

Minutes of a meeting of Full Council
Held on Wednesday, 22nd October 2025
At School Green Centre commencing at 19:30

Present: Cllrs Bowler, Boyer (Chair), Clarke, Hoyle, James, Johnson, Jones, Masseron, Montgomery and Peer

Attending: B Winton (Clerk)
BCllr Glover

25/101 Public Questions

101.1 BCllr Glover asked the following question

“In the light of the recent, unprecedented call for a parish council election in Shinfield North, making it less likely in the future that Shinfield Parish Council can recruit members through co-option, will the Parish Council consider submitting a response to the second consultation on the Community Governance Review, after thinking carefully about the practicality of the two large wards and the cost of administering elections in them.”

The Clerk advised that WBC Electoral Services had advised that the TOTAL costs for by-elections in two wards would be “around £8,000” depending upon how costs are shared with Earley Town Council who are having a by-election on the same day.

The Clerk advised that Full Council resolved at their meeting on 23rd July (25/81.1) to request a 10/8 for a two-ward council having rejected the original proposal from WBC for a 10/7/1 split. The Council voted 14 For 1 Against.

The Clerk drew members attention to Standing Orders 15a. “A resolution ... shall not be reversed within 6th months except by a special motion which requires written notice and is proposed by at least two members of the council or by a motion moved in pursuance of a report or recommendation of a committee).

15b prohibits another special motion for at least 6 months.

The WBC Officer managing the Governance Review had advised:

“From the consultation perspective there is nothing preventing Shinfield Parish Council responding to the consultation and:

- a) Reject the consultation proposal and reiterate previous position that the Parish Council wishes to become unwarded
- b) Support the 3-ward proposal put forward by WBC
- c) Reject the consultation proposal for 3 wards and support the Local Government Boundary Commission for England proposal from 2023 to have six wards including a new Shinfield Northeast ward. It was noted that the Northeast ward was expected to become part of Earley Town Council as part of the current review.
https://www.lgbce.org.uk/sites/default/files/2023-07/wokingham_fr_-_shinfield.pdf
- d) Reject the consultation proposal for 3 wards and propose a different warding arrangement

It was anticipated that the required requests for a Special Motion would be received in which case the Clerk would arrange a single item special meeting of the Council.

25/102

Apologies and declaration of members' interests

- 102.1 Apologies for absence had been received from Cllrs Jahromi & Matic and the Deputy Clerk
- 102.2 There were no declarations of members' interest
- 102.3 Changes to members declaration of pecuniary interest

25/103

Minutes of the Full Council Meetings held on 24th September 2025 and 13th October 2025

- 103.1 Minutes of the Full Council Meeting held on 24th September 2025

The minutes of the meeting held on 24th September 2025 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr Montgomery
Seconded: Cllr Clarke
Approved: Unanimously

103.2 Information on matters arising from the minutes of meeting held on 24th September 25:

- 25/86.1 ➤ Deputy Clerk to send all Cllrs nomination forms for the position of Chair of Shinfield Parish Council.

This had been done.

- Deputy Clerk to send out the agenda for an extraordinary meeting of Full Council to be held on 13th October.

This had been done.

25/89.2

25/25.2 Clerk to respond to Ministry of Housing, Communities and Local Government (MHCLG)

- Clerk to write to West Berkshire Council

This was on the agenda at Item 12

- Clerk to follow up with Defence Nuclear Organisation (DNO)

This was on the agenda at Item 12.

Cllr Jones joined the meeting

25/78.2 BCllr Rance to send the report on students affected by SEND provision to the Deputy Clerk for circulation

This has been done.

25/79.4 Clerk to circulate aerial images taken by Cllr Johnson of the areas discussed at the Planning and Highways Meeting held on 9th July 2025 to members of the council

This has been done.

25/79.8 Clerk to contact the Spring Gardens Focus Group to ask if Shinfield Parish Council could have an official representative at their meetings

This has been done.

