were discussed:

23/FC/47.1 a) Facilities Manager to request Tony Grover to provide a cost for the sports proposal at Millworth Lane

This was on the agenda

23/FC/47.1 b) Facilities Manager to contact Nigel Frankland, UoR regarding the removal of trees at Millworth Lane and to obtain a quote for the same

This was on the agenda

- 23/FC/47.2 Facilities Manager to attend the meeting of the Sports Working Party and request that Shinfield Rangers bring any proposals for the use of the Ryeish Green Pavilion to the meeting

Clerk and Cllr Clarke attended the meeting with the football clubs on 26th September. The Chairman reported that the Ryeish Green pavilion was used as a base for the football clubs who used a storage container on the site. Members agreed that nothing further could be discussed until the outcome of the sale of the pavilion was known.

- 23/FC/48.1 Facilities Manager to contact Taylor Wimpey and ask them to rotavate the land around the allotment plots at Orchard Rise

The Facilities Manager had written to Taylor Wimpey regarding the weeds surrounding the allotments at Orchard Rise but had received no response.

- 23/FC/48.2 a) Facilities Manager to produce photographs of the work carried out on the allotments at the next meeting

This was on the agenda

- 23/FC/48.2 b) Facilities Manager to alert the Allotments Administrator of potential problems with access to the Arborfield Road allotments when the new nursery opened

The Deputy Clerk reported that she had alerted the Allotments Administrator to the potential problems with access to the Arborfield Road allotments and the Allotments Administrator would monitor the situation once the nursery was opened. Concerns were expressed as to who owned the land between the allotment entrance and the proposal new nursery.

ACTION – Deputy Clerk to investigate ownership of land between the Arborfield Road allotments and the new nursery

- 23/FC/48.3 Facilities Manager to provide details of the protocol in respect of removing people from allotments for discussion at the next meeting

This was on the agenda

- 23/FC/49.2 Facilities Manager to order Christmas Trees

This had been done – delivery date was week commencing 27th November 2023. Members felt that Shinfield Parish Council (SPC) should provide a tree for Grazeley Village Hall.

ACTION – Facilities Manager to discuss with Grazeley Village Hall and order a Christmas Tree accordingly

- 23/FC/50.1 Facilities Manager to set a deadline for completion of the Chapel Lane Pre-School contract

The Facilities Manager reported that this had now been signed

- 23/FC/51.1 Facilities Manager to apply for planning permission of the fence at the Manor Ground

The Facilities Manager reported that this had been applied for and he was working his way through providing visuals to Wokingham Borough Council (WBC). It was important that there was a secure area storage of the cricket equipment.

- 23/FC/51.2 Facilities Manager to pursue the arrangements for the transition from cricket to football at the Manor Ground

The Deputy Clerk reported that the football pitches had been lined and the Clubs would start using the ground in October

- 23/FC/52.2 Deputy Clerk to set up the next meeting of the School Green Working Party

This was on the agenda

- 23/FC/52.3 Cllr Clarke to present the views of the Facilities Committee on PA223287 to the Planning and Highways Committee meeting on 13th September

Cllr Clarke had attended the Planning and Highways Committee meeting and set out the views of the Facilities Committee on the planning application for two junior sports pitches north of the bus gate access road. Subsequently the Clerk had submitted comments on the planning portal accordingly.

- 23/FC/52.4 Facilities Manager to contact UoR to cut back the hedge on Hyde End Road and discuss whether if solar lighting would be possible

This was on the agenda

- 23/FC/52.5 Deputy Clerk to add 'roundabouts' as an item on the agenda in January 2024

This would be done.

- 23/FC/52.6 Facilities Manager to contact Nigel Frankland, UoR to set up a meeting to discuss the number of weeds overgrown within the Parish

The Facilities Manager would discuss this, and other parish items, with Nigel Frankland at their next meeting. Cllr Clarke requested that he join the meeting.

ACTION – Facilities Manager to invite Cllr Clarke to the next meeting with Nigel Frankland, UoR

23/FC/52.7 Deputy Clerk to add an item on the agenda of the Finance and General Purposes Committee 'Bus Shelter on Hollow Lane'

This had been done and approved

23/FC/53.1 Facilities Manager to report back to the next meeting of any offers on the sale of Ryeish Green Pavilion

This was on the agenda

23/FC/58

Works Update

58.1 The Facilities Manager had reported that the Gym equipment at Spencers Wood Pavilion had now been repaired

23/FC/59

Millworth Lane

59.1* Plans for the development of Millworth Lane

This item was discussed at the beginning of the meeting when the Clerk reported that the plans had been revised for the costs to be closer to the previously discussed figure. This could be achieved by:-

Excluding -

- the additional tennis court
- bleacher seating
- hard standing for mobile catering
- removal of surplus soil and using this to create a mound for activity cycling / event space

Altering -

- grass crete for annual access to the tennis club toilets to a sprint track, still enabling access to the toilets and providing an additional facility all year round
- utilising the existing cricket net hard standing for the fitness area

Members agreed that it would be ideal for planning permission to be obtained this year so work could commence in the Spring 2024.

One member of the public asked if the area on Millworth Lane, near the allotments, would be tarmacked where it is used as a turning circle for refuse vehicles. This was something that would be considered nearer the time.

ACTION –

- Clerk to write up a business case showing potential income and expenditure for discussion at the full council meeting
- Clerk to add to the next agenda of full council

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Unanimously

59.2 Toilets for Millworth Lane

The Chairman updated the committee regarding the toilets for the tennis club at Millworth Lane. The Facilities Manager had a site meeting with all three contractors and subsequently obtained a revised quote:-

In summary the total cost was
H. Cockburn £10,180
Portable Offices £17,677
Josh Chamberlain tree removal £1,200
Total **£29,851.**

Before this can be progressed further, Tony Grover (the surveyor) needed to obtain permission from WBC to have an oak tree removed, without this the toilets could not be delivered.

ACTION –

- Deputy Clerk to add to the next agenda for approval of the quote
- Facilities Manager to chase up the planning permission for the removal of the tree

59.3 Verbal report from the Sports Working Party

Shinfield Parish Sports Forum

Cllr Clarke reported that he and the Clerk to the Parish Council had met with Shinfield and Spencers Wood football clubs who reported they had 800 members. On Saturday mornings, the 'Little Kickers' had 50-60 members who would potentially move up to the other two clubs. The clubs were paying £52 for the use of a full-sized football pitch and £26 for under nine pitch which was proving to be expensive, and they relied heavily on volunteer coaches. Two teams play at Swallowfield and Riseley as there were insufficient pitches in the parish. The two cricket clubs are turning people away due to insufficient space.

Cllr Clarke had attended the Planning and Highways meeting to express the support of the Facilities Committee for the planning application of the two junior pitches at High Copse.

59.4 Fitness Training at Millworth Lane

The Clerk was still developing the formal heads of terms for this agreement.

Allotments

60.1 Allotment repairs

The Deputy Clerk showed photographs of the repairs that had been made to the following allotment sites:-

- Millworth Lane Allotments – New gate and fencing
- Clares Green Road Allotments – New entrance gate; new pipework and troughs

Members NOTED the allotment repairs

60.2 Allotment waiting list

The Deputy Clerk reported that the backlog of those on the waiting list for most sites had now been cleared, excluding Deardon which remains in high demand. To avoid plots being vacant with nobody on the waiting list to allocate, it was suggested to allow those who live outside of the parish onto the waiting list.

Members agreed that the allotment waiting list could be extended to include those who enquire outside of the parish at the premium rates published. Prices would be reconsidered next year for 2025/26.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Deputy Clerk to inform the Allotments Administrator of the decision of the committee

60.3 Protocol for allotment terminations

The protocol for allotment terminations, that had been agreed by the former Recreation and Amenities Committee in February 2023 (23/RA/21.1) was considered for current relevance.

The Deputy Clerk reported that

- 30 plots had a marked/excellent improvement in September from the August inspections
- Since 01/01/2023 – eight notices to quit had been issued.

Members agreed that the protocol was working but advised that the name of the committee from 'Recreation and Amenities Committee', be updated to 'Facilities Committee'.

ACTION – Deputy Clerk to inform the Allotments Administrator of the decision of the committee

23/FC/61

School Green Centre and School Green

61.1 School Green Working Party

The School Green working party was due to meet on Thursday, 5th October. However, due to staff absence this would need to be rearranged.

ACTION - Deputy Clerk to rearrange the meeting of the School Green Working Party

23/FC/62

Spencers Wood Pavilion and Recreation Ground

62.1 Chapel Lane Pre-School contract

This had been signed.

62.2 Upgrade to CCTV at Spencers Wood Pavilion

The Deputy Clerk requested approval to upgrade the CCTV at Spencers Wood Pavilion (SWP) due to the amount of anti-social behaviour (ASB) that had been taking place there, particularly on Youth Club nights. This was affecting evening bookings and had resulted in the Youth Club having to close for some sessions as well as damage to council facilities. The Police and ASB Team at WBC had recommended the upgrade in order that the perpetrators could be identified, and appropriate action taken.

The Facilities Manager had obtained a quote for the upgrade of cameras and 16 channel recording box at SWP of £4,450.12 plus VAT from Rich Day who had installed the equipment at the Manor Ground Pavilion.

Members agreed and confirmed that this could be paid for with CiL money.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

23/FC/63

Manor Ground

63.1 Manor Ground Pavilion

The Deputy Clerk reported that lines had been painted for 2 under 9 football pitches at no cost to SPC (paid for by the UoR) either side of the cricket square. The Facilities Manager would discuss access with the football clubs.

