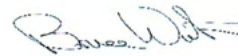


To all members of Shinfield Parish Council

Notice is hereby given and you are summoned to attend a meeting of the Full Council on
WEDNESDAY 27th September 2023 at the School Green Centre, commencing at 19.00

Please note the earlier start time to allow time to hear from and ask questions of the Police and Crime Commissioner



Bruce Winton, Parish Clerk
21st September 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. Mr Matthew Barber, Police and Crime Commissioner for Thames Valley

- 2.1 To **ASK** The Police and Crime Commissioner questions regarding policing within the parish

3. Apologies and declarations of members' interests

- 3.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
- 3.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
- 3.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest

4. Minutes of Meeting on 23rd August 2023

- 4.1 To **APPROVE** the minutes of the Full Council meeting on 23rd August 2023* as a correct record of the meeting
- 4.2 To **RECEIVE** information on matters arising

5. Reports

- 5.1 To **RECEIVE** reports from the Borough Councillors*
- 5.2 To raise any questions to WBC via the Borough Councillors
- 5.3 To **NOTE** the draft minutes of the Facilities Committee dated 6th September 2023* and update from the Vice-Chairman of the Committee
- 5.4 To **NOTE** the draft minutes of the Arts, Culture and Events Committee dated 7th September 2023* and update from the Chairman of the Committee
- 5.5 To **NOTE** the draft minutes of the Planning & Highways Committee dated 13th September 2023* and update from the Chairman of the Committee
- 5.6 To **RECEIVE** and **NOTE** a verbal update from the Traffic Working Party

* indicates one or more attachments in support of the item

** indicates papers to follow

- 5.7 To **RECEIVE** a verbal report from the Chairman
- 5.8 To **RECEIVE** reports from outside bodies
- 6. Engagement Working Party**
 - 6.1 To **RECEIVE** and **CONSIDER** an update from the Engagement Working Party
 - 6.2 To **RECEIVE** and **CONSIDER** feedback on community engagement at Spencers Wood Carnival on 16th September
- 7. Education Provision in the parish**
 - 7.1 To **RECEIVE** and **CONSIDER** an update from the Education Working Party
- 8. Sports & Recreation Items**
 - 8.1 To **RECEIVE** and **CONSIDER** a verbal update on the Sports Working Party
- 9. Ryeish Green Pavilion**
 - 9.1 To **RECEIVE** and **CONSIDER** an update from the Clerk regarding the sale of Ryeish Green Pavilion
- 10. Land issues**
 - 10.1 To **RECEIVE** and **CONSIDER** a verbal report from the Chair of Finance & General Purposes Committee on potential lease of Ryeish Green playing fields
 - 10.2 To **RECEIVE** and **CONSIDER** an update regarding provision of community space in the north of the parish*
 - 10.3 To **RECEIVE** and **CONSIDER** options for the completion of the unfinished footpath on Hyde End Lane
- 11. School Green Centre**
 - 11.1 To **RECEIVE** and **CONSIDER** a verbal report from Cllr Grimes on the School Green Centre
 - 11.2 To **RECEIVE** and **CONSIDER** a verbal update on a proposal for the provision of film screening facilities
 - 11.3 To **RECEIVE** and **NOTE** a verbal update from the School Green Working Party
- 12. Grant Applications**
 - 12.1 To **RECEIVE** and **CONSIDER** the recommendations of the Finance & General Purposes Committee in respect of Annual Grant Scheme applications*
- 13. Correspondence**
 - 13.1 To **RECEIVE** and **CONSIDER** any correspondence received
- 14. Invoices for Payment**
 - 14.1 To **RECEIVE** and **NOTE** Lloyds Bank payment of invoices within the Clerk's financial delegation*
 - 14.2 To **RECEIVE** and **NOTE** Barclaycard payment of invoices within the Clerk's financial delegation*
 - 14.3 To **RECEIVE** and **APPROVE** payments due to be made that are outside the Clerk's financial delegation*
- 15. Dates of Next Meeting**
 - 15.1 The date of the next Full Council Meeting will be Wednesday 25th October 2023

* indicates one or more attachments in support of the item
 ** indicates papers to follow



Clerk: Bruce Winton
 School Green Centre
 School Green
 Reading
 Berkshire
 RG2 9EH
 Tel: (0118) 988 8220
 E-mail:
 clerk@shinfieldparish.gov.uk
 www.shinfieldparish.gov.uk

Minutes of a meeting of Full Council
Held on Wednesday, 23rd August 2023
At School Green Centre commencing at 19:00

Present: Cllrs Boyer, Grimes, Hoyle (23/101), Jahromi, Jones*, Lias, Masseron, Peer and Tatla

Attending: BCllrs Bray, Glover & Johnson
 B Winton (Clerk), S Herring (Deputy Clerk)
 32 members of the public

23/100 Public Questions

100.1 BCllr Bray addressed the meeting outlining the following points:-

- There was a misapprehension that Wokingham Borough Council (WBC) had cut the buses, this was not the case and the reason for the current problem was the increase in the number of children.
- It was unlikely that the E3 bus could start in Three Mile Cross and Spencers Wood.
- Bus operators had confirmed that there are no 72 seater buses available to increase capacity.
- E3 Bus would stop on the south bound bus stop on Hollow Lane, at the junction with Arborfield Road
- Regarding the E3 Bus, BCllr Bray had not received an update on who had been allocated seats on this bus.
- No 3 Leopard Bus – Reading buses had confirmed that they cannot alter the timings; the 7:40 bus should have enough room to accommodate everyone.
- Emmbrook Secondary School have confirmed that they would make a note to explain the lateness on the children's records if necessary.
- 600 bus – changing the timings of the bus is not something that can be done quickly.
- F2 bus to the Forest School does not have any vacant farepayer seats available.
- WBC are going to review their criteria for adding operators to the list of potential contractors. This will take time but should provide a wider range of options in the future.
- SPC confirmed that the streetlighting would be on from 05:30.
- WBC traffic team would look at the streetlights owned by them.
- Speed limit reductions are to be implemented on Hyde End Road from the Basingstoke Road to Dobbies from 40mph to 30mph. Shinfield Parish Council (SPC) are discussing further speed reductions and improvements to key crossing points

- 244 bus operated by Horsemans Coaches is a private bus and WBC do not know who has taken this option. Horsemans were not able to share the information due to GDPR.
- Oakbank School is run by an academy, therefore, legislation does not allow WBC to have the power to intervene, only 'soft power'. As with other schools, WBC can work with schools by negotiation only.
- It was recognized that year on year there would be more children than spaces in the parish and this was on the agenda for WBC for planning school places.
- Initially there were 49 children without a bus place and this has now reduced to 16.
- Oakbank School currently had 35 spaces available for those who were not able to transport their children to another school in the Borough.
- To secure free bus transport, parents should request a place at their nearest four schools, if there was no space and they were allocated to a different school the transport would then be offered free of charge.

*19:24 Cllr Jones joined the meeting

100.2 Members of the public made the following observations:-

- Swallowfield, Shinfield, Three Mile Cross, Spencers Wood and Riseley have no secondary school provision. Bohunt School is oversubscribed and there is little transport to alternative schools in the Borough. Oakbank School is considered as undesirable due to historical reputation. There is no post 16 provision in the parish. There is a duty on WBC to provide education provision for children in the Borough.
- BCllr Bray explained that the current administration had inherited the problem and were reviewing what could be done to make improvements. It was not always WBC that determined the catchment area of schools as the Department for Education (DFE) also influenced these decisions. Originally Bohunt School was planned to be for 11-18 year olds but the school trust changed this to 11-16 year olds. BCllr Bray empathised with parents and recognized that changes needed to be made due to the vast amount of housing development in the area that were decided upon by the Secretary of State. A decision to open a 6th form at Bohunt School had not been finalized.

100.3 Other points raised included:-

- If parents had to transport their child to school by car this goes against WBC's policy for climate change.
- Allocation of transport is not clear or consistent to parents.
- WBC appears to have a procedural problem in allocating school transport places.
- Parents were concerned that a record of late arrival at school will travel with the child, and they were being disadvantaged by missing out on important information at the start of the school day.
- A proposal was made that if SPC bought a community mini bus, could this be utilized for the remaining children that were not allocated a bus space.

100.4 Additional primary school in Shinfield

A new primary school had been planned in the parish, but it was unclear as to whether this would proceed due to a number of issues, for example, the land was within the DEPZ, (however, it was understood that AWE did not object to a school being built); currently there was a lack of numbers for a new school.

20:15 *Members of the public left the meeting, three remained
BCllrs Bray and Johnson left the meeting*

23/101 Councillor Co-option

101.1 It was proposed that Richard Hoyle be co-opted as a member of Shinfield Parish Council for Spencers Wood & Three Mile Cross

Proposed: Cllr Grimes
Seconded: Cllr Jahromi
Approved: Unanimously

101.2 Richard Hoyle accepted the office of Councillor for Spencers Wood & Three Mile Cross Ward and duly signed an acceptance of office.

23/102 Apologies and declarations of Members' Interest

102.1 Apologies had been received from Cllrs Clarke, James & Montgomery
Apologies had been received from Borough Cllrs Gray, Rance and Munro

102.2 There were no declarations of members' interests

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

23/103 Minutes of the Meeting held on 26th July 2023

103.1 The minutes of the meeting held on 26th July 2023 were approved as a correct record and signed as such by the Chairman.

Proposed: Cllr Jahromi
Seconded: Cllr Lias
Approved: Unanimously

103.2 **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).

- 23/71.2 Clerk to arrange an awareness campaign to encourage litter to be taken home

This will be included in the next edition of the newsletter to go out in early September.

- 23/71.2 Clerk to investigate how full bins were when emptied

A request for information was out with Select who empty SPC bins.

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

This was still with the University of Reading's lawyers. The Clerk confirmed that SPC was insured.

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

The Clerk had written to the PCC and his office had advised that he would be prepared to attend an evening meeting with the council. The Clerk suggested one of the forthcoming Full Council meetings and had been advised that the PCC was available on 27th September. This was on hold for 19.00 to 20.00 that evening subject to the agreement of this meeting. Members were in agreement for the PCC to be invited to the start of the meeting at 19:00.

ACTION – Clerk to confirm the meeting

- 23/86.5 Clerk to include reporting of flora and fauna in the newsletter

This would also be included in the next edition of the newsletter.

- 23/87.1 Clerk to arrange the first meeting of the Engagement Working Party

The first meeting of the Engagement Working Party would be held on 5th September at 11:00 via TEAMS

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

The first meeting of the Education Working Party would be held on 12th September at 11:00 via TEAMS

ACTION –

- Clerk to ask BCllr Bray, WBC to join the Education Working Party
- Clerk to ask a representative of Swallowfield Parish Council to join the Education Working Party

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

The Clerk had met with Trevor Saunders, Assistant Director Planning (Interim) and Connor Corrigan, Head of Strategic Development for Wokingham Borough Council

on 23rd August and included the proposal of MereOak as a possible location for a 3g pitch. Although there was some support for the concept from the sports side of WBC there was less enthusiasm from the planning side. They repeated the concern about being within the DEPZ but also suggested that WBC have it as an asset that could be realized in the future. Members were curious as to what WBC could use the land for as they had stated it was within the DEPZ.

- 23/91.1 Clerk to arrange a discussion with Cllr Grimes and James regarding how to take this forward with Mr Hoggeth.

This was on the agenda

- 23/94.2 Clerk to include terms of reference for community fund on agenda for August Full Council Meeting.

This was on the Agenda

103.3 **Minutes of the Extra-ordinary Meeting held on 2nd August 2023**

The minutes of the meeting held on 2nd August 2023 were approved as a correct record, subject to the amendment below, and would be signed as such by the Chairman after the correction had been made.

23/98.1 should read "Apologies had been received from Borough Cllrs Gray and Munro"

Proposed: Cllr Lias
Seconded: Cllr Tatla
Approved: Unanimously

23/104

Reports

104.1 **Reports from Borough Councillors**

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

104.2 **Questions for Borough Councillors**

- a) A query was raised in relation to BCllr Rance's report regarding "23.7.23 . . . At the time of writing there is to be no provision of bus service to Emmbrook in September. . . ."

ACTION – Clerk to write to BCllr Rance to correct this statement as it was deemed to be inaccurate. The buses were still operating but the current situation was due to demand exceeding capacity.

- b) BCllr Glover reported that she was still trying to find out whether Thames Valley Police were taking any action on the car racing on the A33. The Clerk reported that SPC were maintaining a log of ASB in the parish.

- c) The speed camera on Hyde End Road had still not been repositioned. A contractor was being sourced to rectify the damage. In view of the imminent reduction in speed limit from 40mph to 30mph this would help to act as a deterrent for speeding vehicles.