25/91.1 Cllr Masseron and Clerk to revisit the standing orders to ensure that they cover amendments

It was agreed that this matter was now closed.

- 25/91.3 Clerk to progress registering the land next to Alder Grove School as an asset of community value and report to the next meeting of Planning and Highways Committee

The Clerk to progress these. However it was recognised that the land adjacent to Alder Grove School was not likely to progress as it would not be possible to demonstrate community value as it was currently only a field.

ACTION – Clerk to progress registering the land next to Alder Grove School as an asset of community value and report to the next meeting of Planning and Highways Committee

- 25/92.1 An update and further discussion on the “Tin Roof Café” to be added to the agenda of the Extraordinary Meeting of Full Council on 13th October 2025

This had been done.

- 25/93.1 Clerk to add an agenda item on café expenditure to the Extraordinary Full Council meeting to be held on 13th October 2025

This had been done.

25/104

Extraordinary Full Council meeting held on 13th October 2025:

- 104.1 The Minutes of the Extraordinary Full Council meeting held on 13th October 2025:

The minutes of the meeting held on 13th October 2025 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr Clarke
Seconded: Cllr Johnson
Approved: Unanimously

- 104.2 Information on matters arising from the minutes of meeting held on 13th October 2025:

- 25/98.1 Clerk to ensure that the vacancies for Cllrs Fernandes and Lias were advised to Wokingham Borough Council

This had been done.

25/105

Report from Borough Councillors

- 105.1 Report from Borough Councillors

Members **NOTED** the written reports from BCllrs Glover and Rance

Cllr Clarke thanked both BCllrs for their work in the parish.

105.2 Questions arising from the reports of the BCllrs

Cllr Hoyle followed up the issue of recycling bins at School Green Centre, and it was agreed to refer the matter back to the Facilities Committee.

BCllr Rance left the meeting

25/106

Reports from Committees and associated Working Parties

106.1 Members received the draft minutes of the Facilities Committee held on 1st October 2025 and an update from the Chair

Cllr Clarke drew members attention to the state of the orchard on Hyde End Lane.

Members **NOTED** the minutes of the Facilities Committee held on 1ST October 2025

106.2 Members received the draft minutes of the Children and Young Adults Committee held on 2nd October 2025 and an update from the Chair

Cllr Bowler had joined the committee. The Clerk was asked to convey to Oakbank School how smart pupils looked in their new uniforms.

Members **NOTED** the minutes of the Children and Young Adults Committee held on 2nd October 2025

ACTION – Clerk asked to convey to Oakbank School how smart pupils looked in their new uniforms

ACTION – Clerk to set up an Education Working Party meeting with Prue Bray et al

106.3 Members received the draft minutes of the Planning and Highways Committee held on 8th October 2025 and an update from the Chair

Members **NOTED** the minutes of the Planning and Highways Committee held on 8th October 2025

106.4 Members received the draft minutes of the Finance and General Purposes Committee held on 15th October 2025 and an update from the Chair

Members **NOTED** the minutes of the Finance & General Purposes Committee held on 15th October 2025

106.5 **Report from the Chair of the Council**

The Chair advised that he had been reaching out the Chairs of each of the council's committees.

106.6 **Reports from Outside Bodies**

There were no reports from outside bodies, but Cllr Montgomery advised that he would be attending the next AWE meeting the following week.

25/107 School Green Centre Cafe

107.1 Update from the Café working party on the initial period of trading of the Café

The Clerk advised that the café had made a good start in its first 9 days of trading. Hot food service had begun on Monday 20th October. Lowest days Trading was Monday (£219) where the weather was terrible, but the highest was yesterday £680.25. Total Take for 9 days is £3,609 or £401.04 but still too early to take any trend data.

Hot drinks make up most of the top 10 items on sale. Cakes were selling well which was not the case with the previous operator.