23/FC/64

Parish Wide Items

64.1 Environmental Field

Cllr Clarke expressed concerns over the condition of the Environmental Field; the weeds were very high and the soil was about 1 meter higher than the original field. Cllr Clarke reported that there was a list of planting available. Chris Howard (WBC) had previously been contacted.

ACTION – Clerk to investigate

64.2 High Copse Pavilion

There was nothing further to report

64.3 Footpath on Hyde End Road

Members expressed concern over the footpath from Dobbies Garden Centre to Langleymead Sang and felt that in order to encourage cycling and walking the path should be lit and the hedge cut back. The UoR had cut back the hedge last year. The Facilities Manager would raise with Nigel Frankland at his next meeting.

ACTION – Facilities Manager to raise with Nigel Frankland, UoR at their next meeting

65.4 Bus Shelter on Hollow Lane

The replacement bus shelter had been approved by Finance and General Purposes Committee. The bus shelter had been ordered and was awaiting delivery and installation.

23/FC/66

Ryeish Green Pavilion

66.1 Marketing of Ryeish Green Pavilion

At the Full Council meeting it was agreed that the agent, Kempton Carr Croft, should ask for formal bids from those who had expressed an interest in purchasing the pavilion by 6th October 2023. These would then be presented to the next meeting of the Full Council.

Members asked for confirmation that potential purchasers were aware of the restrictions that related to the site.

It was agreed that Cllrs Clarke, James and Peer be present at the opening of the bids.

ACTION – Clerk to inform Cllrs Clarke, James and Peer when the bids were to be opened

23/FC/67

Date of Next Meeting

67.1 The next meeting would be held on Wednesday, 1st November 2023

The meeting ended at 21:00

List of Actions

23/FC/57 23/FC/48.3	Deputy Clerk to investigate ownership of land between the Arborfield Road allotments and the new nursery	Deputy Clerk
23/FC/57 23/FC/49.2	Facilities Manager to discuss with Grazeley Village Hall and order a Christmas Tree accordingly	Facilities Manager
23/FC/57 23/FC/52.6	Facilities Manager to invite Cllr Clarke to the next meeting with Nigel Frankland, UoR	Facilities Manager
23/FC/59.1	(a) Clerk to write up a business case for Millworth Lane showing potential income and expenditure for discussion at the full council meeting	Clerk
23/FC/59.1	(b) Clerk to add Millworth Lane to the next agenda of full council	Clerk
23/FC/59.2	(a) Deputy Clerk to add 'approval of quote for the toilets at Millworth Lane' to the next agenda	Deputy Clerk
23/FC/59.2	(b) Facilities Manager to chase up the planning permission for the removal of the tree at Millworth Lane	Facilities Manager
23/FC/60.2	Deputy Clerk to inform the Allotments Administrator of the decision of the committee to allow an extension to those who live outside of the parish	Deputy Clerk
23/FC/60.3	Deputy Clerk to inform the Allotments Administrator of the decision of the committee to amended the wording on the allotment termination protocol from 'Recreation and Amenities Committee' to 'Facilities Committee'	Deputy Clerk
23/FC/61.1	Deputy Clerk to arrange a meeting of the School Green Working Party	Deputy Clerk
23/FC/64.1	Clerk to investigate the condition of the Environmental Field	Clerk
23/FC/64.3	Facilities Manager to raise the issue of the hedge and lighting on Hyde End Road between Dobbies Garden Centre and Langleymead Sang with Nigel Frankland, UoR	Facilities Manager
23/FC/66.1	Clerk to inform Cllrs Clarke, James and Peer when the bids were to be opened for Ryeish Green Pavilion	Clerk

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 5th October 2023
at School Green Centre commencing at 19.30

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

Attending: B Winton (Clerk)
2 Members of the Public

23/ACE/32

Public Questions

32.1 There were no public questions.

23/ACE/33

Apologies and declarations of Members' Interest

33.1 There were no apologies for absence

33.2 There were no declarations of members' interests

23/ACE/34

Minutes of the previous meeting

34.1 The minutes of the committee meeting of 7th September 2023 were approved as a correct record and signed as such by Cllr Tatla.

Proposed: Cllr Jahromi
Seconded: Cllr Montgomery
Approved: Unanimously

34.2 **Actions and Matters Arising**

23/ACE/16.2 Clerk to circulate notes of the meeting with BCllr Sarah Kerr

These had been circulated.

- 23/ACE/28.2 Clerk to make provisional bookings in the School Green Centre Diary for an Exhibition in October Half Term 2024

Provisional dates had been booked and this was also item 4.1 on the agenda

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

The Clerk advised that he had not had any further contact from the Chairman of Wokingham Arts Society, so he had chased for an update. They had suggested something earlier in the year as they are involved with the Wokingham Arts Trail in September. The Clerk had made them aware that SPC were looking at October Half Term but hoped there was still some way we could work together.

ACTION – Clerk to continue to follow up with Wokingham Arts Society

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

The Clerk has submitted a request for Ms Haitham Taylor to attend a future meeting of the committee

ACTION – Clerk to confirm a date for Ms Haitham Taylor to attend an ACE meeting

- 23/ACE/28.4 Clerk to contact More Arts

The Clerk had made initial contact at the Carnival but had not had any follow up from More Arts so he has therefore written direct to their chairman to see if they would be interested in being involved with the art exhibition. The Chairman is currently out of the country but has indicated that they would in principle be interested in displaying at the exhibition.

ACTION – Clerk to follow up with More Arts

- 23/ACE/28.5 Clerk to continue to follow up leads for Community Choir and to recruit through social media

This was on the agenda at Item 4.2.

- 23/ACE/29.1 Clerk to provide more options for the “Made in Shinfield” logo.

This was on the agenda at Item 5.1 although due to illness the Clerk had been unable to move this forward with the Media & Communications Officer.

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

This will be done for the next newsletter. If any members had any suggestions for anyone to be included in the database, they should let the Clerk know.

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

- 23/ACE/30.3 Clerk to follow up the coffee trailer proposal

The Clerk advised this would start operating from Tuesday 17th October; initially trading as follows:

Tuesday 10.00 to 12.00

Thursday 12.00 to 14.00 (to avoid clash with coffee morning)

Friday 12.00 to 18.00 (for after school socialising)

Trading times to be adjusted by agreement to help the business get established

Rent free until January.

ACTION – Clerk to monitor performance of the coffee trailer and report back accordingly

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

The Clerk had met with the proprietor on 7th September and the proposal seemed viable using a newly commissioned and purpose-built vehicle. The discussions had included the need not to create a nuisance or litter etc and the Clerk was satisfied that the proprietor would be a responsible user of the site. Likely end time would be 8.00 p.m. on the day of operation. The Clerk had suggested that avoiding an overlap with the Youth Club on a Wednesday evening would probably be advisable.

The Clerk had advised the proprietor that contact residents in the immediate vicinity prior to trading would hopefully help reduce any concerns that they may have about the van. The proprietor was happy to do so.

The proprietor was currently pursuing the necessary arrangements with WBC. As yet no specific day of the week had been identified.

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

- 23/ACE/30.5 Clerk to establish schedule for mobile caterers (including coffee van and pizza vehicle) and provide information in newsletter for residents' information

The Clerk advised that this could be done once we had a firm indication of pattern of trading for the coffee van and the pizza day of operation.

- 23/ACE/31.1 Clerk to inform Nicola Peacock regarding Cllr Tatla becoming a member of the Arts, Business and Culture Forum

This had been done.

- 23/ACE/31.3 Clerk to develop plans for "Rocking Around the Christmas Tree" event

This was on the agenda at Item 4.5

23/ACE/35

Developing Arts & Culture in the parish

Art Exhibition

- 35.1 As discussed at the last meeting the Clerk has made provisional bookings in the School Green Centre diary as follows:

Wednesday 30th and Thursday 31st For Set Up
Evening of Thursday 31st for Preview event
General Opening Friday 1st to Sunday 3rd November
Evening of Sunday 3rd and daytime on Monday 4th for clearing down exhibition

Opening times could follow the general times for the building subject to any decision on stewarding the event i.e.
9.00 to 22.00 on Friday and Saturday
10.00 to 16.00 on the Sunday (which allows for clearing down although these hours could be extended

Booked Pound Green & Ryeish Green for Main exhibition area plus other rooms for workshops, Off the Wall gallery etc.

Members confirmed that they were happy with the proposal for a Preview Evening

- 35.2 The Clerk advised that he had begun to create the overall Event Plan which will be required for delivery as this will help identify questions and Issues that will need to be considered at some stage in the planning.

It was agreed that there would be a working party to develop the plan for the event. Councillors Masseron, Montgomery and Peer agreed to be part of the Working Party.

ACTION – Clerk to arrange first meeting of the Events Working Party

Community Choir

- 35.3 The Clerk has not had any response from Berkshire Maestros but will keep trying. In the meantime he has had a positive response from the University of Reading Universal Voices which runs a school term choir for children in the Reading area using students studying music education. The Clerk was in the process of agreeing a Teams meeting with the organiser.

Once the Clerk has had these conversations then he will look at calling for interested parties through social media.

ACTION – Clerk to continue to follow up on possible leads and to recruit through social media

- 35.4 The SingforYourself reported at the previous meeting had their first session in the School Green Centre this afternoon.

Friday Funday

- 35.5 The Clerk confirmed that this would run again on the Friday of the October half-term (27th October)

Spencers Wood Carnival

- 35.6 The Clerk asked for any feedback from the presence at the Carnival. A more central positioning may be more effective in engaging with attendees. As the 2024 carnival would be only a few weeks before the art exhibition it would be an ideal opportunity to promote that event. The Clerk suggested that to help engage people we could encourage them to each play a small part in creating an artwork “by the community” for display at the exhibition.