104.3 Minutes of Facilities Committee 2nd August 2023

Members **NOTED** the minutes of the Facilities Committee meeting held on 2nd August 2023.

104.4 Minutes of the Arts, Culture and Events Committee 3rd August 2023

Cllr Tatla reported on the following:-

- Nicola Peacock, WBC had attended the meeting to highlight the range of activities WBC were involved with.
- BCllr Sarah Kerr, WBC would be attending a meeting on 5th September to explore how the Committee could work with WBC on activities and events they were planning.
- 'Friday Funday's' at the School Green Centre had been a huge success and the staff were praised for their work in organising these events throughout the school summer holidays. The committee would investigate activities for adults on a Friday during school term time.

Members **NOTED** the minutes of the Arts, Culture and Events Committee meeting held on 3rd August 2023.

104.5 Minutes of the Planning & Highways Committee 9th August 2023

Members **NOTED** the minutes of the Planning and Highways Committee meeting held on 9th August 2023

104.6 Working Parties

Traffic Working Party:

The Clerk reported that at the meeting held on 26th July, Matthew Gould, WBC, had advised that all the items discussed at the meeting should be formally logged as requests with WBC through their online system. The Clerk advised that he had formally logged all the requests for traffic improvements with WBC and was awaiting a formal update from WBC.

104.7 Sports Working Party:

Millworth Lane was on the agenda, however, following the last Full Council meeting the two main football clubs had been invited to the Sports Working Party meeting on 1st August resulting in a very productive meeting.

104.8 School Green Working Party:

The School Green Working party met on 3rd August 2023 and the following was discussed:-

The work on the school green would be carried out in phases with the priority being replacement of the 91 bollards as the existing wooden posts were rotting. These would be of a plastic construction with a metal rod inside, textured in dark oak and approximately the same height as the existing bollards. It was recognised that the green needed protecting and it would be good to have the work completed before Remembrance Sunday.

To improve the aesthetics of the car park it was proposed to install some black decorative fencing panels, between the car park and the green, that would be offset to allow access points from the car park to the green. The fencing would be in keeping with the war memorial and comes in sections approximately 90cm high by 1.80m wide with low maintenance.

The Facilities Manager was obtaining quotes for the above work and this would be discussed at the next Facilities Committee meeting.

Other work identified:-

- War Memorial cleaned
- Moving the recycling bins off the car park to a hardstanding next to the car park, this would include a potential electrical bin provided by WBC and would free up car parking spaces
- Dropped kerb for the kebab van
- History panels

104.9 Chairman's Report

Cllr Grimes reported that his main focus this month had been dealing with school transport issues.

104.10 Reports from Outside Bodies

There were no reports from outside bodies.

23/105 Engagement Working Party

105.1 Engagement Working Party

The first meeting of the Engagement Working Party was scheduled for 5th September at 11:00 as a TEAMS meeting.

23/106 Education Provision in the parish

106.1 Education Working Party

The first meeting of the Education Working Party was scheduled for 12th September at 11:00 as a TEAMS meeting.

23/107

Sports and Recreation Items

107.1 Plan for Millworth Lane

At the last Full Council meeting agreement had been given in principle for the general principles and order of magnitude of costs. Note was also taken of the suggestion to use solar panels and proposed community garden at High Copse.

The Clerk had met with Tony Grover, building surveyor, on 23rd August to discuss the proposals discussed at the last meeting to expedite getting formal costings which would then form the basis of the detailed business case to be put before Full Council.

107.2 3G Pitch

This was covered earlier in the meeting.

23/108

Ryeish Green Pavilion

108.1 The Clerk reported that the Ryeish Green Pavilion was on the market and to date there had been no additional expressions of interest.

23/109

Land Issues

109.1 Land Issues

Cllr Grimes, the Clerk and Mr Hoggeth, WBC, met on the 1st August to discuss alternative approaches to the land issues.

The Clerk had since advised Mr Hoggeth that he wished to take the option of a land swap off the table as Shinfield Parish Council (SPC) and Wokingham Borough Council (WBC) had fundamentally different views on the value of the land. Mr Hoggeth was now prepared to work towards separate lease agreements for Ryeish Green playing fields (from SPC to WBC) and Deardon Orchard (already in place from WBC to SPC).

Mr Hoggeth had asked the Clerk if he would put forward some heads of terms for the lease.

The Clerk had strongly pushed the option of the School Green Car Park being transferred to SPC ownership. However, Mr Hoggeth has been advised that "its not surplus to the Council's requirements and therefore unable to consider a transfer of the asset to the Parish Council." As a minimum, SPC should look for some reassurances over the future use of the car park and especially regarding the potential introduction of car parking charges.

ACTION – Clerk to draw up heads of terms for a lease for the Ryeish Green playing fields

109.2 Community Space in the north of the parish

There had been no further update since the previous meeting with the working party; consisting of Cllrs James, Tatla and Montgomery, Paul Gudge, Facilities Manager and the Clerk meeting with the Director of the Education Trust and Headmaster of Whiteknights School on Wednesday 13th September; to discuss the proposals in more detail. The outcome of this meeting would be reported back at the Full Council meeting in September.

23/110 School Green Centre

110.1 Update from Cllr Grimes

Cllr Grimes reported that:-

- He was still working with the architects to close off the snagging issues
- The building had been shortlisted for an architects award and the judges had visited the building on the 18th and 21st August

110.2 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. This was to introduce the building to them. Requirements were for a minimum capacity of 80 and accessible for cinema use for 30 hours per month. From the initial discussion it did seem to them that a viable solution could be found centred around the Pound Green or Ryeish Green rooms. The discussions included the need for operational flexibility, seating provision, storage, positioning of equipment, blackout curtains and lighting needs. Having taken photos and measurements they will go and work up some potential options and share them with SPC in due course.

Requirement would be to achieve this by March 2025. The Clerk indicated that school holiday periods were likely to be the best time to accommodate any necessary works.

23/111 Correspondence

111.1 Terms of reference for community fund

Members did not object but agreed to leave signing the Deed until planning approval had been granted.

21:31 *Three members of the public left the meeting*

111.2 Name of Parliamentary Constituency

Cllr Jahromi raised the suggestion of organising a petition to have Shinfield included in the name of the new parliamentary constituency which was currently designated as "Earley and Woodley".

The Clerk advised that his research had established that the Boundary Commission "are open to considering alternative names that have support locally but will avoid

long lists that attempt to describe every population centre in a seat". The guidance also suggested that the constituency name "should reflect the main population centre and if there are two main towns both can be included, like Truro and Falmouth"

The Clerk had identified only one English constituency which had three place names (Ruislip, Northwood & Pinner). The Scottish Boundary Commission seem more relaxed about this as there are 8 with three or more

Using the information issued by the Boundary Commission the composition of the new constituency is as follows:

Earley 38.4% (26,904 of a total electorate of 70,083)

Woodley 26.3% (18,402)

Whitley & Church (the 2 South Reading wards included) 21.5% (15,060)

Shinfield 13.9% (9,717)

Members felt that in light of the above information, it was unlikely that the constituency name could include 'Shinfield'.

ACTION – Clerk to inform and reassure residents via the SPC website and newsletter that SPC was still within Wokingham Borough Council despite the change of constituency name. A map should also be included to outline the boundary.

111.3 Grant Applications

Cllr Masseron enquired as to whether the grants had been allocated. The Clerk reported that an Annual Grants Working Party would be meeting on 30th August to consider the applications, however, the amount of grants requested had far exceeded the allocation of money. The working party would report to the next Finance and General Purposes Committee for approval.

ACTION – Clerk to circulate list of grant applications to members of SPC

23/112

Invoices for Payment

112.1 Members NOTED the following payments: -

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

Members APPROVED the following payments: -

- Payments due to be made that were outside the Clerk's financial delegation

Proposed: Cllr Lias

Seconded: Cllr Tatla

Approved: Unanimously

23/113

Date of Next Meeting

- 113.1 The date of the next meeting is Wednesday, 27th September 2023

The meeting ended at 21:51

List of Actions

23/103 23/86.2	Clerk to confirm the meeting of the next Full Council meeting with the Police & Crime Commissioner (PCC)	Clerk
23/103 23/88.2	(i) Clerk to ask Cllr Bray, WBC to join the Education Working Party	Clerk
23/103 23/88.2	(ii) Clerk to ask a representative of Swallowfield Parish Council to join the Education Working Party	Clerk
23/104.2	Clerk to write to BCllr Rance to correct the statement in her report as it was deemed to be inaccurate. The buses were still operating but the current situation was due to demand exceeding capacity	Clerk
23/109.1	Clerk to draw up heads of terms for a lease for the Ryeish Green playing fields	Clerk
23/111.2	Clerk to inform and reassure residents via the SPC website and newsletter that SPC was still within Wokingham Borough Council despite the change of constituency name. A map should also be included to outline the boundary	Clerk
23/111.3	Clerk to circulate list of grant applications to members of SPC	Clerk

Borough Councillor Reports

Councillor Glover

Committees etc

The main activity has continued to be the School Bus Places for Fare-Payers issue.

I visited the Natural History Museum, where plans for the store and research facility in Shinfield were shared with us, and we were given a tour of the building (behind the scenes). They certainly need the storage space, and new facilities.

I'm currently worrying about the proposal for double yellow lines opposite One-Stop, which I am not sure will solve the problem, and the 'unfinished footpath' of course.

I attended Overview and Scrutiny Management Committee via Teams (having sent a substitute), as we were reviewing progress on the Estate Infrastructure Task and Finish group set up in 2020; attended a Planning Training session and sat as one of the panel on a Taxi Driver Appeal.

Residents' issues from last month:

I have heard nothing more about the rats.

Residents' issues this month

The main ongoing issue has been traffic congestion in Hyde End Road on Saturday mornings. I have also been helping with a case of potential homelessness, due to private landlord selling up, and had residents asking for help about possible planning infringement by neighbours.

Councillor Gray

Meetings continue with the Children's Services Overview and Scrutiny, and Corporate Parenting board committees

Casework:

- I have had a few residents contact me regarding the litter bin consultation with their proposals. I have responded taking into account some of these views, particularly noting the disproportionate number of proposed bins to be culled in the north of the ward by the parade of shops.
- A few instances of ASB which are being followed up by the housing team.
- A couple of housing issues regarding service of outside contractors, progress through the council has been a little slow to sort out these issues, partly to do with officers on annual leave over the summer.
- Parking in Shinfield Park estate an ongoing problem, some issues with grass cutting in the area, but I believe these are mostly resolved now.

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

4.8.23 Elderly Resident contacted at High Copse Farm Cottages. Dog walkers constantly push full dog poo bags into her dense hedge at the front of property. It's a filthy habit, and she does not want to collect and dispose. She asked if a Bin could be put there. I asked WBC/SPC. Not possible presently. WBC did say they would put up some notices. I inspected 10 days later. No sign of the signs!

4.8.23 I was alerted to the massive dead oak in Askew Drive a year ago. Both WBC and Landowners would not accept responsibility. However, after another email by me, regarding large boughs crashing to the ground, WBC did put up plastic fencing, which to me indicated some 'ownership'. I was informed that if the landowner did nothing within 14 days, WBC could act, and charge the landowner subsequently. I prompted WBC after said time, and the tree was properly cut down.

5.8.23 Am in constant contact with family in Clements. The lady needs to be moved to the highest banding for 3 bedrooms (5 of them are in 2 bedrooms). One child now diagnosed with autism, and other serious mental health issues. WBC will not entertain this, even though doctors recommend the child has a room of his own, so that he has a "quiet space".

Paraplegic resident I reported about last month, is very pleased as WBC have reacted to my emails, and flooring is being laid at the special bungalow. He should soon be in.

6.8.23 Disabled Residents of Frensham Green reported their back path with locked privacy gate at the end, was utterly overgrown with brambles. Took me a couple of emails and photos, and eventually all was cut back, but the stumps of the brambles left. Surely it would be cheaper to also put strong weedkiller down, as those stumps will grow back. However, wheelchair users can now ride manoeuvre along the path.

I did a review of several my concerns asked of WBC since 1st Jan.

Traffic sign fell over at University Bridge. Fixed (because it was dangerous to drivers)

23.1.23 2 panels of the barrier on University Bridge purported to be ordered after sent my photos/report. Apparently, SPECIALIST! Not happened.

Mid Feb asked about School Warning Light at other side of Oakbank. NO REPLY

25th Feb. Asked about the Pathway that goes nowhere at Hyde End Lane/Ryeish Green. NO REPLY.