25/108 Neighbourhood Plan Renewal Working Party

108.1 The next meeting of the Working Party was scheduled for 23rd October.

25/109 Grant Applications

109.1 The grant applications approved by the Grants Working Party and endorsed by the Finance and General-Purpose committee were put forward for ratification by Full Council.

Members agreed to approve the proposed grants in their entirety.

Proposed: Cllr Clarke

Seconded: Cllr Montgomery

Approved: Unanimously

ACTION – Clerk to arrange payment of the approved grants

109.2 A Capital grant application received from St Barnabas Church to permit further discussion with the church.

The Clerk clarified that this was not a request to authorise any grant but rather to confirm that further discussions could take place with St Barnabas regarding their request.

SPC policy is not to award grants to religious organisations unless they can show that the funding can be made use of by non-religious groups. In this case members felt that consideration of a grant was appropriate. The plans presented would allow services to resume in the church thereby freeing up the adjacent hall for community activities. It also provides greater flexibility in the Nave which would have the pews replaced with more flexible seating.

ACTION – Clerk to follow up the request for a capital grant form St Barnabas and open a dialogue with the church

25/110

Requests to Release Reserve Funds

- 110.1 A request from the Facilities Committee and endorsed by the Finance & General Purposes committee for the early release of funds from the Millworth Lane Recreation Ground Refurbishment project to remove two wooden Sheds and other items from the site.

The release of funds (£5,000) was approved in accordance with the quote obtained by the Facilities Manager. The Clerk was asked to ensure that the cost of ASB across the parish was communicated to residents.

Proposed: Cllr Hoyle
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to ensure that the cost of ASB across the parish was communicated to residents.

- 110.2 A request from the Facilities Committee and endorsed by the Finance & General Purposes committee to release from General Reserves £4,000 to allow the Ryeish Green Pavilion Working Party to appoint a specialist to assist with the process of assessing options for the building.

Cllr Bowler offered to join the working party.

Proposed: Cllr Johnson
Seconded: Cllr Hoyle
Approved: Unanimously

25/111

Terms and Reference

- 111.1 The Terms of Reference for Ryeish Green Pavilion Working Party

Members considered the draft terms of reference for the Ryeish Green Pavilion Working Party.

Amendments were proposed to allow the working party to set their meeting schedule as required and also to appoint consultants as required within the working party's delegated authority.

Members agreed to adopt the terms of reference with these amendments.

Proposed: Cllr Johnson
Seconded: Cllr Peer
Approved: Unanimously

111.2 The Terms of Reference for the Neighbourhood Plan renewal

It was clarified that the Working Party would be responsible for making recommendations to the Planning & Highways Committee, but decision-making authority lay with the committee.

Proposed: Cllr Johnson
Seconded: Cllr Peer
Approved: Unanimously

25/112 Invoices for payment

The Clerk advised that Cllr Clarke had asked for clarification on some invoices and Cllr Clarke confirmed that he was content with the information that had been provided to him.

112.1 Lloyds bank payment of invoice within the Clerk's financial delegation.

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

112.2 Barclays bank payment of invoice within the Clerk's financial delegation.

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

112.3 Payment due to be made that are out the Clerk's financial delegation.

There were no scheduled payments outside the Clerk's delegation.

25/113 Correspondence

113.1 Discussion on response from Defence Nuclear Organisation Secretariat

This had been covered earlier in the meeting.

25/114 Date of Next Meeting

114.1 The date of the next Full Council meetings will be held on 19th November 2025

Meeting ended at 21.00

List of Actions

25/91.3	Clerk to progress registering the land next to Alder Grove School as an asset of community value and report to the next meeting of Planning and Highways Committee	Clerk
25/106.2	Clerk asked to convey to Oakbank School how smart pupils looked in their new uniforms	Clerk
25/106.2	Clerk to set up an Education Working Party meeting with Prue Bray et al	Clerk
25/109.1	Clerk to arrange payment of the approved grants	Clerk
25/109.2	Clerk to follow up the request for a capital grant from St Barnabas and open a dialogue with the church	Clerk
25/110.1	Clerk to ensure that the cost of ASB across the parish was communicated to residents.	Clerk