Members agreed that the message had to be simpler and clearer and there was support for a “We spend your money – how are we doing?” style message. Collecting emails went well although it was noted that many attendees were from outside the parish. It was suggested that the police should be invited to attend, and the Clerk would communicate that to the organisers.

Storage at School Green Centre

- 35.7 It was noted that storage of materials for activities and events at the School Green Centre was presenting itself as a challenge and the Clerk was asked to refer the matter to the Facilities Committee. To identify if there were options for increasing storage space. This may be especially important if the Shinfield Studios proposal goes ahead.

ACTION – Clerk to add storage at the School Green Centre to the agenda for Facilities meeting

Proposals for Christmas Event

- 35.8 At the previous meeting it was agreed to work up proposals for a Singing Around the Christmas Tree event. Since then the Clerk has been approached about having a Shinfield Festive Fayre for local business to sell their wares. This would be a commercial hire.

There is benefit in doing them both on the same day to generate increased numbers. To accommodate the Festive Fayre the only viable date is Friday 1st December.

The Lambs Lane Repair Café have advised they would be happy to come along and run a “Check your Christmas Tree lights” Café as part of the overall event

A provisional timetable would be

15.30 Festive Fayre Opens to the Public

16.00 Repair Café element starts

17.30 Formal Switch on of Christmas Tree lights on School Green followed by

17.31 Singing Around the Christmas Tree (as discussed last month)

18.00 End of Singing around the Christmas Tree

18.30 Repair Café element ends

20.00 Festive Fayre Closes

20.00 Robyn’s Nest closes

22.00 Festive Fayre participants out the building

At Full Council Cllr Grimes expressed an opinion that a Saturday turning on of the lights may be a better option. The Clerk advised that there was no availability for the Festive Fayre on any Saturday and that element would take place on the Friday regardless.

It was agreed to proceed with the combined Festive Fayre event on Friday 1st December.

The Clerk was asked to contact Shinfield Community Church regarding the tree element and to include SingforYourself in the planning for the event.

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

- 35.9 The Clerk was asked to include Grazeley Village Memorial Hall in the plans for the provision for a Christmas Tree

ACTION – Clerk to offer a Christmas Tree to Grazeley Village Memorial Hall

35.10 **Closer co-ordination with WBC Culture Activities**

Further to the recent presentations by BCIr Sarah Kerr and Nicola Peacock, it was clear that there was scope for SPC and WBC working together on areas such as creative social prescribing to help tackle issues such as mental health.

ACTION – Cllr Tatla and the Clerk discuss with Nicola Peacock to identify opportunities for SPC to work with specific WBC initiatives

23/ACE/36

Made in Shinfield

- 36.1 The Clerk advised that he had not been able to pursue options for the “Made in Shinfield” logo due to staff sickness and concepts for the logo would be brought to the next meeting.

ACTION - Clerk to add “Made in Shinfield” Logo to the agenda for the next meeting

23/ACE/37

Community Services

37.1 **Update on the Youth Club**

The Clerk advised that due to anti-social behaviour the youth club had been abandoned on 20th September and not taken place at all on the 27th (which had allowed the youth club team attend Full Council and relay their experiences to the Police & Crime Commissioner). Unfortunately the bad behaviour at the Spencers Wood recreation ground had continued last night as well. Although not directly related to those attending the youth club there is a pattern of poor behaviour in this area which has included vandalism on the adjacent allotment site. WBC’s ASB team are fully informed as to what is happening in that area.

37.2 **Coffee Trailer**

This had been covered earlier.

37.3 **Pizza Vehicle**

This had been covered earlier.

23/ACE/38

Correspondence

- 38.1 The Clerk advised that in discussions earlier in the week there had been a suggestion that this committee formally took on the role of parenting the Education Working Party. After discussion it was agreed that the issues around education, anti-social behaviour and the provision of activities for young adults merited its own formal committee. It was agreed that the creation of such a committee would be recommended to the next Full Council meeting.

Proposed: Cllr Jahromi
Seconded: Cllr James
Approved: Unanimously

ACTION – Clerk to place on the agenda for Full Council

23/ACE/39

Date of Next Meeting

- 39.1 The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 2nd November 2023 at 19:30

The meeting ended at 21.00

List of Actions

23/ACE/28.3	Clerk to follow up involvement in the art exhibition with Wokingham Arts Society	Clerk
23/ACE/28.3	Clerk to invite Charlotte Haitham Taylor to a future meeting of the committee	Clerk
28/ACE/28.4	Clerk to follow up involvement in the Art Exhibition with More Arts	Clerk
23/ACE/29.2	Clerk to use the newsletter and website to create a database of local artists and craftspeople	Clerk
23/ACE/30.3	Clerk to monitor performance of the coffee trailer and report back accordingly	Clerk
23/ACE/30.4	Clerk to follow up and report back to the committee regarding the pizza vehicle proposal	Clerk
23/ACE/35.2	Clerk to arrange the first meeting of an Events Working Party	Clerk
23/ACE/35.3	Clerk to continue to follow up on potential leads for a Community Choir and to recruit through social media	Clerk
23/ACE/35.7	Clerk to add storage at School Green Centre to the agenda for the next Facilities Meeting	Clerk
23/ACE/35.8	Clerk to proceed with the planning for the Christmas event on 1 st December	Clerk
23/ACE/35.9	Clerk to offer a Christmas tree to Grazeley Village Memorial Hall	Clerk
23/ACE/35.10	Cllr Tatla and the Clerk to discuss with Nicola Peacock to identify opportunities for SPC to work with specific WBC initiatives	Cllr Tatla Clerk
23/ACE/36.1	Clerk to add "Made in Shinfield" logo to the agenda for the next meeting	Clerk
23/ACE/38.1	Clerk to place proposal for the formation of a specific committee covering education, anti-social behaviour and the provision of activities for young adults on the next Full Council agenda	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 11th October 2023
At School Green Centre commencing at 19.30

Present: Cllrs Grimes, Jahromi, James, Lias, Masseron, Peer (Chair) & Tatla

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

4 members of the public

23/PC/99 Public Questions

99.1 There were no public questions

23/PC/100 Apologies and declarations of Members' Interest

100.1 Apologies for absence were received from Cllrs Boyer and Hoyle

100.2 There were no declarations of members' interests.

23/PC/101 Minutes of the Previous Meeting

101.1 The minutes of the committee meeting of 13th September 2023 were approved and signed as such by Cllr Peer

Proposed: Cllr Tatla
Seconded: Cllr Grimes
Approved: Unanimously

101.2 **Actions and Matters Arising**

- 23/PC/92.2** Clerk to investigate the builder's rubble that had been deposited on
23/PC/83.2 the cycleway near the M4 to be carried forward to the next meeting

The Clerk has not yet been able to make any progress on this matter. Cllr Lias informed the committee that the mound had been grown over and was no longer relevant.

- 23/PC/92.2** 1) Clerk to ask WBC to identify who was dealing with each issue
23/PC/83.2 under 'Other' on the Enforcement Notices

The Clerk had written to WBC to ask for clarification of what is happening to the items classified as Other on the Closed Enforcement Report and was awaiting a response.

ACTION – Clerk to report back once he had a response from WBC

- 23/PC/92.2** 2) Clerk to raise the above issue with other local Clerks
23/PC/83.2

The Clerk advised that there had not been a Clerks Forum since the last meeting but he would raise at the meeting scheduled for the 18th October.

ACTION – Clerk to discuss with other local Clerks

- 23/PC/92.2** 3) Cllr Masseron to make an initial contact with Nigel Frankland
23/PC/83.2 (UoR) to see if a crossing was planned on the Arborfield Road

Cllr Masseron reported that the yellow gate had been installed but the Herras fencing had not yet been removed. She will follow up with Nigel Frankland. (It was noted that Nigel Frankland had been away)

ACTION – Cllr Masseron to follow up with Nigel Frankland, UoR

- 23/PC/92.2** 4) Clerk to follow up with Nigel Frankland (UoR) regarding creating a
23/PC/83.2 gap in the fence at the Arborfield Road end of the new footpath that runs to Millworth Lane or to display a sign at the Millworth Lane end to inform users that there was no exit at the end of the path

ACTION – Clerk to follow up with Nigel Frankland regarding creating a gap in the fence at the Arborfield Road end of the new footpath.

- 23/PC/92.2** 5) Clerk to investigate the cost of parking enforcement with WBC
23/PC/83.2

The Clerk advised that Matthew Gould, WBC Highways & Transport Department is working on this and will provide information on costs and any other 'terms & conditions'. Cllr Lias reported that there had been an accident near to the One-Stop Shop and this should be part of the discussions when identifying any problems.

ACTION – Clerk to follow up with WBC

- 23/PC/92.2** 6) Clerk to arrange a meeting with Cllr Masseron and the Shinfield
23/PC/87.1 Volunteer Liaison Representative to discuss a way forward for footpath 22a with WBC and the landowner

Cllr Masseron reported that a meeting had not been held yet. She felt that it may not be prudent to contact the landowner again so soon after she had previously been contacted. Legally the landowner has to give access to the public footpath but mutual cooperation will be required to make the access path accessible for all. Currently the stile is difficult to find.