(Currently 400 signatures on a Petition from residents to ask WBC to fix)

3.3.23 Asked about tree lopping in Croft Road – wires were tangled up. Received email saying "Email requests will no longer be valid. Use Council's Online Reporting system" This means of course, that I cannot track anything to get back to the resident with satisfactory reply.

21.7.23 W2355081 (I did as they said) for a drastic cutback at Woodcock Court. I checked W Court 10th Sept. Not done.

22.8.23 Residents in Silchester Place so angry with WBC for lack of transparency and help over the Car Meets at MereOak. This has been ongoing for several years.

23.8.23 Family of 5 living in 2 bed roomed house (2 are teenagers, boy and girl sharing) in Hyde End Road shown one alternative property. However, there leak marks on a wall, two floors were extremely uneven, kitchen had no plumbing. They refused. They will not be allowed to ask for another for 12 months. I protested on their behalf. They did. But "Our complaints were not upheld" general edit from WBC.

Hayes Drive resident complaining about Rats and more Rats running around the streets. I spoke with WBC but the general rule is that 'There is nothing they can do'. People are encouraged to keep alleyways, lawns, paths free of food which entices rats!

Met a single mother in Salmon Close who has 5 children from 3 – 16 (two of whom have serious issues) and with 2 cats, who is about to be evicted with nowhere to go. She'd emailed Catherine Glover, Chris Johnson and me in desperation. I was on back pedal as didn't see email until afternoon, but I managed to visit her at 5 pm, take details, make a report, and Catherine took up the cudgel from there. Resident now getting some good help.

28.8.23 A lady regularly visits her mother's grave at Shinfield Cemetery, but sad to find that one week, the vase for flowers had been stolen, then the next week having replaced it, all the tops of the roses she had placed in there, had been cut off.

2.9.23 A young couple with 3 boys living in Shinfield now, wished to bring the ashes of their second son, who only survived for 2 days, 10 years ago, to Shinfield Cemetery from Easthampstead, applied to WBC 12 months ago for permission to do so. It is a lawful process. They hoped and asked that the exhumation and interment could take place on 2nd September, but someone forgot/misplaced the email/who knows! 10 year is a significant anniversary and this was sullied by mismanagement about which I made enquiries on parents' behalf. However, all was accomplished, and the quiet ceremony took place on Thursday 7th September in brilliant sunshine which made the anniversary more uplifting.

Finally, met a very poorly chap living on Westall. He is partially sighted, is a kidney and pancreas transplant, has no toes on either foot, the stumps of which are infected, and he is agitated by mould in his bathroom. I looked and TBH it is not very bad, but I have contacted WBC. He also reports a resident in the flats is smoking cannabis in the hallway with his mates but having reported himself to WBC finds they cannot do much about that. This gentleman now needs a wheelchair, and his apartment is not suitable. Am awaiting doctors/hospital letters so that I can assist with an application for a change of housing.



Clerk: Bruce Winton
School Green Centre
School Green
Reading
Berkshire
RG2 9EH
Tel: (0118) 988 8220
E-mail:
clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

Minutes of a meeting of
The Facilities Committee
Held on Wednesday 6th September 2023
At School Green Centre commencing at 19:30

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

Attending: S Herring (Deputy Clerk) and P Gudge (Facilities Manager)

23/FC/43 Public Questions

43.1 There were no public questions

23/FC/44 Apologies and declarations of Members' Interest

44.1 There were apologies for absence from Cllrs Jahromi and Masseron

44.2 There were no declarations of members' interests

23/FC/45 Minutes of the Previous Meeting

45.1 The minutes of the Facilities Committee meeting held on 2nd August 2023 were approved as a correct record and signed as such by Cllr Clarke as Chair of the committee.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

45.2 The following matters arising were discussed:

23/FC/33.2 Facilities Manager to arrange a date for work to take place on the trees at
23/FC/14.2 Deardon Orchard

A date had been arranged for the 14th October for the work to take place. An Arborist would be present, and volunteers were needed to assist. The Shinfield Volunteers group would welcome any new interested helpers. Tea and coffee would be provided free of charge for all helpers.

- 23/FC/25.1 Facilities Manager to report back to the next meeting on signage for 'supported by Shinfield Parish Council'

The Facilities Manager showed a potential sign he had made for displaying on buildings. A smaller version could be made for other items, for example, the picnic tables at Deardon Field.

Proposed: Cllr James

Seconded: Cllr Peer

Approved: Unanimously

- 23/FC/26.1 Facilities Manager to report on the current situation regarding the practice nets at the Manor Ground

The Facilities Manager had not yet received an update from the University of Reading (UoR)

- 23/FC/27.5 Deputy Clerk to arrange a meeting between the Clerk and the Coffee Trailer provider

A meeting had taken place on 31st August 2023 with the Clerk, Deputy Clerk and Coffee Trailer provider. After considering possible locations the proprietor preferred to proceed with their original location which was the Spencers Wood Recreation ground. The proposed start date would be around mid-October and the proprietor would liaise with the Clerk on days and times of operation. These may vary as the proprietor establishes the best hours of business. They would ensure no overlap with the Thursday coffee mornings.

This item was now on the agenda of the Arts, Culture and Events Committee

- 23/FC/36.2 Facilities Manager to provide details of the number of allotment plots issued with warning letters

This was on the agenda – see 23/FC/48.3

- 23/FC/38.1 Facilities Manager to report back to the next meeting on the contract with Chapel Lane pre-school

This was on the agenda – see 23/FC/50.1

- 23/FC/38.2 Clerk to arrange a meeting to discuss charges and licencing with the provider of a mobile pizza van

The Clerk was arranging a meeting and this was now on the agenda of the Arts, Culture and Events Committee

- 23/FC/39.1 Facilities Manager to request the date for the start of the football season and make any necessary arrangements for the transition from cricket

- This was on the agenda – see 23/FC/51.2
- 23/FC/39.2** Clerk to discuss arrangements of an opening of the Manor Ground for the football season with the UoR
- This was on the agenda – see 23/FC/51.2
- 23/FC/39.3** Facilities Manager to update the committee on predicted future costs for the maintenance of the Manor Ground
- This was on the agenda – see 23/FC/51.3
- 23/FC/39.4** Cllr Clarke to set up a Shinfield Parish Sports Forum
- This was discussed at item 23/FC/ 47.2
- 23/FC/40.2** Facilities Manager to investigate a suitable replacement of the posts on the School Green
- This was on the agenda – see 23/FC/52.2
- 23/FC/40.3** Deputy Clerk to contact Nigel Frankland, UoR to ask what the timescales were for the development of High Copse
- This was on the agenda- see 23/FC/52.3
- 23/FC/40.5** Facilities Manager to contact Wokingham Borough Council (WBC) to investigate potential sponsorship and what was involved
- This was discussed at 23/FC/52.5
- 23/FC/41.1** Facilities Manager to report back to the next meeting on any progress with the sale of Ryeish Green pavilion
- This was on the agenda – see 23/FC/53.1

23/FC/46

Works Update

- 46.1** The Facilities Manager reported that one piece of gym equipment at the Spencers Wood recreation ground had become detached from the ground.
- Proludic, who supplied the gym equipment, reported that they had employed a new contractor who had now put in a concrete pad and were safety checking the equipment before reinstallation.

23/FC/47

Millworth Lane

- 47.1** Toilets for Millworth Lane
- The planning application had been approved (PA231684). The Chairman reported that the tennis club had been losing members due to a lack of toilet facilities so this would be a welcomed enhancement. The

order had been placed, however, there was a six weeks wait time. Two dead trees needed to be removed.

The Facilities Manager was requested to ask Tony Grover to cost up the sports proposals for Millworth Lane. It was identified that the wild oak near the pavilion needed to be removed plus another tree. Facilities Manager to raise with Nigel Frankland, University of Reading (UoR) as it would seem logical to remove these at the same time as the one mentioned above.

ACTION –

- Facilities Manager to request Tony Grover to provide a cost for the sports proposals at Millworth Lane
- Facilities Manager to contact Nigel Frankland, UoR regarding the removal of trees and to obtain a quote for the same

47.2 Verbal report from the Sports Working Party

Shinfield Parish Sports Forum

A meeting was being held on 19th September with both football teams. Facilities Manager would assist with this. When more sports were on board the idea would be for a representative from each group to meet approximately four times a year. This would replace the previous 'Association'.

Shinfield Rangers should bring any proposals to the meeting regarding the use of the Ryeish Green Pavilion as a central meeting place for their club to this meeting.

ACTION –

Facilities Manager to attend the meeting and inform Shinfield Rangers to bring any proposals for the use of the Ryeish Green Pavilion to the meeting

47.3 Fitness Training at Millworth Lane

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

23/FC/48

Allotments

48.1 Orchard Rise

The lease had been signed and paid. The plots had been rotavated prior to the launch, however, the weeds had now grown out of control. Taylor Wimpey need to rotavate again.

ACTION – Facilities Manager to contact Taylor Wimpey and ask them to rotavate the allotment plots at Orchard Rise

48.2 Allotment repairs

The Facilities Manager reported that CiL money had been agreed to make necessary repairs. The fencing had been completed at Clares Green Road and Millworth Lane allotments. The water troughs at Clares Green Road would be installed in September. Members queried whether access to the Arborfield Road allotments would be affected by the proposed new nursery.

ACTION –

- Facilities Manager to produce photographs of the work carried out at the next meeting
- Facilities Manager to alert the Allotments Administrator of potential problems with access to the Arborfield Road allotments when the new nursery was opened.

48.3 Allotment charges 2024-2025

Members were presented with details of the existing charges for the allotments, and allocation, with two potential price increases for 2024/25. After much debate Councillors felt that too big a proportion of expenditure was allocated to a small number of residents and the price set for the allotments for 2024/25 should be the model that covers the costs of the allotments, i.e. for the majority this would be £30 per annum. It was recognised that this still did not cover staffing costs.

Concern was expressed over the condition of some of the allotments and felt that the protocol for taking back an allotment should be revised, taking into consideration how the allotments are managed, charged and to look at the current agreements. Since 17th November 2022 SPC have issued 7 notices to quit and since April 2022 SPC have issued 41 letters of inspections, this does not include the phone calls and emails that get sent in the first instance.

Proposed: Cllr Tatla
Seconded: Cllr Boyer
Approved: One abstention

ACTION – Facilities Manager to provide details of the protocol and agreements for discussion at the next meeting

23/FC/49

School Green Centre and School Green

49.1 School Green Centre

The Facilities Manager reported that the sign on the front of the building had been installed and confirmed that no planning permission had been required. The SPC logo would be added in due course.

49.2 Christmas lighting

It was agreed to provide three Christmas trees and lighting as in previous years. This would be one on the Shinfield Village Green, one at Frensham Green, Shinfield North and one at Spencers Wood Village Hall.

Proposed: Cllr Tatla

Seconded: Cllr Boyer

Approved: Unanimous

ACTION – Facilities Manager to order Christmas Trees

23/FC/50

Spencers Wood Pavilion and Recreation Ground

50.1 Chapel Lane Pre-School contract

Concern was expressed regarding the outstanding completion of the contract that still required signing by the pre-school. Members felt that the pre-school should be given a deadline for completion due to the length of time this had been outstanding.

ACTION – Facilities Manager to set a deadline for completion of the Chapel Lane Pre-School Contract

23/FC/51

Manor Ground

51.1 Manor Ground Pavilion

The Facilities Manager reported that, as part of phase two of the Manor Ground provisions, fencing was required for creating a secure storage space for the cricket equipment. The Facilities Manager would apply for planning permission of the fence. A quote had been received for £5,418.77 +vat.

Proposed: Cllr Peer

Seconded: Cllr Boyer

Approved: Unanimous

ACTION – Facilities Manager to apply for planning permission of the fence

51.2 Football season start date and opening of the Manor Ground for the football season

The football club had not yet given a date for the start of the season, therefore the Facilities Manager and Clerk had not been able to progress with the opening arrangements.

ACTION – Facilities Manager to pursue the arrangements for the transition from cricket to football at the Manor Ground

51.3 Predicted future costs for the maintenance of the Manor Ground

The Facilities Manager reported that he was still working on the predicted future costs for the maintenance of the Manor Ground.

23/FC/52

Parish Wide Items

52.1 Picnic tables at Deardon Field

The Facilities Manager reported that the picnic tables had been installed at the Deardon Field and the grass seed had been laid round the edges. The tables were accessible to wheelchair users.

52.2 **School Green Working Party**

The School Green Working party met on 3rd August 2023 and the following was discussed:-

The work on the school green would be carried out in phases with the priority being replacement of the 91 bollards as the existing wooden posts were rotting. These would be of a plastic construction with a metal rod inside, textured in dark oak and approximately the same height as the existing bollards. It was recognised that the green needed protecting and it would be good to have the work completed before Remembrance Sunday.