Minutes of the Extraordinary meeting of Full Council
Held on Wednesday, 3rd November 2025
At High Copse Pavilion commencing at 19:30

Present: Cllrs Bowler, Boyer (Chair), Clarke, Hoyle, Jahromi, James, Jones, Masseron, Montgomery and Peer

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

1 member of the public

25/115 Apologies and declaration of members' interests

- 115.1 Apologies for absence had been received from Cllr Johnson and Matic
- 115.2 There were no declarations of members' interest
- 115.3 There were no changes to members declaration of pecuniary interest

25/116 Ward Boundaries

- 116.1 Members **NOTED** the receipt of a special motion from two councillors in accordance with Section 15(a) of the Standing Orders which allows the review of a decision made less than six months ago. This refers to Minute 25/81.1
- 116.2 Wokingham Borough Council (WBC) Community Governance Review

Cllrs Hoyle and Masseron set out their reasons for the special motion relating to the ward boundaries for Shinfield Parish Council.

The Clerk had circulated information with the agenda setting out the available options for review. These were:-

- a) No Change – SPC's recommendation to the Community Governance Review would remain i.e. TWO wards (split 10/8)
- b) Unwarded – SPC reverts to a previous proposal where there are no individual wards within the parish
- c) WBC Recommendation – Revert to WBC's proposal for three wards split (10/7/1)
- d) LGBCE Recommendation – This effectively retains a 5-ward arrangement (see below) accepting that the LGBCE's proposal to have a North East Ward will, under the current review, transfer to Earley Town Council.

- e) New proposal – SPC chooses to make a new proposal not covered above. Such a choice will not have been part of the consultations that have taken to date and would require additional consultation by WBC.

Two proposals were received:-

Option (a) No Change – SPC's recommendation to the Community Governance Review would remain i.e. TWO wards (split 10/8)

Proposed: Cllr Clarke
Seconded: Cllr Jahromi
Approved: 3 For / 4 Against

Option (d) LGBCE Recommendation – This effectively retains a 5-ward arrangement

Proposed: Cllr James
Seconded: Cllr Masseron
Approved: 6 For / 3 Against

Members **AGREED** to propose Option (d) to Wokingham Borough Council (WBC)

ACTION – Clerk to inform Wokingham Borough Council that Shinfield Parish Council voted for the ward boundaries to be as proposed by the LGBCE.

Date of Next Meeting

- 117.1 The date of the next Full Council meeting will be Wednesday, 19TH November 2025 at High Copse Pavilion

Meeting ended at 20:26

BOROUGH COUNCILLOR RANCE

October/November 2025 report. Jackie Rance, Shinfield Borough Councillor

15.10.25 Have helped this resident in the past. He has health issues, and now he asks if WBC could sort his garden out. Wrote to WBC to find out if they will help. **6.11.25** – no reply yet.

16.10.25 Contacted by elderly resident who attends the Tuesday Spring Garden Lunch Club. It's such a joy to all who attend. Unfortunately, 4 regulars have died through 2025, and no other residents have filled the places. Money is tight especially as WBC charge £25 pw for use of the kitchen which weekly produces a 2 course hot meal, and somewhere cosy for a chat. Have made enquiries about a reduction. **4.11.25** No reduction by WBC

18.10.25 Was in the Shinfield Park and noticed the field on which stands the historic 'King Henry VIII' tree. Clearly not been cut for very long time. Took photos. Asked Cleaner & Greener to cut asap, so that families can enjoy a walk through. Met several residents this day and each discussed the demolition, which has thankfully subsided in its dust emissions. Only 13 days to go to alleged completion **10.11.25** Still a way to go to completion

19.10.25 Received reply from C & G – the Team should get to Cirrus Drive soon. **30.10.25** Visited and it is all clear. Looks good.