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

- 23/PC/92.2** 7) Clerk to request WBC to install direction signage on footpath 22a
23/PC/87.1

This will follow on from the meeting

- 23/PC/92.2** 8) Deputy Clerk to continue to chase the original walks leaflets with
23/PC/87.2 the UoR

The Deputy Clerk had now received the following original walks leaflets from UoR:-

Easy walks

Langley Mead No. 1

History walks

St Mary's and Deardon No. 1

Spencers Wood No. 3

School Green No. 4

ACTION – Deputy Clerk to work with the Shinfield Parish Volunteer Group to ensure that all the original documents were now available

- 23/PC/92.2** 9) Deputy Clerk to arrange for QR codes to be added to the walks
23/PC/87.2 leaflets

The Deputy Clerk would work with the Shinfield Volunteers Representative and the Council's IT and Comms Officer to arrange for the QR Codes to be added to the walks leaflets

ACTION – Deputy Clerk to continue to progress the work on the walks leaflets and QR codes

- 23/PC/92.2** Clerk to follow up with the Shinfield Volunteers Liaison
23/PC/87.2 Representative an updated 'parish' map once work on the leaflets had been completed

This will be done once the Deputy Clerk has met with the Shinfield Parish Volunteer Group to update the walks leaflets

- 23/PC/93.1** Clerk to draft a response to PA231885 (The Haulage Yard Land adjacent to Bramble Cottage Hyde End Road Spencers Wood RG7 1BU) and to circulate to members for comment

This had been done

- 23/PC/93.2** 1) Clerk to respond to WBC that SP would support PA223287 (Land East of Hyde End Lane, West of Hyde End Road Shinfield Reading RG2 9EP)

This had been done

- 23/PC/93.2** 2) Deputy Clerk to add to the Facilities Committee agenda an item to consider how to obtain a rugby pitch at the High Copse site

This would be done when the result of the current planning application was known

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

The Clerk had received the following update from the WBC officer handling the case:

"I believe all the caravans and portacabins have been cleared from the site so it is just the hardstanding and any other remaining items (the Agent supplied me with photographs but I haven't yet revisited).

I will revisit in the coming weeks to check and write to the owner once I have compiled a full list any outstanding items".

ACTION – Clerk to keep progress on Carneys Yard under review with WBC

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

The Clerk has requested a glossary of terms. He has also asked for more information on cases which are marked as Closed with the reason "Other". It is understood that this means it has been passed on to another part of WBC to resolve that particular issue. However this does not provide any clarity on what the final outcome to the particular issue.

Would it be possible for such items to be kept as 'live' items until such time as the other department reports back on the issue or at the very least provide information as to whom the item has been passed so that we can follow up directly with them.

ACTION – Clerk to obtain a glossary of terms from WBC

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

This was progressing slowly but other items were taking precedence

ACTION – Clerk to progress work on streetlamps

23/PC/96.3 Clerk to report back at the next meeting regarding Beke Avenue

The Clerk advised that he had undertaken some additional sampling of use of the footpath but there was no material change to the pattern of use reported at the previous meeting in that about 60% of transits were adult and child, about 35% were adult only and 5% child only (and older children). The work on the Avenue was continuing to move in fits and starts. Cllr Grimes suggested that once the refuse collection and Reading Buses started using Beke Avenue this would determine that the road was open.

23/PC/97.1 Clerk to feedback on any updates in relation to the planned work for Fibre Optic Network Build in the Parish

The Clerk had not received any further communication regarding this work.

23/PC/97.2 Clerk to respond to WBC on the consultation on WBC's draft Statement of Community Involvement, specifically paragraph 7.16

This had been done.

23/PC/97.3 1) Members to consider the Neighbourhood Plan before the next meeting of the committee

This was on the agenda

- 23/PC/97.3** 2) Clerk to add to the next agenda of the committee – SPC Neighbourhood Plan

This was on the agenda

23/PC/102 **Schedule of Deposited Plans**

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

The Clerk suggested that a new method of copying the link to the planning portal would be trialled to make it easier to access the planning application.

ACTION – All members of the Committee were asked by the Chairman to respond to the Clerk on the weekly planning applications.

23/PC/103 **Appeals**

- 103.1 The Clerk advised that there had been no changes to this list since the previous report.

23/PC/104 **Enforcement Notices**

- 104.1 Closed Enforcement Notices

The three items for 253 Shinfield Road were now the subject of a Planning Application (232141).

- 104.2 Live Enforcement Notices

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

23/PC/105 **Highways, Street Lighting and Footpath Matters**

- 105.1 Footpath matters

Cllr Masseron had circulated a detailed report and highlighted the following:

- The article in Wokingham Today “What Next for Footpath to nowhere?” had resulted in WBC taking action to clear the overgrowth on the ditches on Hyde End Lane. WBC Executive members were keen that the footpath should be completed. BCllr Glover would ask for details of what was happening at a WBC meeting on 19th October.

ACTION –

- (a) Cllr Masseron to attend the WBC meeting on 26-10-23 and ask what action was being taken and when the work would take place.

(b) Clerk to assist Cllr Masseron to prepare and submit a written 'primary' question to WBC.

- Footpath 20 – WBC had carried out maintenance work on the middle section of the footpath, as requested. Photos had been circulated that showed a massive improvement.

ACTION –

(c) Clerk to write and thank WBC on behalf of SPC

- Footpath 18 – The Loddon Valley Ramblers had carried out repair work making the footpath more user friendly. They were appreciative of the funding from SPC.

The Chairman thanked Cllr Masseron for her report.

105.2 Update on Streetlamps

The Clerk reported that this was still a work in progress.

ACTION –

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

23/PC/106

Renewal of Neighbourhood Development Plan

106.1 Shinfield Parish Neighbourhood Development Plan (SPNDP)

The Clerk had been investigating the process for updating the SPNDP and stated that the only guidance he had found was from Basingstoke and Deane Council where it stated that it could be reviewed or modified at any time. The nature of the proposed changes or modifications would affect the process that the NDP would need to go through.

WBC Local Plan Update will run between 2023-2026 and it was recognised that the SPNDP should not contravene the Local Plan. It was noted that the original SPNDP took four years to produce.

Members were of the opinion that a consultant be employed to conduct a formal review of the SPNDP and make recommendations on the council's future work on the SPNDP

ACTON – Clerk to identify an appropriate consultant

20:22 *1 member of the public left the meeting*

23/PC/107**Correspondence**

- 107.1 Natural History Museum access road

Members NOTED the plans and suggested that this could be an opportunity to ask the UoR to improve the Cutbush Lane path to link up with the Lower Earley Way cycleway.

ACTION – Clerk to write to the UoR to request that the path be upgraded

- 107.2 Members NOTED the Traffic Regulation Order to introduce a 7.5T weight limit restriction at Back Lane, Spencers Wood

- 107.3 Members NOTED the Traffic Regulation Order for a reduction in the speed limit from 40mph to 30mph on Church Lane, Basingstoke Road, Hyde End Lane, Hyde End Road, Tabby Drive and Beech Hill Road

ACTION – Clerk to ask for an update on the timings from Matthew Gould, WBC (copy in Paul Fishwick) and feedback on our requests for other improvements

- 107.4 Members NOTED the approval of Finchampstead Neighbourhood Plan

- 107.5 ECMWF site on Shinfield Road

The Clerk had received a query from a member of the public wondering whether pre-planning discussions in relation to the ECMWF site on Shinfield Road had started

Members had not heard anything in relation to the relocation and what would be happening to the site after the move.

ACTION – Clerk to respond accordingly

23/PC/108**Date of the next meeting**

- 108.1 The date of the next meeting will be on Wednesday, 8th November 2023

The meeting ended at 20:35

List of Actions

23/PC/101.2 <i>23/PC/92.2</i>	1) Clerk to ask WBC to identify who was dealing with each issue under 'Other' on the Enforcement Notices	Clerks
23/PC/101.2 <i>23/PC/92.2</i>	2) Clerk to raise the above issue with other local Clerks	Clerk
23/PC/101.2 <i>23/PC/92.2</i>	3) Cllr Masseron and the Clerk to make an initial contact with Nigel Frankland (UoR) to see if a crossing was planned on the Arborfield Road	Cllr Masseron and Clerk
23/PC/101.2 <i>23/PC/92.2</i>	4) Clerk to follow up with Nigel Frankland (UoR) regarding creating a gap in the fence at the Arborfield Road end of the new footpath that runs to Millworth Lane or to display a sign at the Millworth Lane end to inform users that there was no exit at the end of the path	Clerk
23/PC/101.2 <i>23/PC/92.2</i>	5) Clerk to follow up with WBC the cost of parking enforcement	Clerk
23/PC/101.2 <i>23/PC/92.2</i>	6) Clerk to investigate whether the Disability discrimination act (DDA) applies to public footpaths	Clerk
23/PC/101.2 <i>23/PC/92.2</i>	7) Deputy Clerk to work with the Shiniel Parish Volunteer Group to ensure that all the original documents of the walks leaflets are now available	Deputy Clerk
23/PC/101.2 <i>23/PC/92.2</i>	8) Deputy Clerk to arrange for QR codes to be added to the walks leaflets	Deputy Clerk
23/PC/101.2 <i>23/PC/93.3</i>	Clerk to keep progress on Carneys Yard under review with WBC	Clerk
23/PC/101.2 <i>23/PC/95.1</i>	Clerk to request a list of acronyms on the 'closed enforcement notices' from WBC	Clerk
23/PC/101.2 <i>23/PC/96.2</i>	Clerk to complete the work in progress on streetlamps	Clerk



23/PC/102.1	All members of the Committee were asked by the Chairman to respond to the Clerk on the weekly planning applications	All Cllrs on the P&H Committee
23/PC/105.1	a) Cllr Masseron to attend the WBC meeting on 26-10-23 and ask what action was being taken and when the work would take place on the unfinished footpath on Hyde End Lane b) Clerk to assist Cllr Masseron to prepare and submit a written 'primary' question to WBC c) Clerk to write and thank WBC on behalf of SPC for the maintenance work carried out on the middle section of footpath 20	Cllr Masseron Clerk & Cllr Masseron Clerk
23/PC/105.2	Clerk to continue to work on arrangements for the streetlamps to be turned off between 03:30 and 15:00	Clerk
23/PC/106.1	Clerk to identify an appropriate consultant to conduct a formal review of the SPNDP	Clerk
23/PC/107.1	Clerk to write to the UoR to request that the path on Cutbush Lane be upgraded with the NHM access road work	Clerk
23/PC/107.3	Clerk to ask for an update on the timings for the TRO relating to the reduction in speed limit from Matthew Gould, WBC (copy in Paul Fishwick) and feedback on our request of other improvements	Clerk
23/PC/107.5	Clerk to respond accordingly to the query from a member of the public on pre-planning discussions in relation to the ECMWF site	Clerk



Proposal for the Creation of a Children and Young Adults Committee

Introduction

There was a discussion at the Arts, Culture and Events Committee meeting on 5th October regarding the reporting structure for the Education Working Party. The ACE committee felt that following the discussion the issues surrounding Children and Young Adults were such that they merited their own committee to ensure that they had adequate prominence and sufficient time to discuss the issues.