To improve the aesthetics of the car park it was proposed to install some black decorative fencing, between the car park and the green, that would be offset to allow access points from the car park to the green. The fencing would be in keeping with the war memorial in sections approximately 90cm high by 1.80m wide with low maintenance.

The Facilities Manager was obtaining quotes for the above work and this would be discussed at the next Facilities Committee meeting.

Other work identified:-

- War Memorial cleaned
- Moving the recycling bins off the car park to a hardstanding next to the car park, this would include a potential electrical bin provided by WBC and would free up car parking spaces
- Dropped kerb for the kebab van
- History panels

ACTION – Deputy Clerk to set up the next meeting of the School Green Working Party.

52.3 High Copse Pavilion

Nigel Frankland, University of Reading, has confirmed that they now have the Reserved Matters Consent for the project and, subject to the University's Executive Board agreeing to the funding increase, will appoint EW Beard to build the facilities. He is waiting for confirmation of the start on site date but anticipate an 18-month period before the cricket wicket is playable so April 2025 before the first cricket match. He would anticipate the pavilion being completed and operational November/December 2024. He will let us know when he has more precise dates.

Planning Application 223287 - for two pitches north of the bus lane at High Copse

Planning application 223287 had been submitted. Members felt that they should support the application with the following provisos: -

- The additional two pitches are youth sized pitches
- One of the existing approved pitches (PA223286) is a full-sized rugby pitch to introduce a new sport into the parish
- Parking would need to be enforced through the booking arrangements whereby the hiring sports club instructs all players, including visiting teams, that they must use the High Copse car park

ACTION – Cllr Clarke to present the views of the Facilities Committee on PA223287 to the Planning and Highways Committee meeting on 13th September

Proposed: Cllr James
Seconded: Cllr Bowyer
Approved: Unanimously

52.4 Footpath on Hyde End Road

The Chairman reported that the section of footpath, when turning left out of Dobbies Garden centre, was severely overgrown and needed to be cut to a reasonable height so pedestrians did not need to walk on the road. It was suggested that solar lights be installed along the path and the UoR to be approached.

ACTION – Facilities Manager to contact WBC to cut back the hedge and discuss with the UoR to ascertain if solar lighting would be possible

52.5 **Roundabouts in the Parish**

Wokingham Borough Council (WBC) had been contacted and the overgrown roundabouts had been cut back. It was agreed that the maintenance of the roundabouts should remain the responsibility of WBC and SPC should keep monitoring them, and reporting to WBC, in order that they do not become overgrown creating a hazard to motorists. A review of the situation should take place in four months time when sponsorship of the roundabouts can be revisited.

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

52.6 **Open Space**

The Chairman expressed concern over the number of weeds overgrowing in the parish. This problem was endemic of the cutbacks WBC were implementing.

It was also noted that the Ranger employed by the UoR had not been replaced and the wooded area at Langley Mead was overgrown with brambles restricting people from walking through that area.

ACTION – Facilities Manager to contact Nigel Frankland, UoR to set up a meeting to discuss these issues

The Facilities Manager reported the grass in the central courtyard at the School Green Centre and grass the other side of the MUGA, Spencers Wood Recreation Ground would be reseeded within the next six months.

52.7 **Bus Shelter on Hollow Lane**

The Facilities Manager had received a quote for replacing the bus shelter on Hollow Lane. The Committee agreed that this should be replaced, as per example two circulated, with anti-graffiti panels installed. The cost would be approximately £6227 to take down the existing wooden bus shelter and replace it with a new one.

Proposed: Cllr Tatla

Seconded: Cllr Peer

Approved: Unanimously

ACTION – Deputy Clerk to add to the agenda of the next Finance and General Purposes meeting on 27th September

23/FC/53

Ryeish Green Pavilion

53.1 **Marketing of Ryeish Green Pavilion**

The Facilities Manager reported that the pavilion was currently on the market for sale but no additional offers had been made to date. Two days of viewing had recently taken place with five viewings.

ACTION – Facilities Manager to report back to the next meeting of any offers

23/FC/54

Date of Next Meeting

54.1

The next meeting would be held on Wednesday, 4th October 2023

The meeting ended at 21:29

List of Actions

23/FC/47.1	a) Facilities Manager to request Tony Grover to provide a cost for the sports proposal at Millworth Lane	Facilities Manager
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	Facilities Manager
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	Facilities Manager
23/FC/48.1	Facilities Manager to contact Taylor Wimpey and ask them to rotavate the allotment plots at Orchard Rise	Facilities Manager
23/FC/48.2	a) Facilities Manager to produce photographs of the work carried out on the allotments at the next meeting	Facilities Manager
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	Facilities Manager
23/FC/48.3	Facilities Manager to provide details of the protocol and agreements for discussion at the next meeting	Facilities Manager
23/FC/49.2	Facilities Manager to order Christmas Trees	Facilities Manager
23/FC/50.1	Facilities Manager to set a deadline for completion of the Chapel Lane Pre-School contract	Facilities Manager
23/FC/51.1	Facilities Manager to apply for planning permission of the fence at the Manor Ground	Facilities Manager
23/FC/51.2	Facilities Manager to pursue the arrangements for the transition from cricket to football at the Manor Ground	Facilities Manager
23/FC/52.2	Deputy Clerk to set up the next meeting of the School Green Working Party	Deputy Clerk
23/FC/52.3	Cllr Clarke to present the views of the Facilities Committee on PA223287 to the Planning and Highways Committee meeting on 13 th September	Cllr Clarke
23/FC/52.4	Facilities Manager to contact WBC to cut back the hedge on Hyde End Road and discuss with the UoR to ascertain if solar lighting would be possible	Facilities Manager
23/FC/52.5	Deputy Clerk to add 'roundabouts' as an item on the agenda in January 2024	Deputy Clerk

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



Clerk: Bruce Winton
School Green Centre
School Green
Reading
Berkshire
RG2 9EH
Tel: (0118) 988 8220
E-mail:
clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 7th September 2023
at School Green Centre commencing at 19.30

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

Attending: B Winton (Clerk)

23/ACE/25

Public Questions

25.1 There were no public questions.

23/ACE/26

Apologies and declarations of Members' Interest

26.1 There were apologies for absence from Cllr Jahromi & Masseron

26.2 There were no declarations of members' interests

23/ACE/27

Minutes of the previous meeting

27.1 The minutes of the committee meeting of 3rd August 2023 were approved as a correct record and signed as such by Cllr Tatla.

Proposed: Cllr Montgomery
Seconded: Cllr James
Approved: Unanimously

27.2 **Actions and Matters Arising**

23/ACE/16.2 Deputy Clerk to arrange the meeting with BCllr Sarah Kerr

The meeting took place on 5th September with Cllrs James, Jones & Tatla present along with the Clerk and Deputy Clerk.

ACTION – Clerk to circulate notes of the meeting

23/ACE/21.1 Clerk to continue to research the issues around an art exhibition

This was item 4.1 on the agenda

23/ACE/21.2 Clerk to continue to follow up on possible leads for a community choir

This was item 4.2 on the agenda

23/ACE/21.3 Clerk to report on the overall Friday Funday event at the next meeting

This was item 4.3 on the agenda

23/ACE/22.3 Clerk to follow up the Coffee Trailer proposal

This was item 6.2 on the agenda

23/ACE/22.4 Clerk to follow up the pizza vehicle proposal

This was item 6.3 on the agenda

23/ACE/22.6 Clerk to investigate mobile catering units active in the parish to ensure that they are correctly registered and licenced

This was item 6.4 on the agenda

23/ACE/28 **Developing Arts & Culture in the parish**

Art Exhibition

28.1 Questionnaire

Since the last meeting the clerk had arranged an online questionnaire on the council's website. This had been divided into questions about attending and exhibition and participation in an exhibition. There had been 29 responses to date.

Attending an exhibition

Q1 - 86% would be interested in attending an exhibition

Q2 - It was evenly balanced on whether residents would pay to attend an exhibition. This was not unsurprising at this stage as there was no solid information on what the exhibition would look like

Q3 - Prices suggested ranged from £0 to £10. At this stage it is too soon to plan a price as it will depend on the overall quality of exhibits etc, but this indicates that we would probably be looking at no more than £5 for an adult

Q4 - There were no strong opinions on what should be included in an exhibition

Q5 - Of those who answered (3 out of 29 skipped this question) 85% were happy for anyone to exhibit. Of the 4 respondents who did not feel it

should be open to all the view was only Shinfield residents (1) or Shinfield plus Wokingham Borough

Q6 – Easter seemed the preferred choice, but this would be too soon for us. The October half term which was the preferred date was the second most popular option

Q7 – this was included to give a hint of what respondents liked to see and it generated a wide mix of responses. It did also suggest a possible option for the exhibition - in an "Off the Wall" gallery residents could be asked to loan a piece of art or print they had on display at home. This would be an interesting way of seeing the varying tastes of residents, getting them involved and introducing their favourite artists to a wider audience

Q8 – There was strong support for any art exhibition not just being a one off. Respondents also seemed open to the idea of street art and spreading the art around the parish

Possible Exhibitors

Q9 - Slightly more retained enthusiasm for participating in an exhibition but still had 10 people they would be interested in doing so.

Q10 – Potential artists seem slightly more inclined to pay to display than the general public would pay to attend.

Q11 – A couple of responses were prepared to pay £20 but most were zero or less than £20. A strong possibility is a very modest fee of say £5 and a percentage of any sales that are made at the exhibition.

Q12 – Media in line with the viewing responses. One interesting comment was to try and obtain a "headline" piece of art to act as an "anchor display"

During discussions it was agreed that consideration would be given to:

- Including art equipment suppliers

- Having competitions for the best displays including at various age

- Groups

- Sales on a commission basis

On the 23rd August the Clerk had met with Shinfield Studios representatives looking to see if the School Green Centre was a viable location for a cinema and during those conversations one option would be, were the cinema be implemented, to make use of those facilities for audio-visual installations either as standalone activities or part of an exhibition.

28.2

Possible Dates for Diary

It was agreed that the October 2024 half-term should be the target date for the exhibition. This would be from Monday 28th October to Sunday 3rd November. The Clerks was asked to make provisional bookings in the School Green Centre diary accordingly.

ACTION – Clerk to make provisional bookings in the School Green Centre diary

28.3 **Involving existing arts groups**

The Clerk wrote to Wokingham Arts Society at the start of August to see if they would be interested in meeting to discuss our initial proposals with them. He had received a response today from the Chairman to say he was happy in principle to have a discussion, but he wished to discuss it with his membership. As the Wokingham Art Trail takes place mid-September, he felt they would be more likely that any involvement from them would be earlier in the year.

The Clerk has not made any contact with Arts 4 Wokingham as their primary concern is public art rather than an exhibition, but he was happy to do so if members thought there was any merit in this. It was suggested that the Chair of Arts4Wokingham, Charlotte Haitham Taylor be invited to a meeting.

ACTION – Clerk to follow up with Wokingham Arts Society

ACTION – Clerk to invite Charlotte Haitham Taylor to a future meeting

28.4 **More Arts**

In the discussions with Sarah Kerr a group called More Arts who select artwork by A Level students and hires it out to local businesses with some of the proceeds going back to the schools involved. They may be a group that we could engage with as another source of artwork for the exhibition and in return they could promote their activities to a new audience. The group also run a “Hands On Art Programme” which attends many events across the borough to encourage youngsters to try creative activities. They may be a possible candidate for workshops leading up to the exhibition and they would be participating at the Spencers Wood Carnival on the 16th.

ACTION – Clerk to make contact with More Arts at the Carnival

Community Choir

28.5 The Clerk has written to Berkshire Maestros to see if they would be interested in helping in any way with the establishment of a choir or can at least suggest some possible candidates. The University of Reading were also suggested as possible source of information and Nicola Peacock has suggested a contact there who runs a group called Universal Voices which runs a school term choir for children in the Reading area using students studying music education. They are currently still on their summer break.

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

- 28.6 Cllr Tatla had also provided another contact for someone who leads groups called SingforYourself. These are not formal choirs and participants turn up to learn a new song by ear, sing it and then sing other songs that they have learnt previously. The emphasis is very much on singing for the joy of it so this would not be the kind of formal choir that we are looking for but there may be those who also wish to sing in a more structured group. The Clerk has arranged for the group to have a regular booking on a Thursday between 1.00 and 2.30 with the last 30 minutes being for socialising (bringing a benefit to the café).