19.10.25 Met Shinfield residents who would like a zebra crossing outside Lidl's. They hope to get up a Petition (unfortunately most petitions seem to fail) Spoke with Bruce, who explained road still unadopted. Explained to the ladies, who realise now that it would not be possible. Undeterred, they are 'making enquiries'. **12.11.25** Not heard from them again

20.10.25 Months back I mentioned residents just moved into a bungalow where on first night bathroom ceiling fell down. Now damp patches appearing on kitchen/lounge walls. Previous occupants suffered when all ceilings collapsed due to leaking pipes. Maybe that is happening again. Am on it with WBC presently. **6.11.25** no reply yet.

23.10.25 Put Question to WBC Full Council about Contractors appalling track record who work at Tenant properties. One Shinfield resident has been waiting for 8 months for work to be started. Another house stands empty on Hyde End Road. **24.10.25** WBC clearly didn't like my question. Today Interim Head of Housing Regulations & Improvement (now there's a word) emailed for details. **4.11.25** No work done yet.....

25.10.25 Reported with photos all the overgrown bushes along Basingstoke Road, from Stanbury Gate to Three Mile Cross **30.10.25** Bit of a massacre, but all done!

26.10.25 Resident asked me to ask WBC to remove all Covid Signage in Shinfield. I said I would but did not expect a response. **31.10.25** Would you believe it, WBC replied. I had to identify by address exactly where the signs are: Shinfield View NH; L'Ortolan; Esso Garage/KwikFit; Nr PO School Green. I'll keep you posted if they are taken down. **5.11.25** Drove to have a look near L'Ortolan – interestingly on two posts in Church Lane Notices saying 'Litter Kills Wildlife – Litter Catcher in Operation. Litter droppers have smaller brains than the wildlife they are killing'. I am assuming these are not SPC notices.

27.10.25 Heard from 2 Firethorn/Hawthorn residents. Others had set off big/loud fireworks on Diwali on 2 separate plots of land. Earth was scorched, rubbish left, and the fireworks lasted a long time. Complaints went to TVP who called on one resident, who then put out a FB message that Police advised him that 'it is OK' to use public land rather than their gardens. I contacted Enforcement to

ask if WBC land can be used by individual residents to set off fireworks. I did go along and saw evidence of two huge boxes of fireworks still attached to a fence which looked more like Army range ammunition than harmless family fireworks. **30.10.25** Box removed. Enforcement had called. Resident wrong about using public land. Fireworks/bonfires can be set off in resident's gardens only. Category 4 can only be set off in Displays (ie Lions' public shows). Also contacted TVP to report the resident's false FB message to others.

27.10.25 Heard from Molli Cleaver, Community Engagement Manager, Reading Uni about the proposed Pumping Station & Associated Infrastructure associated with Thames Valley Science Park, to be located east of Cutbush Lane East.

27.10.25 Have met with the owners of Highway Cottage, Three Mile Cross and got their update. Haven't spoken to them for about a year having previously been involved in what might or might not happen at the roundabout.

28.10.25 One or two residents contacted me after receiving notification that 3-12th Nov residents of new developments will be visited by 'My Journey Wokingham's' active travel team promoting low carbon, more sustainable travel choices, incl. walking/cycling routes, public transport services/car-sharing opportunities. Do residents really need suggestions on how to travel? Is it really realistic to expect people will take to their bicycles with backpacks containing school kit or city suits to change into, and that a resident will hope it is quicker than their car or bus? ***"There's no money" we are told by WBC, but what cost this exercise over 9 days.*** A resident did say: "Why can't we be left alone to manage our own lives". Seems a reasonable question to me!

28.10.25 Reported Flytipping of a chair. A small van's load. It's totally visible on an open patch of land on a main road. Got an email back from WBC. It's on 'private' land so they could not take it (because it is private). Yet they went with a van and didn't remove it. You couldn't make this up!!

29.10.25 Went check the Demolition site and almost drove into an enormous mound of pink sponge pieces, polystyrene, black bags blocking one side of the road. Reported it. It was a lorry load.