Proposal

It is proposed that a new committee be formally created to cover the following items:

- Education for those under the age of 18
 - In particular attempting to ensure that children who live in the parish have
 - Better access to education including 6th form opportunities
 - The quality of education is to a high standard
 - Children who live in the parish have opportunities to access after school activities
- Youth related Anti-Social Behaviour (ASB)
 - To include
 - Working with Police, Wokingham Borough Council ASB and other relevant parties to tackle ASB in the parish
 - To offer children and young adults more positive things to do with their free time to reduce the likelihood of ASB occurring
- To provide a forum where the views of children and young adults could be considered
 - This could include the recruitment of “Young Councillors” (i.e. under the age of 18 which is the legal minimum to become a councillor)
 - Such Young Councillors would not be able to formally vote on matters but would be able to speak and represent the views of their peer group

It is proposed that the committee would meet every other month (in the same months as Staffing Committee).

The Education Working party would meet more frequently but report back to the Children and Young Adult Committee.

The Chair of CYAC, when elected by the members of the committee, would be able to report back on relevant matters to Full Council.

In line with the arrangement for other committee chairs, the chair of CYAC would become a member of Finance & General Purposes Committee (if they were not already a member).



SHINFIELD
STUDIOS

Shinfield Community Centre Screening Facility

Contents

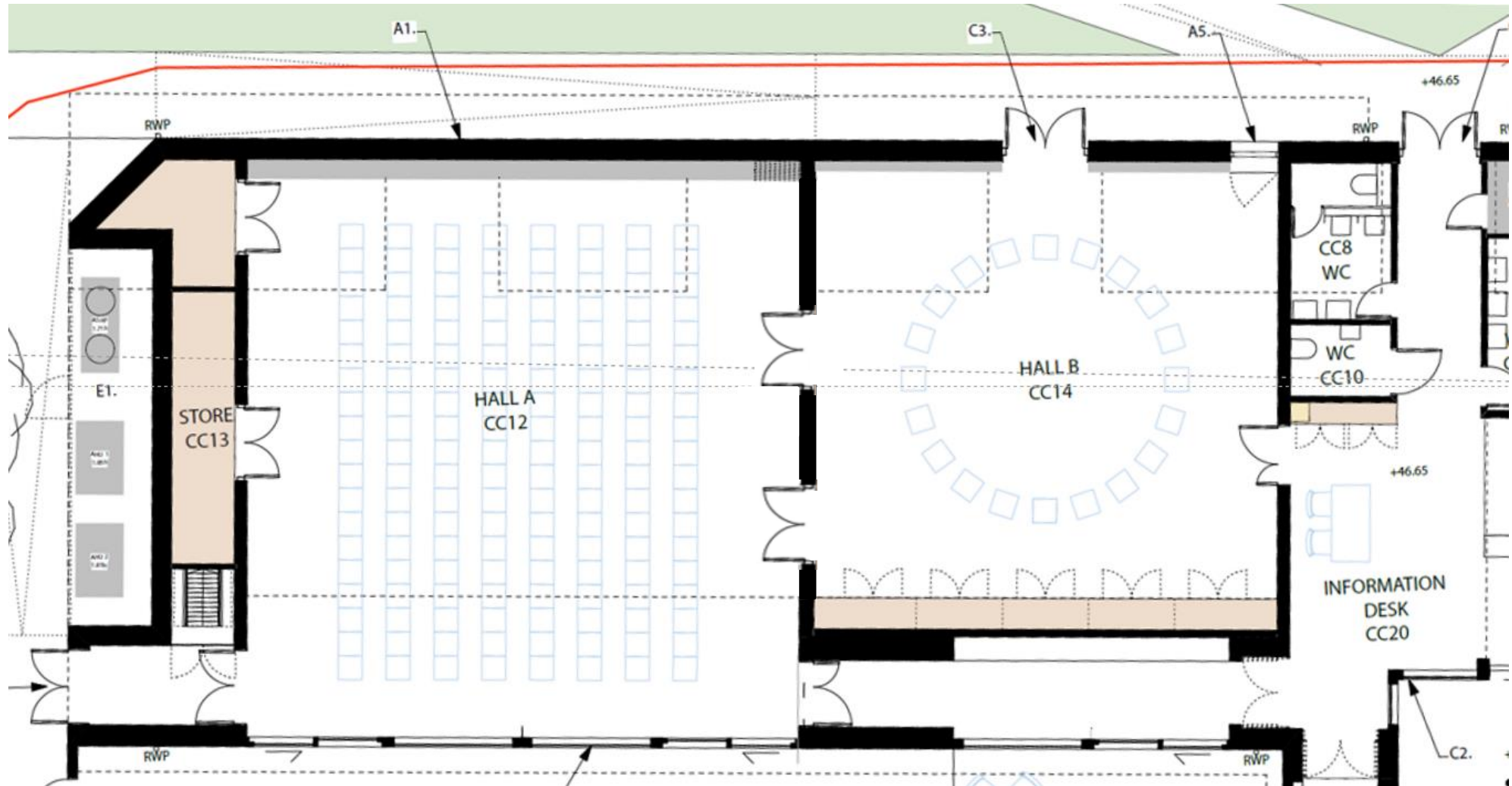
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4	Potential Internal Layout	Pg. 5
5	CGI of Potential Finished space	Pg. 6
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7	Key Benefits	Pg. 8
8	Consultant Team & Programme	Pg. 9

Executive Summary

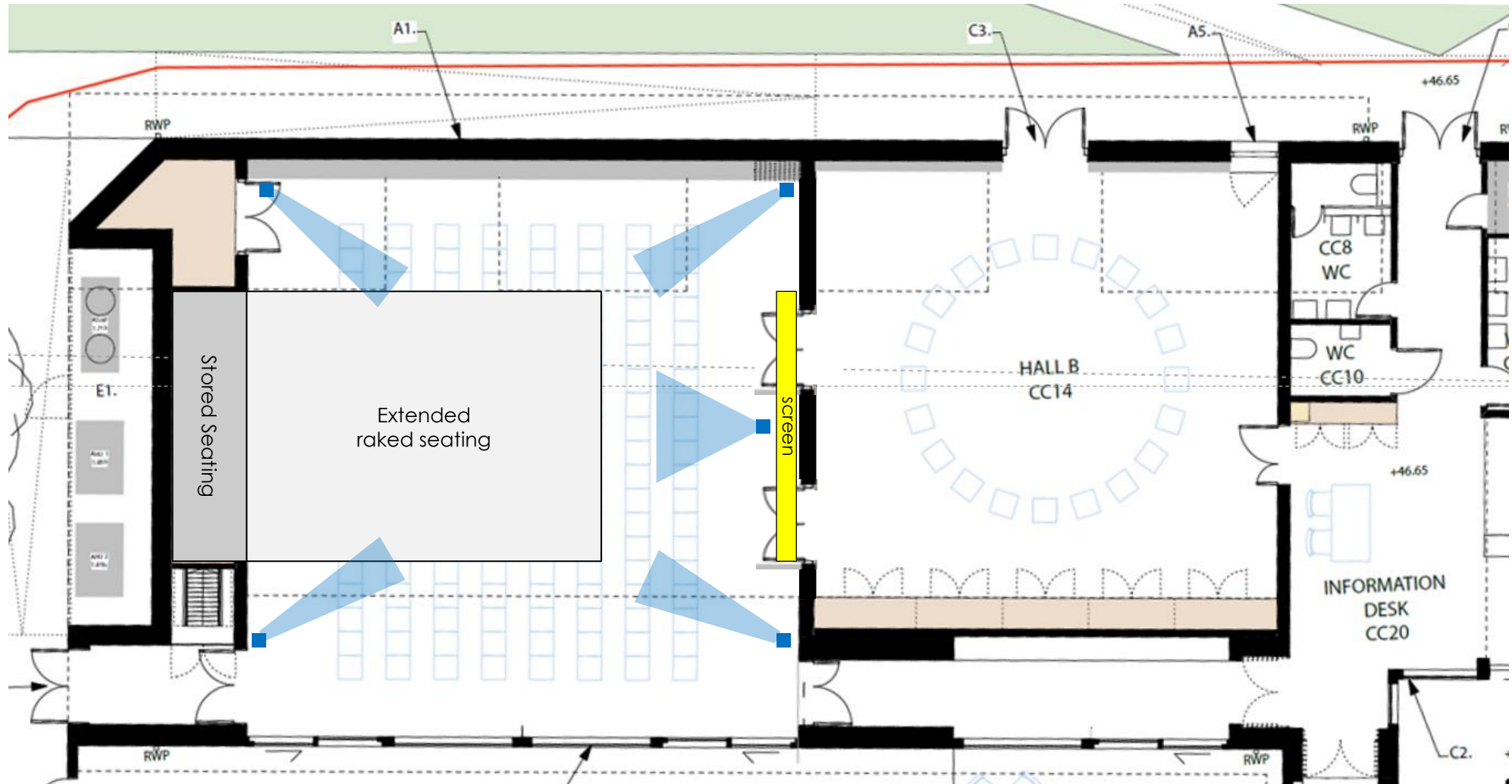
- The planning permission for Shinfield Studios main studios development site contains a s.106 requirement to provide a screening facility (within the permitted site) that is also to be made available for use by the local community at weekends.
- The location originally identified for this facility at the entrance to TVSP was considered inappropriate by Wokingham Borough Council officers. Shinfield Studios Limited ("SSL") therefore developed and submitted a further application on the TVSP site ("Gateway 4") which was unanimously approved by WBC on 11 October 2023.
- In consultation with Shinfield Parish Council about the Gateway 4 application it was suggested the location is less accessible for some residents and that it might be preferable to provide an equivalent more accessible amenity in the centre of the Parish within the Council's Shinfield Community Centre.
- SSL has therefore progressed this alternative proposal for a screening facility for residents in collaboration with the Parish Council Chair and operations team and has commissioned a feasibility review by professional AV specialist RecursiveAV to deliver a high quality screening facility within Hall A at the Community Centre. A key requirement of the study is to not compromise the various existing uses of Hall A.
- The consultants' proposal for Hall A is outlined in more detail in this paper and if approved by the Parish Council will mean the screening facility will be provided by SSL at the Community Centre rather than at the TVSP Gateway 4 site.