Friday Funday

- 28.7 The Clerk advised that these sessions had continued to be well attended over the summer holiday period and were much appreciated by the parents/guardians and much enjoyed by the children. There had been no need to employ restrictions on numbers, advance booking etc as the adults tended to self-regulate. The activities offered were felt to be just the right thing and there was as much interest in the craft activities as there was in the soft play provided. The children were mostly of a younger age group as parents had presumably made alternative for school age children for the summer period.

There had been a number of bookings for birthday parties made as a result of these sessions (two on the last Friday alone) with others expected to follow and word of mouth will act as a good promotional tool for the parish.

The intention is to run again on the Friday of the October half-term (27th October)

Spencers Wood Carnival

- 28.8 The Clerk advised that there would be the SPC gazebo with display panels with SHINE information and recent council achievements. There would be a game for children to try with prizes and sign-up sheets for the newsletter.

23/ACE/29

Made in Shinfield

- 29.1 The Clerk share the draft concept for the Made in Shinfield poster. The general layout was favourably received but the Clerk was asked to bring a range of options for the "Made in Shinfield" logo to the next meeting.

ACTION - Clerk to provide more options for a "Made in Shinfield" logo

- 29.2 Cllr Hoyle has suggested that there was an audit of artists and craftspeople who live or work in the parish. This might possibly lead to a craft show of locally made products. The Clerk advised that he would use the newsletter and website to gather such information to enable us to talk to them in the future regarding the exhibition and any other art related initiatives.

ACTION - Clerk to use Newsletter and website to create a database of local artists and craftspeople

23/ACE/30

Community Services

- 30.1 **Update on the Flat at Shinfield Rise**
Cllr Montgomery provided an update on the activities at the Shinfield rise flat. The coach outing to the coast had been very well received by those taking part. There was a new mother and toddler group starting on a Thursday afternoon. The youth group was making use of St Barnabas Hall starting from the following Tuesday.

- 30.2 **Update on the Youth Club**
The Clerk advised the youth club had been in abeyance over the summer holidays.

- 30.3 **Coffee Trailer**
The Clerk advised that a meeting had taken place on 31st August 2023 with the Clerk, Deputy Clerk and Coffee Trailer provider. After considering possible locations the proprietor preferred to proceed with their original location which was the Spencers Wood Recreation ground. The proposed start date would be around mid-October and the proprietor would liaise with the Clerk on days and times of operation. These may vary as the proprietor establishes the best hours of business. They would ensure no overlap with the Thursday coffee mornings.

ACTION – Clerk to follow up the Coffee Trailer proposal

- 30.4 **Pizza Vehicle**
The Clerk had arranged a meeting with the operator of the pizza vehicle for Friday 8th September.

ACTION – Clerk to follow up and report back to the committee

30.5

Mobile Catering Units

The Clerk had been asked to investigate other mobile catering units within the parish to verify that all due licensing, hygiene registration etc was in place.

The Clerk had only been able to establish the following units:

Kebab Van at School Green Centre – Registered with Reading Borough Council

Fish and Chip van in Spencers Wood – Howe and Co Fish and Chips run it would appear as a franchise operation. Overall company rates 5 stars on "Scores on the doors" from Buckinghamshire County Council.

As far as the Clerk could establish both had all relevant licenses and food hygiene registration

ACTION – Clerk to establish schedule for mobile caterers (including Coffee van and pizza vehicle and provide information in newsletter for residents information

23/ACE/31

Correspondence

31.1

Arts, Business and Culture Forum

Cllr Masseron and the Clerk attended an open day organised by the forum in Woodley. This was an offshoot from the ABC Forum which has also met in the School Green Centre. Nicola Peacock has asked if the Clerk or another representative would like to be part of the forum. They recognise that this part of the borough is not recognised on the forum. It was agreed that Cllr Tatla would be the council representative.

ACTION – Clerk to inform Nicola Peacock accordingly

31.2

80th Anniversary of D-Day Normandy Landings

The Clerk had received information on events being organised for this event which would include a national beacon lighting (special beacons retailing at £549 + VAT + carriage)

- Bonfire
- Poems
- National Fish & Chip Day (in honour of the role fishermen and women and their trawlers played during the war)

It was agreed that the council's focus should be on ensuring that Remembrance Sunday was marked appropriately.

31.3 **"Rocking around the Christmas Tree"**

The Clerk advised that his team had proposed an event in December which was provisionally being called "Rocking around the Christmas Tree". It would be (weather permitting) held at the tree on the School Green and be a mix of popular Christmas songs and Christmas carols. The offer would include non-alcoholic mulled wine, mince pie and a glow stick for the children with a suggested price of £1 a head. The start time would be early evening. It was agreed that the Clerk should proceed to firming up how the event would look for discussion at the next meeting.

ACTION – Clerk to develop plans for this event

23/ACE/31

Date of Next Meeting

- 31.1 The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 5th October 2023 at 19:30

The meeting ended at 21.00

List of Actions

23/ACE/16.2	Clerk to circulate notes of the meeting with BCLlr Sarah Kerr	Clerk
23/ACE/28.2	Clerk to make provisional bookings for the Art Exhibition in the School Green Diary	Clerk
23/ACE/28.3	Clerk to follow up involvement with 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 make contact with More Arts at the Spencers Wood Carnival	Clerk
23/ACE/28.5	Clerk to continue to follow up leads on a Community Choir and to recruit through social media	Clerk
23/ACE/29.1	Clerk to provide a range of options for the "Made in Shinfield" logo	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 follow up the Coffee Trailer proposal	Clerk
23/ACE/30.4	Clerk to follow up and report back to the committee regarding the pizza vehicle enquiry	Clerk
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	Clerk
23/ACE/31.1	Clerk to advise Nicola Peacock regarding Cllr Tatla representing SPC on the Arts Business and Culture Forum	Clerk
23/ACE/31.3	Clerk to develop plans for the "Rocking Around the Christmas Tree" event	Clerk



Item 5.5.

Clerk: Bruce Winton
School Green Centre
School Green
Reading
Berkshire
RG2 9EH
Tel: (0118) 988 8220
E-mail:
clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 13th September 2023
At School Green Centre commencing at 19.30

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

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

3 members of the public

23/PC/90

Public Questions

90.1 There was a public question regarding Planning Application 231885 - The Haulage Yard Land Adjacent to Bramble Cottage at 183 Hyde End Road Hyde End Road Spencers Wood RG7 1BU

Two members of the public outlined the following concerns regarding this planning application:-

- Limbs on trees with Tree Preservation Orders (TPOs) had been removed but nobody was accepting responsibility
- The plot was within the Designated Emergency Planning Zone (DEPZ)
- Owners had extended the driveway and gate onto unadopted land and highways land
- The proposed development was also in countryside land as designated by WBC and outside the development zones of the Neighbourhood Plan

Members advised them to express their concerns by responding to the planning application via the Wokingham Borough Council (WBC) portal. Shinfield Parish Council (SPC) would be making their own response to the application in respect of the Neighbourhood Plan.

2 members of the public left the meeting

23/PC/91

Apologies and declarations of Members' Interest

91.1 There were no apologies for absence

91.2 There were no declarations of members' interests.

Draft minutes

23/PC/92

Minutes of the Previous Meeting

92.1 The minutes of the committee meeting of 9th August 2023 were approved and signed as such by Cllr Peer

Proposed: Cllr Masseron
Seconded: Cllr Peyman
Approved: Unanimously

92.2 **Actions and Matters Arising**

23/PC/83.2 Assessment of streetlamps to be carried forward to the next meeting
23/PC/71.2

This was on the Agenda at Item 7.2

23/PC/83.2 Clerk to investigate the builder's rubble that had been deposited on
23/PC/71.2 the cycleway near the M4 to be carried forward to the next meeting

The Clerk reported that he had not yet been able to follow up on this issue.

ACTION – To be carried forward to the next meeting

23/PC/83.2 Clerk to ask WBC to explain the 'Other' comment that appears on the
23/PC/74.1 list of Closed Enforcement Notices

The Clerk advised that the Deputy Clerk had raised this with Wokingham Brough Council who had responded that "Other" meant that either the matter had been referred to another part of WBC or the situation was being monitored but not directly enforced. Therefore:

RFS/2023/088187 – had been combined with another live case on the site

RFS/2023/088262 – the case had been passed to the highways team as the land is highways owned

RFS/2023/088284 – the case had been passed to the Strategic Development Location team

The Clerk asked if there was any further follow up members would like to see

ACTION –

- Clerk to ask WBC to identify who was dealing with each issue
- Clerk to raise with other local Clerks

23/PC/83.2 Cllr Masseron to make an initial contact with Nigel Frankland (UoR) to
23/PC/75.1 see if a crossing was planned on the Arborfield Road

Cllr Masseron reported that she was still waiting for a response from Nigel Frankland (UoR)

ACTION – To be carried forward to the next meeting

23/PC/83.2 Cllr Masseron to discuss a potential crossing on the Arborfield Road
23/PC/75.1 with the Clerk and WBC

Cllr Masseron and the Clerk were awaiting a response from Nigel Frankland (UoR) before meeting

ACTION – To be carried forward to the next meeting

23/PC/83.2 Clerk to follow up with Nigel Frankland, UoR regarding creating a gap
23/PC/75.1 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

The Clerk had written to Mr Frankland but had not received a response as Mr Frankland was currently on holiday.

ACTION – To be carried forward to the next meeting

23/PC/83.2 Deputy Clerk to add to the agenda of the Full Council meeting on 23rd
23/PC/77.1 August the Spencers Wood Solar Farm Community Fund draft deed

This had been done

23/PC/83.2 Clerk to request that the Highways Department, WBC, continues to
23/PC/79.1 assess the impact on residents on the opposite side of the road to the yellow lines and ensure that enforcement is in place

The Clerk had made this request.

23/PC/83.2 Clerk to investigate the cost of enforcement with WBC (as in the item
23/PPC/79.1 above)

The Clerk had not followed this up with WBC to date but would do so if Members still requested. Members agreed that they would make a decision on enforcement once the cost was known.

ACTION – Clerk to investigate the cost of enforcement with WBC

23/PC/83.2 Clerk to share slides from the WBC meeting with members once
23/PC/79.2 received

Although notes were promised as a follow up action during the meeting none have been forthcoming. The Clerk felt that when discussed in July an adequate summary of the meeting had been relayed to the members who were not present.

23/PC/83.2 Clerk to contact WBC and request for offset gates to be installed at the
23/PC/79.3 point where the path connects Skylark Way and Parker Close

The Clerk had made this request to WBC and would following up with the other traffic issues he had raised with them.

23/PC/87.1 Clerk to meet with Cllr Masseron and the Shinfield Volunteers Liaison
Representative to discuss a way forward for footpath 22a with WBC
and the landowner

ACTION – Clerk to arrange meeting

23/PC/87.1 Clerk to request WBC install direction signage on footpath 22a

This had not yet been actioned

ACTION – Clerk to arrange meeting

23/PC/87.2 Deputy Clerk to liaise with the Shinfield Volunteers Liaison
Representative regarding the printing of the walk leaflets

The Deputy Clerk had located the original documents and had requested they be sent to SPC. Once they were retrieved the necessary updates could be made and an alternative printer found.

ACTION – Deputy Clerk to continue to chase the original documents

23/PC/87.2 Deputy Clerk to arrange for QR codes to be created so they could be
added to the leaflets

It was planned to add QR codes that would allow anyone with a leaflet to link back to SPC's website for additional information on footpaths and walks once the original documents were in their possession.

ACTION – Deputy Clerk to arrange for QR codes to be added to the walks leaflets

- 23/PC/87.2 Shinfield Volunteers Liaison Representative to bring an updated 'parish' map to the committee once this had been completed

This was ongoing

ACTION – Clerk to follow up with the SPC Volunteer Liaison Representative

- 23/PC/87.2 SPC to maintain a register of issues relating to footpaths

The Clerk advised that he would take Cllr Masseron's reports, Ramblers' updates and any other issues raised by members of the public etc regarding footpaths and maintain an ongoing register. In time, this would develop a history of the footpaths.

This would be an ongoing item

- 23/PC/88.4 Moving Traffic Offences application approved by the Department for Transport to be brought to the attention of the Traffic Working Party when discussing the bus gate

This had been done

- 23/PC/88.6 Deputy Clerk to accept the invitation on behalf of the Committee and invite the Natural History Museum – Thames Valley Science Park to the meeting of the committee on 13th September

Three representatives from the Natural History Museum/Thames Valley Science Park attended prior to the start of the meeting to present their proposed plans prior to submission of their planning application. It was planned to submit the application in November 2023 and would take two and a half to three years to build. One third of their collection was planned to be moved into the store by 2031. They currently had two sites, one in South Kensington, London and one in Tring, Hertfordshire. They explained that this would be a very technical building, with temperature and humidity control, to store some very precious collections. They were currently working with the UoR for a planning application for an access road.