30.10.25 Notified by Highways that it was cleared (within 24 hours of reporting).

31.10.25 Assisted terminally ill lady at Sika, whose dementia husband was being asked to leave a Care Home. They were adamant. There were problems with WBC. A backwards/forwards situation between the 3 parties (and me placating). The lady was at her wits end.

3.11.25 A concerned Seymour resident rang as a neighbouring house has been bought by a Charity. The resident had seen people measuring up the garage. Could it be made into an HMO. She asked the Charity who is coming to live there and was told "Don't worry they will be 'dry'"! Residents very worried!

4.11.25 Contacted by a lady in Westall. The grass/bushes have not been cut for over a year. Could I do anything. **6.11.25** As luck would have it, driving through there, I saw workmen cutting the grass at Beke, and they assured me they were about to do the bit at Westall. She would also like some more dog poo/litter bins around her area. I have contacted Brett Johnson.

6.11.25 Good news – Thames Valley Police moving to Atlantic House, Imperial Way, RG2 0TD From 27th November.

10.11.25 Delivering leaflets in the road off Brookers Hill, opposite Garretts Drive, and could barely pass on the pavement, the bushes are so overgrown. Have reported to WBC.

BOROUGH COUNCILLOR GLOVER

At the October Council meeting I asked the Executive Member for Children's Services the following question:

When walking around my Ward recently I have noticed that the students at Oakbank School are looking much smarter, wearing lovely new uniforms. I have even seen social media posts where parents recommend to other parents that they consider Oakbank for their children. The new Multi Academy Trust seems to be engaging with the community, themselves posting frequently on social media, and this week delivering invitations to an Open Evening, which they hosted yesterday. Has the Greenshaw Learning Trust also been engaging with Children's Services, and what impressions have officers formed of their progress?

Answer:

Thank you for that question. It is nice to have something positive to say about Oakbank. It is early days, but yes, they have been engaging with us very constructively. We are working well together, and although not everything is perfect, things do seem to be heading in the right direction, and we are getting lots of reports from parents who are much happier. What I would say also is that I understand that they made a bid for capital funds from the DfE. I do not know how much money they have got but I believe that they have got some, so that is also to look forward to, but so far, I know we are just at half term, it seems to be going very well. It is really pleasing to see the school turning around.

The CEO of the Greenshaw Trust spoke at Overview and Scrutiny this week and I asked him about the funding for infrastructure. It sounded a bit more superficial that what would be necessary to increase capacity at the school. I'm generally very impressed with what I hear from the CEO, however.

Highways

3MX Traffic lights: I gather from Alan Lewis that the University and Taylor Wimpey are asking for tenders for the work, which will probably now be done in the summer.

Village gates/speed limits more generally: The WBC Speed Limit Policy came to Community and Corporate O&S and looks very promising. The parish council needs to seriously think about a proposal for 20mph in residential areas, and could maybe get the remaining 40mph down to 30mph. I have been approached by residents of MereOak Lane and Hyde End Lane who are concerned about speeding on their respective roads.

Cycleway marking: Nothing further to report.

Footway from Lailey Path to Infants' School: A plan has been drawn up and will be submitted to the planning process soon.

Hyde End Lane drainage: Nothing further to report.

FP12 Nothing further to report.

Back Lane/Lambs Lane

I have visited the school environs a couple of times. A lot of parents park on the road for some time before the 8:50 to 9:00 window when the school gates are open, which tends to cause a bit of congestion. I have not heard from the parent who contacted me about this again.

Swan Inn

Nothing further to report.

MereOak Park and Ride

Planning application for solar panels has been submitted. I understand that the land north of the park and ride is about to be let for 'storage'.

Planning

I'm very pleased that the application for 63 houses near Copenhagen Drive has been withdrawn. The Planning Officer has suggested that there will be a recommendation one way or the other for the 420 houses at Body's Farm in December.