- Whilst the specification of equipment is still being finalized, the proposal is to include the following elements:
 - Projector and Roll-Up Projection screen
 - Video and Audio System
 - Upgraded Room Acoustics
 - Lighting/Shading Control
 - Assisted Hearing Loop System
 - Cameras and Microphones to support Video Conferencing
 - Streaming and Webcasting Connectivity
 - Control system and rack installation including Centralised System Controls
 - Raked comfort seating (stored when not in use to maintain flexibility of Hall A)
- The system could also potentially benefit from cameras and microphones to support video conferencing, Streaming and Webcasting Connectivity

Existing Internal Layout



Potential Internal Layout

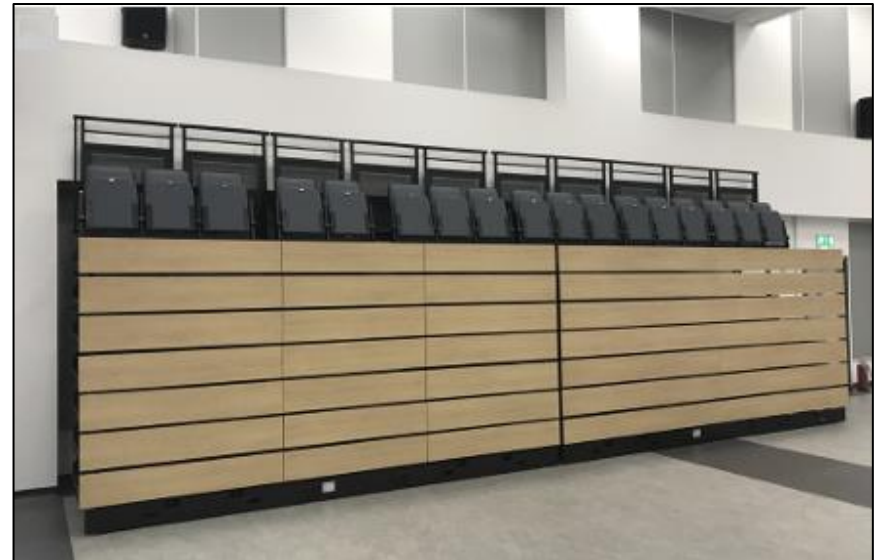
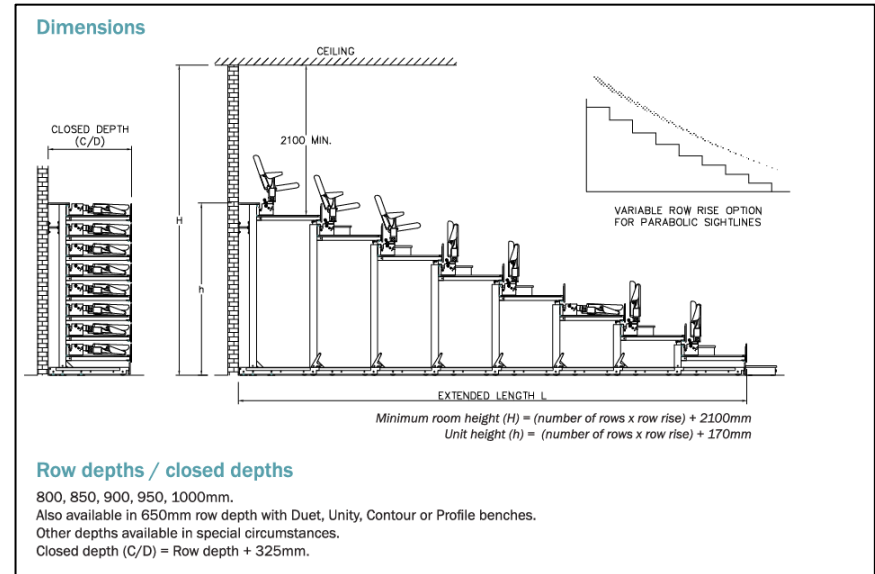


CGI of Potential Finished Space



Raked Seating proposals

- One of the key elements of the proposal is the integration of a raked seating solution
- This will allow visibility of the new screen installation as well as support for multiple alternative uses
- The raked seating will be operable by limited manual handling in order to prevent any increase in required labour and has been installed in similar sports hall developments
- The design will aim to locate the seating solution into a building pocket and thus reduce impact on useable floor area when stored. The depth of seating when retracted will be circa one meter.
- The intent is to maintain the operational functionality of the building as it is
- Storage facilities will be reviewed as part of the final design



Key Benefits

- The main benefits of the proposal will include:
 - Ability to screen professional quality content and deliver a cinematic experience
 - Adds to the utilization of Hall A in non-peak periods
 - Ability to provide seminars
 - Ability to livestream content / activity to reach a wider resident audience
 - Enhanced existing use with highly upgraded audio
 - Retractable raked seating allowing for performances or seminars
 - Development of a local community film club
 - Potential to develop schedule of specialist talks
 - Potential to further enhance the community link with Shinfield Studios
 - Maintains existing link to Hall B

Consultant Team & Programme

- The following consultants have been engaged to complete the review of the Shinfield Community Centre upgrade.



Project Management



Design

- The final design will be delivered to make sure it does not compromise the existing built fabric and is in compliance with Building Regulations

Programme

- The works are intended to take place as soon as possible, pending finalization of design and specification with the Parish and Wokingham Borough Councils
- Subject to agreement, it is anticipated all works will be implemented during 2024 with a plan to minimise disruption to the ongoing use of the Community Centre.



SHINFIELD
STUDIOS

 SHADOWBOX.

Capital Grant Applications

Introduction

As was discussed at the previous Full Council meeting there are currently four applications which are regarded as capital grant applications. These have been discussed at F&GP and two working party meetings of that committee.

The amount requested for each is shown below and the description given is from the original application form.

For each of the applications there is a majority view from F&GP members but not a unanimous position. Therefore each is being presented to the Full Council for a final decision.

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

Oakbank School - £8,000

“We would like to purchase two covered bike sheds to house the many bikes that students are using to get to school.”

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

The majority view was to support this application as it helped make Oakbank a more attractive proposition to students and to use CIL funds already earmarked for traffic calming and improvements rather than allocate new funds.

Grazeley Village Memorial Hall - £17,000

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

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

The majority view was to make a grant. This could either be a full grant (100%) or to offer the funds as:

- 50% grant
- 50% loan to be repayable over a three-year period and
- No further funding to be made available until such time as the loan was fully repaid

A minority view was that funding be restricted to no more than 50% of the total work planned to encourage the GVMH to fundraise locally and/or identify other sources of funding. This would restrict the total amount from SPC to £8,500

St Mary's Church - £7,902

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

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

SPC's capital grants policy states that funding will not be available for anything that exclusively promotes political or religious activities.

The majority view was that as this was for work on the Community Hall rather than the church building itself, and most of the use of the Community Hall was secular, it would be acceptable to make a grant towards the work.

Again there was the option of a full grant or an equal split between grant and loan.

There was a minority view that the funds should be sought from the Church of England which has considerable capital reserves.

Shinfield Players Trust - £20,000

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

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

As for Grazeley and St Mary's the majority view was to make either a 100% grant or an equal split between grant and loan.