Some of the points they had taken for consideration into the project were:-

- Sustainable modes of transport
- Small work force, anticipated 118 maximum staff
- Working with ecologists to protect the bio-diversity of the area and the ancient woodlands to either side
- Car parking for 86 vehicles
- Amenity site at the rear for staff and the public
- The building would be four stories high, but no higher than the surrounding trees

- There would be a small area at the front of the building for display purposes
- They were aware of a Thames Valley sewer and high pressure gas mains underground and were advised about previous issues elsewhere in the science park

They were holding a public consultation at the Thames Valley Science Park on 14th September.

23/PC/93

Schedule of Deposited Plans

93.1

231885 - The Haulage Yard Land Adjacent to Bramble Cottage at 183 Hyde End Road Hyde End Road Spencers Wood RG7 1BU

The Clerk confirmed that SPC had asked for and been granted an extension to allow consideration of the application at this meeting and make comments to WBC. Following concerns raised by two members of the public at the beginning of the meeting, Members requested the Clerk to draft a response for comment by members prior to submitting SPC's comments to WBC.

ACTION – Clerk to draft a response to PA231885 and circulate to members for comment

93.2

223287 - University of Reading northern pitches

Cllr Clarke relayed the views of the Facilities Committee who had also discussed this application. After much discussion it was agreed to support the application for two junior sized pitches as they would be of great benefit to sports provision in the parish. Although traffic and parking were identified as problematic, it was noted that there would be a reasonable sized car park included at High Copse Pavilion and as it was anticipated that SPC would be managing the site, once complete, SPC could facilitate the organisation of parking through dialogue with the sports clubs.

Proposed: Cllr Grimes
Seconded: Cllr Tatla
Approved: by majority

ACTION –

- Clerk to respond to WBC that SPC would support PA223287
- Deputy Clerk to add to the Facilities Committee agenda an item to consider how to obtain a rugby pitch at the High Copse site

93.3 **231437 – Carney’s Yard**

As at 25th August, WBC were drafting an enforcement notice in relation to the refusal of retrospective planning permission; this had to go through various internal processes (including review by their legal team) and would take around 1 month before it was served.

The applicants were entitled to an appeal, and they would also have the opportunity to appeal any enforcement notice that was served.

WBC reported that they had drafted an enforcement notice that was being checked through their internal systems. This would be issued once the checks had taken place.

ACTION – Clerk to keep a check of the status of the enforcement

23/PC/94

Appeals

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

23/PC/95

Enforcement Notices

95.1 Closed Enforcement Notices

Two items were historical, 3 deemed to have no breach, 2 have resulted in voluntary compliance and 1 has submitted a retrospective planning application. One penalty charge notice had been issued.

Members noted the contents of the report and queried what the acronym ‘PCN’ referred to.

ACTION – Clerk to request a list of acronyms from WBC

95.2 Live Enforcement Notices

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

New Cases:

- Bottom 1st page – Erection of fence more than 2m high
- 2nd Bottom 2nd page – raising level without PP
- Bottom 2nd page – works extending beyond boundary line
- 3rd bottom 3rd page – Trees felled under TPO
- Last item 4th page – Front wall not in accordance with approved plans

96.1

Footpath matters

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

- Footpath 20 – a wider pedestrian improvement was going out to tender and anticipated being completed by April 2024. Direction signs along the footpath had been completed.
- Footpath 4 – work on the new cycleway had commenced and would include a link to footpath 3. The kissing gate would be moved to an alternative location.
- Footpath 7 – the Heras fencing had been removed and the path was waiting to be surfaced. The Ramblers had removed the foliage that was blocking the path. Unfortunately, the end of the path that joins the Arborfield Road at Parrott Farm did not end directly opposite Langley Mead as anticipated. The UoR had not yet responded to a request for a crossing at this point.
- Footpath 16 – The sign and noticeboard had been moved at the end of the path greatly improving access.
- Footpath 28 – the Ramblers were working hard removing overgrown foliage.
- Footpath 17 – the fence along one side had now been removed and the Ramblers had cleared the residual overgrowth. The contractors for mowing Deardon Field have now agreed to include this part of the footpath.

The Chairman thanked Cllr Masseron for her report.

96.2

Update on Streetlamps

The Clerk advised that this work was progressing albeit slowly. To date, he had not identified any specific cause for concern, but he would also give consideration to the impact on cycle routes in the process (although any changes would only relate to 00.30 to 05.00).

ACTION –

- Clerk to complete the work in progress

96.3

Beke Avenue

Cllr Lias raised a question regarding the pedestrian crossing on Beke Avenue.

The Clerk advised that work had stopped on this road for a period but had resumed again specifically on the footpath from the roundabout at Hollow Lane along Beke Avenue.

The Clerk advised that, as requested at Full Council, he had begun to analyse traffic on Footpath 11 as it crosses Beke Avenue. So far, he had observed 349 transits of the footpath predominantly at school start and finishing times. Of these 195 were adult and child parties (55.9%) and 126 adult only (36.1%). Of the remaining 28 child only transits (8.0%) these were children either attending Oakbank or older junior school children. The Clerk observed that, apart from around school start and finish times foot traffic was relatively low.

It was recognised that there would probably be some change in pedestrian patterns once Lidl was opened, and although this was still a relatively small sample on what had been observed, the concerns over crossing Beke Avenue may not be as severe as they were anticipated.

It was suggested that the Traffic Working Party considers whether to ask the developer to build a crossing while working on the road.

ACTION – Clerk to report back at the next meeting

23/PC/97

Correspondence

97.1

Information relating to work planned for Fibre Optic Network Build in the Parish

The Clerk and Deputy Clerk had met with the Contracts Manager for Lanes who will be carrying out the fibre optic network build within the parish. He had set out the general plan and advised that he would provide a more detailed timetable but unfortunately this had not been forthcoming. While much of the work would be carried out with minimal impact, he advised that the main fibre optic junction box would be installed on Church Lane which would require temporary traffic lights.

ACTION – Clerk to feedback on any updates

- 97.2 Consultation on Wokingham Borough Council's draft Statement of Community Involvement

Members noted the draft Statement of Community Involvement and specifically felt that the wording on Page 20, paragraph 7.16 should be amended to "We will" rather than "We may" as town and parish councils were an important conduit to their engagement.

ACTION – Clerk to respond to WBC specifically paragraph 7.16

- 97.3 In response to the above consultation members felt that SPC should revisit their Neighbour Plan to see if an update was required. The DEPZ could be an area to strengthen no further development.

ACTION –

- **Members to consider the Neighbourhood Plan before the next meeting of the committee**
- **Clerk to add to the next agenda of the committee**

23/PC/98

Date of the next meeting

- 98.1 The date of the next meeting will be on Wednesday, 11th October 2023

The meeting ended at 21:34

List of Actions

23/PC/92.2 23/PC/83.2	Clerk to investigate the builder's rubble that had been deposited on the cycleway near the M4 to be carried forward to the next meeting	Clerk
23/PC/92.2 23/PC/83.2	1) Clerk to ask WBC to identify who was dealing with each issue under 'Other' on the Enforcement Notices	Clerk
23/PC/92.2 23/PC/83.2	2) Clerk to raise the above issue with other local Clerks	Clerk
23/PC/92.2 23/PC/83.2	3) Cllr Masseron to make an initial contact with Nigel Frankland (UoR) to see if a crossing was planned on the Arborfield Road	Cllr Masseron
23/PC/92.2 23/PC/83.2	4) Cllr Masseron to discuss a potential crossing on the Arborfield Road with the Clerk and WBC	Cllr Masseron & Clerk
23/PC/92.2 23/PC/83.2	5) 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/92.2 23/PC/83.2	6) Clerk to investigate the cost of enforcement with WBC	Clerk
23/PC/92.2 23/PC/87.1	1) Clerk to arrange a meeting with Cllr Masseron and the Shinfield Volunteer Liaison Representative to discuss a way forward for footpath 22a with WBC and the landowner	Clerk
23/PC/92.2 23/PC/87.1	2) Clerk to request WBC to install direction signage on footpath 22a	Clerk
23/PC/92.2 23/PC/87.2	1) Deputy Clerk to continue to chase the original walks leaflets with the UoR	Deputy Clerk
23/PC/92.2 23/PC/87.2	2) Deputy Clerk to arrange for QR codes to be added to the walks leaflets	Deputy Clerk
23/PC/92.2 23/PC/87.2	Clerk to follow up with the Shinfield volunteers Liaison Representative an updated 'parish' map once this had been completed	Clerk
23/PC/93.1	Clerk to draft a response to PA231885 and to circulate to members for comment	Clerk
23/PC/93.2	1) Clerk to respond to WBC that SP would support PA223287	Clerk

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	Deputy Clerk
23/PC/93.3	Clerk to keep a check of the status of the enforcement relating to Carney's Yard	Clerk
23/PC/95.1	Clerk to request a list of acronyms on the 'closed enforcement notices' from WBC	Clerk
23/PC/96.2	Clerk to complete the work in progress on streetlamps	Clerk
23/PC/96.3	Clerk to report back at the next meeting regarding Beke Avenue	Clerk
23/PC/97.1	Clerk to feedback on any updates in relation to the planned work for Fibre Optic Network Build in the Parish	Clerk
23/PC/97.2	Clerk to respond to WBC on the consultation on WBC's draft Statement of Community Involvement, specifically paragraph 7.16	Clerk
23/PC/97.3	1) Members to consider the Neighbourhood Plan before the next meeting of the committee	Cllrs
23/PC/97.3	2) Clerk to add to the next agenda of the committee – SPC Neighbourhood Plan	Clerk

Update on the provision of community space in the north of the parish

Introduction

Following preliminary discussions by the Clerk, there was a formal meeting to discuss Whiteknights School (part of the Bellevue Place Education Trust (BPET)) and Shinfield Parish Council working together to enable a new space that could be used by the school and the general community.

The meeting took place on 19th September involving:

- Cllrs James, Montgomery & Tatla
- Richard Crompton (Operations Director Bellevue Place Education Trust)
- Francois Walker (Headmaster, Whiteknights School)
- Anna Hobart (Finance Office, Whiteknights School)
- The Clerk
- Facilities Manager

Location

Overleaf is a map showing that Whiteknights School lies within the boundaries of Wokingham Borough Council with the border with Reading Borough Council shown by the black line. The boundary between Shinfield Parish Council (bottom centre part of the map) and Earley Town Council (right hand portion of the map) is indicated by the pink line

Building Plans

BPET provided plans for the building and advised that it could be potentially built in up to three phases. Their preferred approach would be to achieve Phases 1 & 2 together with phase 3 (the provision of sports changing rooms) following at a later date.