ASB

Nothing has been brought to my attention. I talked to One Stop/Post Office about litter and they do make a point of clearing rubbish from around the litter bin and throwing it in their skip (which they deliberately leave open so that people can use it).

Minutes of a meeting of
The Facilities Committee
held on Wednesday 29th October 2025
at the School Green Centre commencing at 19:30

Present: Cllrs Boyer, Clarke (Vice-Chair), Jahromi, James, Johnson and Peer

Attending: S Herring (Deputy Clerk)
B Winton (Chief Executive and Clerk to the Parish Council)
R Emberson-Poole (Customer Care Team member)

25/FC/114 Public Questions

114.1 There were no public questions.

25/FC/115 Apologies and declarations of Members' Interest

115.1 Apologies for absence had been received from Cllr Masseron and the Facilities Manager

115.2 Declarations of Members' interests

There were no declarations of Members interests.

25/FC/116 Minutes of the Previous Meeting

116.1 The minutes of the Facilities Committee meeting held on 1st October 2025 were approved as a correct record and signed by Cllr Johnson

Proposed: Cllr Jahromi
Seconded: Cllr Clarke
Approved: Unanimously

116.2 The following matters arising from the meeting held on 1st October were discussed:

25/FC/103.2

25/FC/49.2 Facilities Manager to arrange for the installation of the signage at
25/FC/15.2 Millworth Lane

This had been completed.

- 25/FC/83.7 Cllr Clarke to contact Lidl to ask if they were interested in sponsoring a roundabout in the Parish

Cllr Clarke spoke to the manager of Lidl Shinfield but had been referred to their head office.

ACTION - Cllr Johnson to give Cllr Clarke the CFO of Lidl's email address and Cllr Clarke to contact Lidl head office.

- 25/FC/91.1 Clerk to add to the agenda for the Finance and General Purposes Committee meeting on 15th October a request to advance money from CIL from the overall project at Millworth Lane to remove the sheds, scaffolding and the concrete base

This had been done and approved by Full Council on 22nd October 2025. The concrete base element was postponed.

- 25/FC/91.4 Facilities Manager to circulate the quote for a survey of High Copse and the potential cost of a borehole. It was reported that a borehole was already in existence, however, this would require a licence and further investigation

ACTION – Facilities Manager and Cllr Johnson so investigate existing borehole and check the licence.

- 25/FC/92.1 Facilities Manager to contact a member of the public regarding boreholes

This had been completed.

- 25/FC/94.1 Facilities Manager to provide an analysis of the cost versus usage for PV panels at High Copse to ascertain if this was a financially viable option

This item would be deferred for the time being.

- 25/FC/94.1 Facilities Manager to confirm smart meters for High Copse Pavilion

This had been completed.

- 25/FC/96.1 Deputy Clerk to present an example of a “feature wall” at the Spencers Wood Pavilion to the next meeting

This was put on hold due to other priorities.

- 25/FC/106.1 Clerk to add to the agenda for the Finance and General Purposes Committee meeting on 15th October a request to release funds for the Ryeish Green Working Party to access professional support if required

This had been done and approved by Full Council.

- 25/FC/108.2 Clerk to follow up with Wokingham Borough Council (WBC) regarding monitoring the fly tipping by the bins at the School Green car park

WBC had informed the Clerk that there was an area change of staff. Three fixed penalty notices had been issued and had been paid, and more had been subsequently issued.

Continued visits occurred regularly. The camera located at the parking area had not been very effective. Additional fly-tipping signage had been erected. Cllr Johnson has seen photographs of the signage.

- 25/FC/109.1 Facilities Manager to organise a leaflet drop and publish an article in the SPC newsletter relating to the proposed community shelter at the Spencers Wood Recreation Ground

This was on the agenda – see minute 25/FC/121.1

- 25/FC/110.1 Allotments Officer to instigate the revised allotment enforcement policy

This has been implemented.