There was a minority view that in this case the entire amount should be for a loan only



Grant Award Application Form - 2023

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

Core Information
Name of Organisation requesting the grant
Oakbank School
Amount of Grant Requested
£8000
Summary of grant purpose <i>(we will ask for more information later in this document)</i>
We would like to purchase two covered bike sheds to house the many bikes that students are using to get to school.
Do you have a constitution if so, say yes below and provide a copy with your submission
X

Contact Information <i>(this is who we will communicate with regarding this application)</i>
Name of Contact
Katherine Walker
Your position in the organisation requesting the grant
Assistant Headteacher ic Student Enrichment

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

Information about your organisation
Do you have a website? If so, state the address here
www.oakbank.anthemtrust.uk
Briefly describe your organisations existing activities (tell us about your grant application in the next section)
We are a secondary school for 11-16 year olds
What services do you already provide within the Parish of Shinfield. <i>You should describe all existing activities, which group(s) of residents benefit from those activities, how many residents benefit etc.</i>
We have a high proportion of our students coming from Shinfield Parrish (60% of our cohort)
What other sources of funding have you applied for or received in respect of your existing activities in the last 12 months and not included in the above?
£1000 for picnic benches around the school site.

Information about this Specific Application
Tell us what you would like to do
www.oakbank.anthemtrust.uk
Have you carried out this type of activity elsewhere and if so, what was the outcome?
We have had an increasing number of students who have chosen to cycle to school. Previously, we had an old classroom that was used as a bike shed and post covid, this has not been an option as the area used is now a wet weather area for the students (we have very little in the way of covered spaces for students at break and lunchtime). This means that all our bikes are stored in the open, at the front end of the school. There are racks but these are not in plentiful supply. With the new housing development and new cycle paths students have been encouraged to ride to school.
Which group(s) of residents will benefit from this activity or service?
This should encourage more to cycle to school and reduce the amount of traffic on the road outside of school and the local area during school drop off.
How many resident(s) will benefit from this activity or service?
I would find this hard to work out but if we could increase our cyclists, we could take potentially 100 cars off the road.
How will you measure or establish the benefit(s) for residents?
We could complete traffic/travel to school surveys and compare to our census data.
What may stop you from achieving these outcomes?
If students are put off by not having a safe, secure and dry space to keep their bikes, this could increase road traffic.
What other sources of funding have you received for this activity or are in the process of applying for?
None. We have struggled to raise this sort of money through our PTA as we have limited funds and want to support students currently such as paying for the Year 11 breakfasts before exams and display cabinets for students art work.

Declaration
I apply for Grant Award funding from Shinfield Parish Council on behalf of
Insert name of organisation
Oakbank School
I confirm that: ➤ I am authorised to sign on behalf of the organisation named in this application ➤ I have noted the terms & conditions under which grants are awarded by Shinfield Parish Council ➤ I confirm that if successful, I and the organisation which I represent, will comply with the grant conditions I undertake, on behalf of the organisation, that any grant or such part as Shinfield Parish Council may determine, will be repaid if: ➤ The organisation is found to be in breach of the criteria and conditions applied to the grant ➤ The grant ceases to be used for the purpose(s) for which it was given
Name (this section should be signed by someone in the organisation who has the authority to act on behalf of the organisation)
Katherine Walker
Signature (please include in box below)
K E Walker
Position in the organisation
Assistant Headteacher
Date of Application
12/07/23

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

Address to be used for correspondence
Email
Telephone Number

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

Financial Information (this information will not be shared with anyone else)
Income & Expenditure (as per your most recent set of accounts – please also submit separately a copy of your most recent accounts)
Income £59,753 Expenditure £65,581
Balance Sheet Items (as per your most recent accounts – please also submit separately a copy of your most recent accounts)
Cash at Hand £8,639
Debtors £2,032
Creditors £5,399
Major Assets (e.g. buildings or items of equipment over £5,000) £113,999
Any other financial information relevant to this application
Name of Bank
Lloyds Bank
Name of organisations bank account
Anthem Schools Trust t/a Oakbank
Account Number
Sort Code

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

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

Data Protection:

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



Grant Award Application Form - 2023

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

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

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

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

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

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

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

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

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

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

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

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

Now return the complete form and any attachments in an email to
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Grant Award Application Form - 2023

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

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

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

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

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

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

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

Position in the organisation
Treasurer
Date of Application
14Jul23

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

Address to be used for correspondence	
	

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

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

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


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

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Grant Award Application Form - 2023

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

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

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

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

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

Item 8.2d – Application #23

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

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

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Address to be used for correspondence
Email
Telephone Number

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

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

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Ref	Date Paid	Supplier / Payee	Amount Paid (Inc VAT) £	Transaction Detail
1	07/09/2023	FibreNest	35.00	Broadband Monthly Charge (Sept)- Manor Pavilion
2	14/09/2023	Chargemaster Limited	7.85	Fee Only - Charging Card for Van August
3	18/09/2023	Alphabet (GB) Ltd	468.85	Facilities Van Rental September
4	20/09/2023	Telefonika UK Ltd	151.55	September - Staff Mobile Phones (4)
5	25/09/2023	Thames Valley Signs (Berkshire)	35.81	Cycle / Buggy Park Sign for School Green Centre
6	25/09/2023	Larkstel Ltd	3,276.00	Grounds Maintenance Outfield & Periphery - The Manor (June - August)
7	25/09/2023	Nigel Jeffries Landscaping Ltd	1,994.40	Grass Cutting Grounds Open Space
8	25/09/2023	P S Murduck Land Services	785.81	Hedge Cutting Various Sites - (Annual)
9	25/09/2023	Absolute Brilliance Cleaning Ltd	385.84	Cleaning August - The Manor (August)
10	25/09/2023	Absolute Brilliance Cleaning Ltd	5,037.70	Cleaning - Sch Grn Centre (August)
11	25/09/2023	Absolute Brilliance Cleaning Ltd	1,784.80	Cleaning SW Pavilion (August)
12	25/09/2023	Allerton Memorials	900.00	Cleaning War Memorial
13	25/09/2023	SPY Alarms	168.00	Call Out Fault SW Pavilion Alarm
14	25/09/2023	Meta Fencing and gates	14,284.46	Allotment Fencing & Gates (Funded by S106 Grant)
15	25/09/2023	Kreatif Design Ltd	59.99	Web Hosting September
16	25/09/2023	SSE Southern Electric	488.40	Street Lighting August
17	25/09/2023	Deycare Domiciliary Ltd	650.00	Friday Funday - Play Equipment 4 days
18	25/09/2023	MCFT Food Equipment Service	288.00	Interim Service Kitchen Equipment (SGC)
19	25/09/2023	Fcc Recycling (UK) Ltd	112.90	RE3 Green Waste - 07/09/2023
20	25/09/2023	A & E Fire & Security	873.60	6 Mth Check on Fire Alarm Systems (SWP & SGC)
21	25/09/2023	Lister Wilder	94.97	Weed Killer & Mower Fuel
22	25/09/2023	UK Solar Generation Ltd	840.00	Replacement Solar Panel - Manor Pavilion
23	25/09/2023	Alexandra	64.78	Uniform SGC Staff
24	25/09/2023	Rialtas Business Solutions Ltd	347.52	Training - Upgraded Allotments System
25	25/09/2023	DORMAKABA UK Limited	252.00	Servicing Front Doors - SGC
26	25/09/2023	Petty Cash	200.00	Petty Cash for Office
27	25/09/2023	British Gas Lite	387.82	Electricity 8/8/23 - 11/9/23 (SGC - South)
28	25/09/2023	British Gas Lite	362.49	Electricity 8/8/23 - 11/9/23 (SWP)
29	25/09/2023	British Gas Lite	93.80	Electricity 8/8/23 - 11/9/23 (Millworth Pavilion)
30	25/09/2023	British Gas Lite	796.58	Electricity 13/5/2023 - 11/9/2023 (SGC North)
31	27/09/2023	Nest Pension Contributions	1,726.26	Pension Contributions September
32	27/09/2023	Multiple Staff	18,069.51	Net Pay September
33	27/09/2023	British Gas Lite	31.31	Electricity 14/8/23 - 13/9/23 (School Green Outside Meter)
34	29/09/2023	Ian Young	102.96	Reimbursement Materials Footpath 18
35	29/09/2023	A1 Locksmiths (Berkshire) Ltd	130.70	Millworth Lane New Shackle
36	29/09/2023	Allianz Engineering Inspection	489.67	Engineering Policy - Lift & Plant Insurance 1 year
37	29/09/2023	Air It Limited	51.59	Internet - 1 mth September
38	29/09/2023	Air It Limited	1,186.98	Microsoft / E Mail /Security - September
39	29/09/2023	Air It Limited	1,347.66	Managed It Support - September
40	29/09/2023	Air It Limited	378.17	Datto Cloud Back Up - September
41	29/09/2023	Air It Limited	51.59	Pavilion Internet - September
42	29/09/2023	Jack French Contracting	384.00	Planings Footpath 18
43	29/09/2023	Office Depot International (UK	258.52	New Guillotine & Stationery
44	29/09/2023	Select Environmental Services	2,379.97	August Collections all Sites & Litter Bins
45	29/09/2023	Alpha Furnishings Ltd	298.80	Small Table Trolley for SGC