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

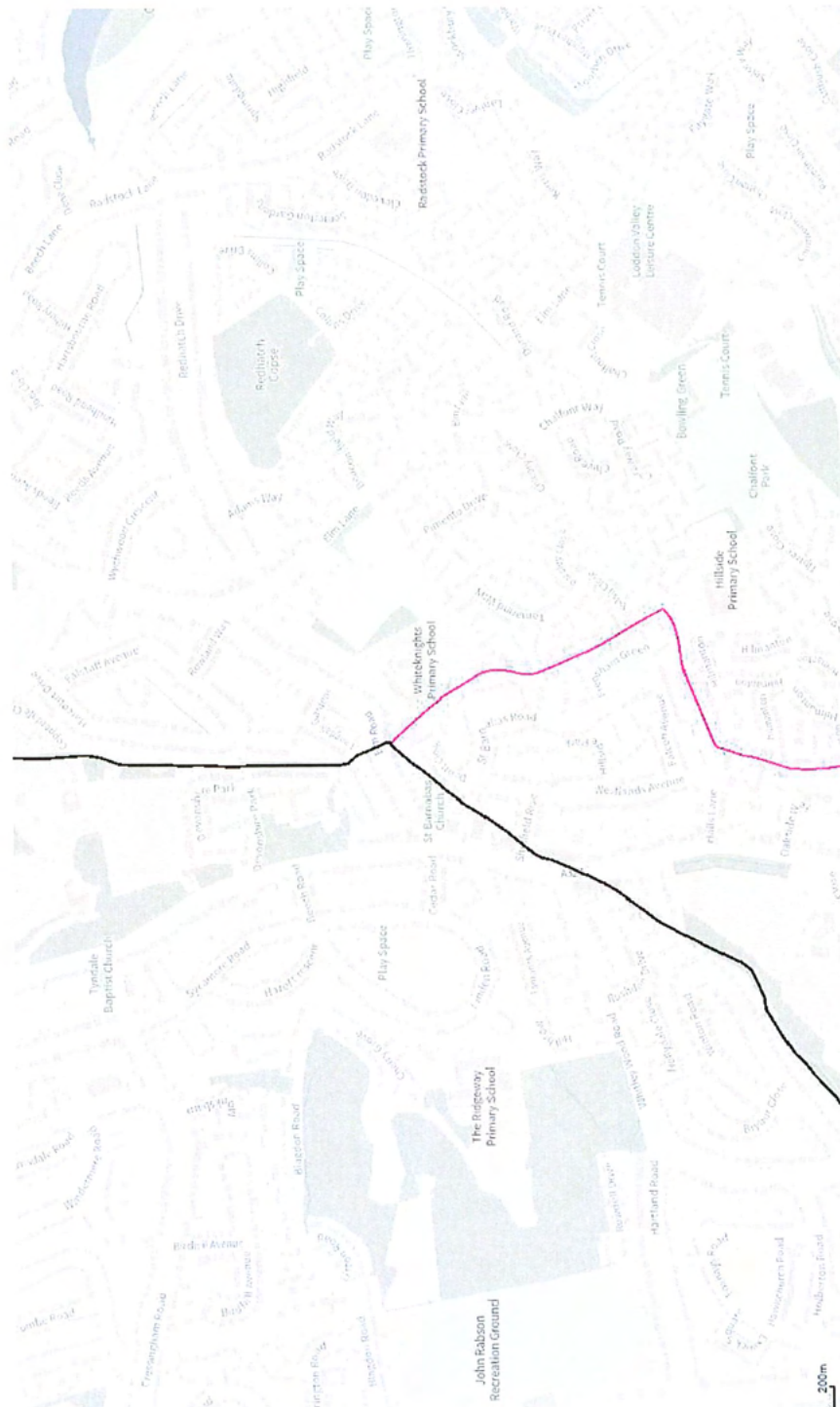
Page 2 of the attached plans shows the overall completed building with a double height hall towards the bottom, one classroom on the ground floor and a second classroom on the 1st floor with accessible lift. All rooms would be utilised as teaching spaces during the school day and available for other uses at other times. The building would be set in the grounds so that access would be possible in the evenings without allowing access to the main body of the school grounds.

Page 3 provides artists impressions of the proposed building.

Page 4 Shows what would be attainable under each of the three phases of build being considered

Operational Use

The discussions suggested that the school would make use of the space during school hours with SPC managing bookings at other times. Uses could include the Frensham Green flat youth group.



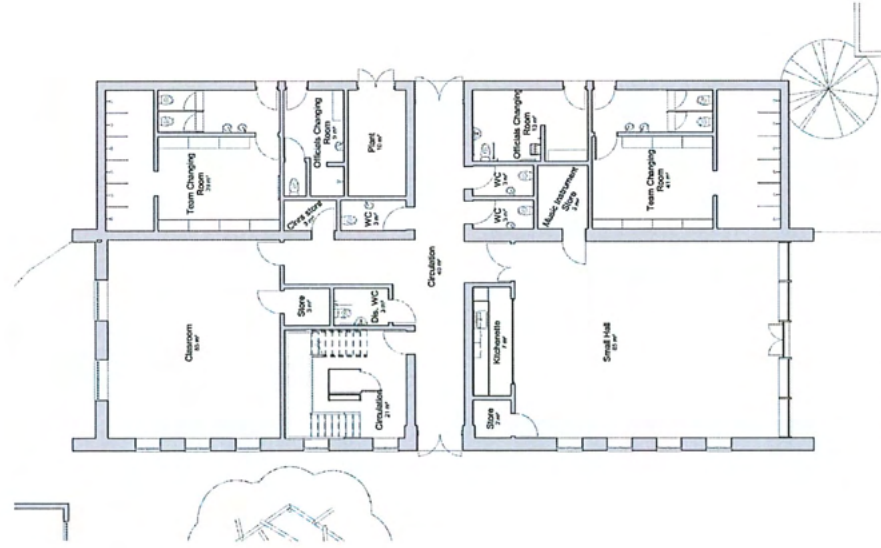


RIBA STAGE 1
FEASIBILITY STUDY
AT
WHITEKNIGHTS PRIMARY SCHOOL
READING, RG2 8EP

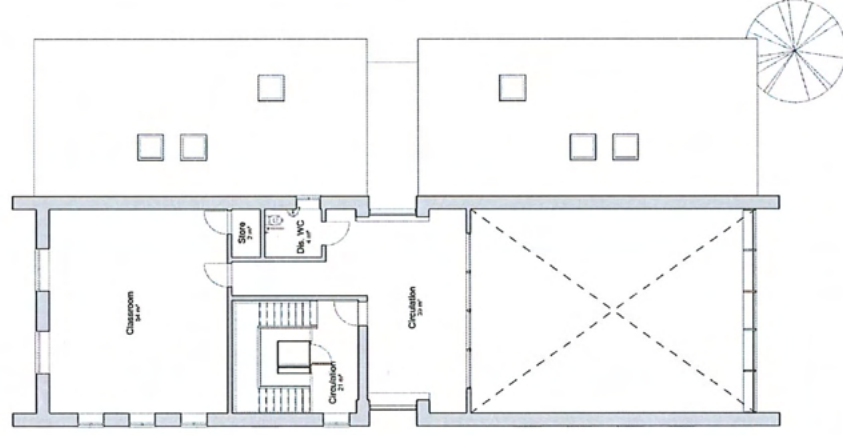
FEASIBILITY STUDY WHITEKNIGHTS PRIMARY SCHOOL



NEW SMALL HALL



GROUND FLOOR PLAN
AS PROPOSED



FIRST FLOOR PLAN
AS PROPOSED

The proposed small hall building includes a multi-functional hall space, two classrooms and changing facilities. The building's design incorporates a glazed link through the building providing views of the grass playground from the main school playground. The proposed building will have a black brick plinth with metal cladding in a dark grey/black zinc which would wrap the walls and roof with a concealed gutter system.

Small Hall - 85m²

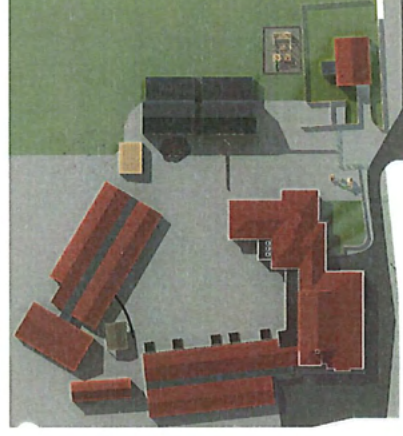
- West facing glazed wall
- Main access facing the school entrance
- Secondary access from circulation space
- Access to store, kitchenette, music instrument store
- Access to toilet facilities through circulation space
- Multi-functional space which can be used for training, hiring out and community use

Classrooms - 55m²

- Access through circulation space
- Disabled WC's on both floors
- Direct access to teaching stores
- Windows north and east facing
- Stair and lift access
- Room areas are in line with Building Bulletin 103

Changing Rooms

- Access from the green
- Provides changing rooms for home and away officials and teams
- Sufficient shower and toilet facilities
- Designed to Football England standards
- Rooflights to provide natural daylight



SITE PLAN
AS PROPOSED

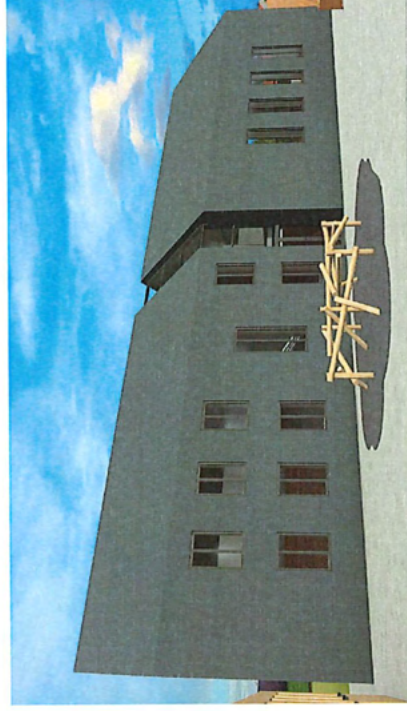
FEASIBILITY STUDY WHITEKNIGHTS PRIMARY SCHOOL



NEW SMALL HALL



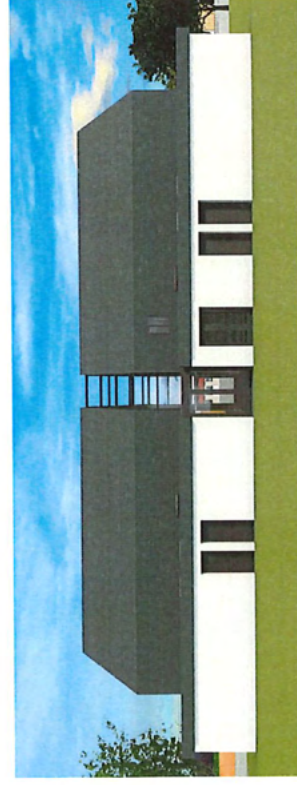
PROPOSED VIEW APPROACHING NEW BUILDING FROM MAIN ENTRANCE



PROPOSED VIEW OF NEW BUILDING



PROPOSED VIEW OF HALL



PROPOSED VIEW FROM THE GREEN



PROPOSED VIEW FROM SCHOOL PLAYGROUND

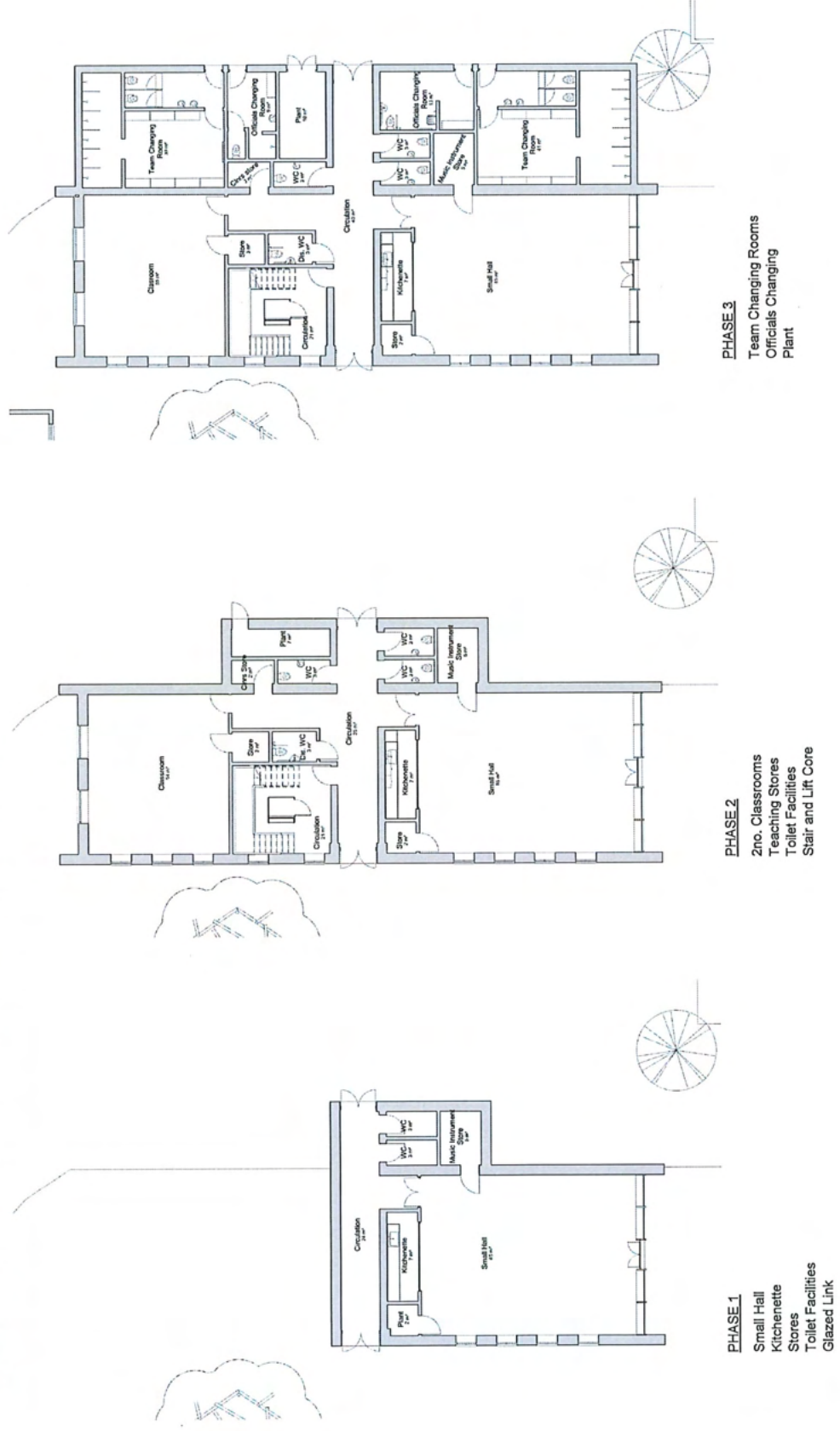


DESIGN PRECEDENTS

FEASIBILITY STUDY WHITEKNIGHTS PRIMARY SCHOOL



NEW SMALL HALL - PHASED CONSTRUCTION



Grant Applications

Introduction

Following the decision by Full Council to move to an annual grant scheme basis, a total of 26 applications were received.