Ref	Date Paid	Supplier / Payee	Amount Paid (Inc VAT) £	Transaction Detail
46	29/09/2023	SAS Land Services	1,020.00	Removal Bus Shelter Hollow Lane
47	01/10/2023	Lloyds Bank plc	7.00	Account Fee August
48	02/10/2023	Josh Chamberlain Arborist	1,100.00	Clearance Boundary Fence - SGC
49	02/10/2023	Castle Water Limited	70.50	Water & Waste August (SWP)
50	02/10/2023	Arthur J Gallagher	16,172.34	Insurance Premium - 1 Year All Risks
51	02/10/2023	M & D Services	1,605.60	Instal Picnic Tables Deardon
52	02/10/2023	HAGS-SMP Ltd	4,580.45	Final Project Costs MUGA (SWRG)
53	02/10/2023	Trade UK	48.94	Transfer Balance
54	02/10/2023	Wokingham Borough Council	89.00	Business Rates October - Ryeish Pavilion
55	02/10/2024	Wokingham Borough Council	1,004.00	Business Rates October - SGC
56	02/10/2025	Wokingham Borough Council	157.00	Business Rates October - SWP
57	05/10/2023	FibreNest	35.00	Broadband Monthly Charge (Oct) - Manor Pavilion
58	12/10/2023	The Head Partnership	2,181.60	Legal Fees - Manor Cricket Ground & Pavilion Agreement
59	12/10/2023	Air It Limited	13.80	Mouse for Councillor
60	12/10/2023	ACC Contracting	780.00	Hire Plant - Footpath 18
61	12/10/2023	SPY Alarms	192.00	Call Out Access Fault
62	12/10/2023	MCFT Food Equipment Service	402.00	PPM Minor Service - Kitchen Equipment
63	12/10/2023	Blackburn IT Services Ltd	180.00	Mobile Inspection Software - Allotments
64	12/10/2023	A1 Locksmiths (Berkshire) Ltd	110.76	Key & Padlock Chain Deardon Allotments
65	12/10/2023	BDS Surveyors	4,656.00	Project Management & Plans - Millworth Lane
66	12/10/2023	Fcc Recycling (UK) Ltd	112.90	RE3 Green Waste 13/9/2023
67	12/10/2023	Select Environmental Services	4,189.76	Litter Bins - July & September
68	13/10/2023	Employee	123.05	Salary Payment
69	13/10/2023	HMRC paye	5,511.26	NI & PAYE Sept
70	16/10/2023	Alphabet (GB) Ltd	468.85	Facilities Van Rental October
		Total of Payments	<u>106,928.42</u>	

Ref	Date Paid	Supplier	Amount Paid (inc VAT) £	Transaction Detail
1	01/09/2023	Safety Signs & Notices Ltd	16.52	Fire Exit / Push Bar Signs for Doors (SGC)
2	06/09/2023	Amazon EU	21.45	Mechandise for Carnival
3	06/09/2023	Adobe	51.98	Software - September
4	07/09/2023	Amazon EU	17.98	Merchandise for Carnival
5	11/09/2023	Planning Portal	298.00	Planning Application for Shinfield Parish
6	21/09/2023	Chemassist	211.20	Treatment for SGC Urinals
7	22/09/2023	Text Magic	60.00	Top Up App - Allotment Holder Messages
8	25/09/2023	UK Office Direct	16.97	Graffiti Wipes
9	25/09/2023	Glasdon Manufacturing Ltd	1,674.36	Memorial Bench (paid for by a resident)
10	26/09/2023	Safety Notices & Signs	14.68	Chemical Store Sign & Fire Exit Sign
11	29/09/2023	TV Licensing	318.00	TV Licences for SGC & SWP
		Total Payments	<u>2,701.14</u>	

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

Lifebuild Solutions Limited – Final Application (17) for the Construction of School Green Centre.

Sum (including VAT @ 20%) - £53,400.

The final payment certificate has been agreed and signed off by AOC Architecture Limited and is now due for payment.

The Contract Tracker which has been reported throughout the project is also attached.

Contract Tracker

13.3



Project	New Community Centre	Approved Contract Budget	£2,702,000.00
Contractor	LIFE Build Solutions Ltd	Contract Price	£2,900,000.00

Contract Certificate Number	Date of Contract Certificate	Value of Work	Retention	Payment	Cumulative Payment	Date Paid / Scheduled to be paid
1	03/09/2020	£198,000.00	£9,900.00	£188,100.00	£188,100.00	24/09/2020
2	13/10/2020	£518,000.00	£25,900.00	£304,000.00	£492,100.00	23/10/2020
3	10/11/2020	£668,000.00	£33,400.00	£142,500.00	£634,600.00	23/11/2020
4	10/12/2020	£810,000.00	£40,500.00	£134,900.00	£769,500.00	22/12/2020
5	18/01/2021	£951,000.00	£47,550.00	£133,950.00	£903,450.00	25/01/2021
6	12/02/2021	£1,239,000.00	£61,950.00	£273,600.00	£1,177,050.00	22/02/2021
7	11/03/2021	£1,441,000.00	£72,050.00	£191,900.00	£1,368,950.00	22/03/2021
8	08/04/2021	£1,651,000.00	£82,550.00	£199,500.00	£1,568,450.00	26/04/2021
9	12/05/2021	£1,866,000.00	£93,300.00	£204,250.00	£1,772,700.00	24/05/2021
10	11/06/2021	£2,007,000.00	£100,350.00	£133,950.00	£1,906,650.00	22/06/2021
11	16/07/2021	£2,210,000.00	£110,500.00	£192,850.00	£2,099,500.00	27/07/2021
12	16/08/2021	£2,451,000.00	£122,550.00	£228,950.00	£2,328,450.00	23/07/2021
13	20/09/2021	£2,687,000.00	£134,350.00	£224,200.00	£2,552,650.00	05/10/2021
14	19/10/2021	£2,748,000.00	£137,400.00	£57,950.00	£2,610,600.00	29/10/2021
15	18/11/2021	£2,825,000.00	£70,625.00	£143,775.00	£2,754,375.00	03/12/2021
16	08/06/2023	£2,900,000.00	£45,000.00	£100,625.00	£2,855,000.00	29/06/2023
17	06/10/2023	£2,899,500.00	£44,500.00	£44,500.00	£2,899,500.00	20/10/2023

Total Contract Price adjusted for Blind - £500



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studio@theAOC.co.uk
www.theAOC.co.uk

Certificate of
COMPLETION
JCT ICD/2016

Issued by **AOC Architecture Ltd**
Employer **38-50 Pritchard's Road, London, E2 9AP**
Shinfield Parish Council

Job Reference **213**

Contractor **School Green, Shinfield, Reading RG2 9EH**
LIFE Build Solutions Ltd

Instruction No. **001**

Works **Shinfield Community Centre**

Issue Date **06.10.23**

Contract Date **07th July 2020**

Contract Value **£2,900,000**

Following site inspection conducted 05th OCTOBER 2023 it is hereby certified under Section 1.9 and 4.21 (Final Certificate) that the Works have been completed in accordance with the Contract on **18th SEPTEMBER 2023**.

This Certificate is given without prejudice to the Contractor's obligation to complete the outstanding items listed on the Incomplete work / Snagging schedule '213_SCC_Incomplete Work + Snagging Schedule_AOC COMMENT_230707' within the specified timescales.

Signed

To be signed on behalf of the issuer named above

Distribution	☒ Contractor	☒ Quantity Surveyor	☐
	☒ Employer	☐	☒ File



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FINAL PAYMENT CERTIFICATE

Issued by:	AOC Architecture Ltd 38-50 Pritchard Road, London, E2 9AP	Job Reference:	213
Employer:	Shinfield Parish Council School Green, Shinfield, Reading RG2 9EH	Certificate no:	17
Contractor:	LIFE Build Solutions Ltd 2 Buckingham Place, Bellfield Road West High Wycombe, HP13 5HW	Issue date:	06.10.23
Works:	Construction of Shinfield Community Centre School Green, Shinfield, Reading RG2 9EH	Valuation date:	15.09.23
Contract dated:	07th July 2020	Contract sum:	£ 2,900,000.00

This Final Certificate is issued under the terms of the above-mentioned contract

Gross valuation £ 2,900,000.00

Less Blind Adjustment (Refer to LB Email 13.09.23)

£ 500.00 -

Sub-Total £ 2,899,500.00

Less total amount stated as due in Interim Certificates previously issued up to and including Interim Certificate no: 16

£ 2,855,000.00 -

Net amount for payment

£ 44,500.00

We hereby certify that the amount for payment by the Employer to the Contractor on this Certificate is (in words)

Forty Four Thousand & Five Hundred Pounds

All amounts are exclusive of VAT

Signed

Note: The issue of this certificate is not for and shall not be taken as showing that any work or materials or goods or workmanship is or are accepted as conforming to description or being in accordance with The Contract.

To be signed on behalf of the issuer named above

This is not a Tax Invoice



Mike Balbini
Shinfield Parish Council
Shinfield Parish Hall
School Green
Shinfield, Reading
RG2 9EH

LIFE Build Solutions Limited
2, Buckingham Place
Bellfield Road West
High Wycombe
Buckinghamshire
HP13 5HW

Tel: 01494 557710

Fax: 01494 532453

Web: www.lifebuild.co.uk

06 October 2023

Application NO. LBS185/17

Final Application 17 as @ 15/09/2023 **Construction of Shinfield Community Centre**

GROSS VALUE OF WORKS	£2,899,500.00
Less Retention	£0.00
NETT VALUE OF WORKS	£2,899,500.00
Less Previous Payments	£2,855,000.00
AMOUNT NOW DUE FOR PAYMENT	£44,500.00

The Contract allows that the rate of VAT chargeable on the supply of goods and services to which the Contract relates is 20%

20% of the amount certified above is	£8,900.00
TOTAL OF NET AMOUNT AND VAT AMOUNT	£53,400.00

THE ABOVE SUM IS DUE NO LATER THAN 20-Oct-23

Bank Details: National Westminster

Sort code: 60-18-11

Account number: 17088844

OUR BANK DETAILS HAVE NOT CHANGED