A working party of available F&GP members (Cllrs James, Montgomery, Peer, Tatla), the Clerk and Deputy Clerk met to consider these on 30th August.

The recommendations are set out in detail at Appendix A and come to a total of grant aid support of £18,865 out of an available budget of £20,000. The working party felt that the recommended awards should stand on their merit and declined to recommend “using up” the balance of £1,315 – feeling that this should be placed in reserve and used to supplement the available budget for future years.

These recommendations were then considered at Finance & General Purposes Committee on 20th September 2023.

Recommendations

The recommendations are that:

- 7 applications are awarded in full ranging between £210-£1,500
- 7 applications are awarded a proportion of the amount applied for with awards ranging between £200-£2,000
- 8 applications were not awarded any funding
- 4 applications were regarded as capital grant applications and will require further consideration
- The support for the Thursday Lunch Club at Spencers Wood Pavilion is considered as part of the allocation of the overall budget of £20,000 (£3,375)
- The scheme operating at Lambs Lane school be extended to all schools in the parish (see below)

Recurring Costs

The working party were conscious that many of the grant applications were to in effect cover ongoing costs. As per the policy (and guidance issued to applicants) priority would be given to new initiatives over supporting running costs.

However the working party did decide to support three applicants who through their activities support the mobility of residents (#10, 21 & 24) as this was in line with SHINE and in particular loneliness and mental wellbeing.

Lambs Lane – Shinfield Cup

Although technically a recurring cost item the panel recommends the supporting of Lambs Lane Primary Schools application (#28) to allow them to continue to make an award of a £10 Amazon card to one student in each form per term (7 forms x 3 terms x £10 = £210).

Further to this the panel would like to recommend extending the scheme to all schools within the parish including Oakbank. Each award would be accompanied by a certificate from the parish council recognizing the students' achievements thereby establishing a positive link between students and the parish council.

This would be a grant of approximately £2,100 (10 forms per year x 7 year groups x 3 terms x £10) (Exact amount to be confirmed by confirming the number of forms in each school).

Capital Bids

Those bids exceeding £5,000 will be regarded as capital grant applications as they exceed the £5,000 threshold agreed by Full Council for the Annual Grant Scheme. They are:

Grazeley Village Memorial Hall - £17,000
Renovation of toilets and installation of new fire doors

St Mary's Church - £7,902
Renewal of community hall pitched roof

Oakbank School - £8,000
Provision of two covered bike sheds

Shinfield Players Trust - £20,000
Create dedicated youth male and female changing rooms and improve disabled access to the stage

Finance & General Purposes Committee felt that more consideration was required (via the Working Party) for these capital grants

History of Applications

Folder Applicant Applied For 2019/20 2020/21 2021/22 2022/23

1	Not used					
2	Not used					
3	Shinfield Infant and Nursery School	4300		200		156
4	SAFE - Saving Abandoned Fly-Grazing Equines	5000				
5	Laurel Park Netball Club	1000			500	
6	Grazeley Village Memorial Hall	17000				
7	St Mary's Church	7900				0
8	Shinfield Community Church	5000			250	
9	Shinfield Parish Volunteer Group	450				
10	Spencers Wood Lunch Club	400			500	500
11	Berkshire Vision	4000				
12	Berkshire MS Treatment Centre	950		800		850
13	Oakbank School	8000				1,050
14	Shinfield Cricket Club	3400			3,000	1,500
15	Womens Institute	600				
16	Daisy's Dream	2200				
17	Not used					
18	Not Used					
19	St Mary's Junior School	4000		3,000		2,720
20	Aldergrove School	5000				250
21	Readibus	1000				
22	Shinfield Brownies & Guides	1000		850		1,000
23	Shinfield Players	20000			20,000	

	2000	2300				
	0	5000				
	0	1000				
	0					
	0					
	0	5000				
	450	0				
	400	0				
	1500	2500				
	0	950				
	0					
	0	3400				
	600	0				
	0					
	0	2200				
	2000	2000				
	0	5000				
	1000	0				
	500	500				
	0					

Value of Award Variance vs Applied For Recommendation to F&GP

24	Keep Mobile	1500
25	Not used	
26	Wokingham CAB	2000
27	Link Visiting Scheme	1036
28	Lambs Lane Primary	210
29	ABC To Read	700
30	Whiteknights School	5000
31	Wokingham Job Support Centre	500

2,411	2,500	1,000	1,365
1,000	1,500	1,250	1,250
200	200		900
	3,200		200
0	0		
			840
300	800	0	300

1500	0	As for #10 and #21 it was felt that it was worthwhile to support ongoing costs to encourage mobility for residents as this tackles loneliness and isolation issues.
1250	750	Although recurring expenditure it was felt that the current need for CAB advice for residents justified in supporting a partial application this year
1000	36	Although recurring funding it was felt that the application should be supported and it was noted that the Edmund Godson Charity has also made a grant to the organisation
210	0	This was another small scale recurring item which the panel feel should not only continue but recommend that it is rolled out to all schools - see separate recommendation
700	0	It is recommended to support this initiative especially if volunteers could be found to extend the charity's work to other local schools
0	5000	It was felt that the focus should be on the discussion with the school and their parent trust on the development of a new hall on the site. It was also felt that the supporting of minibus costs was the funding of running items
200	300	Although recurring expenditure there was support for the initiative and a partial award is recommended

13310 35936

Extend Lambs Lane	
Thursday Lunch Club	

2100	The Working Party recommendation is that the Lambs Lane prize giving scheme is extended to all schools within the parish
3375	It was agreed previously that SPC would support the Thursday Lunch Club even though it was a recurring item. That support is provided by the waiving of the room hire that would normally apply. That support is valued at £3,375 at current prices

18785 35936

Excluding Capital applications

No application received for 2023

Citizens Advice Reading	1,000	1,250	5000
First Days			416
Grazely Parochial Primary School			
Involve		250	
Loddon Reach Residents Magazine	2,800	550	
Loddon Valley Ramblers - Kissing Gate		1,000	
Me2 Club	500	500	500
Shinfield Association	4,000		
Shinfield Running Club	0		
Shinfield Volunteers		3,890	4,250
Spencers Wood Carnival	2,500	3,500	
Spencers Wood Football Club			0
Spencers Wood Luncheon Club	300	279	
Spencers Wood Village Hall		3,000	
Veteran Tree Association	100		
Voluntary Car Service	2,858		
Welcome Club	350		625

53423	15579	38890	23712
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Budget

50400	30000	30000	30000
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Lloyds Bank Payment of Invoices within the Clerk's Financial Delegation

Item 14.1

Ref	Date Paid	Supplier / Payee	Amount	Detail
			Paid Inc VAT	
1	16/08/2023	Alphabet (GB) Ltd	468.85	Van Rental August
2	18/08/2023	Telefonika UK Ltd	152.03	Mobile Phones August (4)
3	18/08/2023	Chargemaster Limited	8.35	Charging SPC Van
4	22/08/2023	British Gas Lite	289.57	Ryeish Estimated - August
5	22/08/2023	British Gas Lite	389.84	School Green Centre (Sth) - August
6	22/08/2023	British Gas Lite	916.00	School Green Centre (Nth) - August
7	22/08/2023	British Gas Lite	78.91	Millworth Lane pavilion - August
8	29/08/2023	Fcc Recycling (UK) Ltd	112.90	Disposal Green Waste 17/8/2023
9	29/08/2023	Castle Water Limited	98.69	Water - August Hartley Court
10	29/08/2023	Royal Electrics	1,410.00	Purchase and Fitting of Handriers at The Manor
11	29/08/2023	Traffic Technology	270.00	Major Repair to Speed Device
12	29/08/2023	Butler Signs	577.44	Signage School Green Centre - Deposit SPC Logo
13	29/08/2023	A1 Locksmiths (Berkshire) Ltd	13.50	Keys Cut SGC
14	29/08/2023	Nigel Jeffries Landscaping Ltd	1,994.40	Grass Cutting - July
15	29/08/2023	Bring Me Sunshine Window Clean	216.00	Cleaning Int & Ext Windows - School Green
16	29/08/2023	Office Depot International (UK	279.25	Printing & Stationery - Office
17	29/08/2023	M & D Services	696.00	Reposition Sign & Notice Board (Hyde End Lane)
18	29/08/2023	The Head Partnership	2,160.00	Legal Fees Orchard Rise Allotments
19	29/08/2023	Select Environmental Services	510.96	Waste Collections - July (SWP, Millworth & Manor)
20	29/08/2023	Kempton Carr Croft	354.00	Fees Sale of Ryeish
21	29/08/2023	Thames Valley Signs	76.75	Replacement Wayfinder Signs
22	29/08/2024	Air It Limited	388.08	Phones & Internet - all sites
23	29/08/2025	Air It Limited	3,031.17	Core IT Services & Support & Licences
24	29/08/2023	SPY Alarms	156.00	Call out to CCTV (SWP)
25	29/08/2023	SSE Southern Electric	453.39	Street Lighting July 2023
26	29/08/2023	Kreatif Design Ltd	59.99	Web Site Hosting
27	29/08/2023	Ricoh UK Ltd	550.82	Rental & Photocopies (1 Qtr)
28	29/08/2023	Lister Wilder	249.68	Service Repair on Strimmer (£134) & Horticultural Supplies
29	29/08/2023	4imprint.co.uk	533.99	Merchandise "SHINE" - 500 Key Rings
30	29/08/2023	Enerveo Ltd	87.70	Call out to inspect reported fault - street lamp
31	29/08/2023	Lloyds Bank plc	7.00	Bank Fee July
32	29/08/2023	British Gas Lite	277.42	Outside Sch Green Meter- August
33	30/08/2023	Employees	18,017.23	Net Pay August
34	31/08/2023	Nest Pension Contributions	1,724.98	Pension Contributions August
35	31/08/2023	HMRC paye	11,243.64	PAYE & NI - August
36	01/09/2023	Wokingham Borough Council	1,250.00	Business Rates - August (SGC, Ryeish & SWP)
37	06/09/2023	Spencers Wood Carnival	1,204.00	Financial Support 2023
			<u>50,308.53</u>	

Barclaycard Payment of Invoices within
the Clerk's Financial Delegation August 2023

Item 14.2

Ref	Date Paid	Supplier	Amount Paid Inc VAT
1	03/08/2023	Asda	8.80
2	03/08/2023	The Sign Shed	12.89
3	04/08/2023	Gopak Ltd	22.80
4	06/08/2023	Adobe	51.98
5	10/08/2023	Ec of Brighton BCreative Ltd	10.91
6	10/08/2023	Bee Different Ltd	5.99
7	11/08/2023	Amazon Supplier	1.99
8	11/08/2023	Diamante Crafts	6.98
9	14/08/2023	Kwik Fit	88.50
10	14/08/2023	Amazon EU	7.89
11	16/08/2023	Longacres Garden Centre	72.62
12	17/08/2023	Amazon EU	54.24
13	17/08/2023	POST OFFICE	2.60
14	18/08/2023	Dobbies	20.98
15	18/08/2023	Hoody World	122.00
16	22/08/2023	Canva	99.99
17	22/08/2023	Royal Mail	2.60
18	24/08/2023	Glasdon Manufacturing Ltd	181.91
			<u>775.67</u>

Barclaycard Payment of Invoices within
the Clerk's Financial Delegation August 2023

Item 14.2

Description

Tea & Milk for Office & Meetings
Anti Climb Paint
Rubber Ends for Chairs
Subscription August
Friday Funday Supplies
Friday Funday Supplies
Friday Funday Supplies
Friday Funday Supplies
New Tyre Council Van
Upholstery Cleaner for Chairs
Flowers for 3 Displays - School Green Centre Visit
Command Tape for Stock
Tracked Postage Allotment
Plant Pot School Green Centre
Uniform for Youth Workers
Art Software - Marketing & Website
Tracked Postage Allotment
Sample Bollard for School Green

Item 14.3

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

There are no payments due to be made in this category.