- 25/FC/110.1 Clerk to add an item to the agenda of the next meeting to consider whether SPC wished to maintain their policy on not taking on any more allotment sites

This was on the agenda – see minute 25/FC/122.3

- 25/FC/111.1 Deputy Clerk to schedule this item to return to the agenda in April 2026 – relates to the Clerk obtaining information on commuted funds from WBC

This had been noted.

25/FC/117

High Copse Items

- 117.1 First football matches

Members **NOTED** that the first football matches would be played at High Copse on 8th November 2025 by Shinfield Rangers. Shinfield Rangers had 18 teams and have purchased their own goal posts.

- 117.2 Pitch Maintenance Contractor

Quotes had been received from potential contractors for the pitch maintenance. These were based on the detailed specification prepared by White Horse (who installed the pitches). It was recommended that a contractor be appointed for the first full year of the pitches being in use as they would require special attention during that period.

In the business case presented to Full Council, when considering taking on the lease in December 2024, the indicative pitch maintenance was £49.3k VAT ex (split Cricket £9.7k and football/outfield £39.6k)

The recommended quote was £49k from Larkstel who provided the same service for the pitches at the Manor Ground.

It was **PROPOSED** Larkstel be contracted for years 1 and 2 for pitch maintenance at High Copse.

Proposed: Cllr Johnson
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Facilities Manager to contact Larkstel regarding a maintenance contract for High Copse pitches for 2 years

117.3 Proposed Fencing around pitches

The cost of the fencing had been weighed against the repairs to pitches (and potentially lost revenue) for damage at High Copse. The Football Foundation had funds that could be allocated to fencing to prevent vehicle access, this would be knee-high perimeter fencing. The University of Reading (UoR) were able to leave the current Heras fencing in place for the time being.

Cllr Johnson suggested installing goals outside the pitch perimeter for community use thus discouraging the use of the High Copse goals.

ACTION – Facilities Manager to obtain quotes for appropriate fencing around the pitches

117.4 Storage

The Facilities Manager was tasked with obtaining quotes for

- 1 x 40 foot container for the football club, this was in order to have the goals stored away
- 1 x 20 foot container for the cricket club
- 1 x 20 foot container for SPC

These would need to be suitable for all year storage of equipment and resistant to condensation etc, a similar specification to those proposed for Millworth Lane.

An indicative cost provided to the Facilities Manager was £8k + VAT however, he was awaiting a formal quote

The Chair reported that following research planning permission would fall under permitted development.

A bid for funding should be submitted to the Football Foundation.

Members **PROPOSED** agreement on storage containers subject to discussion with the Football Foundation on allocation of funds. This is an agreement in principle only at this point in time.

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Unanimous

ACTION – Deputy Clerk to add to the next agenda of the Committee

117.5 3G Pitch

The biggest challenge would be around bio-diversity net gain, however, it was felt that the Football Foundation specialist would deal with this through the planning process.

NIRD owned the 12 acres between High Copse and Hyde End Road with a value of £12,500 an acre. Paul Westcott, University of Reading would be pending a quote.

ACTION - Clerk to

- **contact the Football Foundation regarding costs for a 3G pitch and submitting a planning application**
- **to chase the University of Reading on the land options to either lease or sell**
- **arrange for a parallel planning application for Millworth Lane**

117.6 Water irrigation for the sports pitches

There was no update.

117.7 Sports usage

There had been interest from 7 cricket clubs. The tender documents would be sent out in November for allocation in April 2026.

Shinfield Cricket Club were interested in pitch hire but it was agreed that they would not be offered exclusive use of the building and pitches.

ACTION - Clerk to send out Requests for information (RFIs) to the interested cricket clubs in November

25/FC/118**Millworth Lane****118.1 Update for the Fitness Centre at Millworth Lane**

The Planning Application had been approved.

ACTION - Facilities Manager to re-check the planning conditions on drainage with the fitness provider so progress can be made with the installation

118.2 Removal of two wooden sheds at Millworth Lane

This had been approved by Full Council.

ACTION -

- Facilities Manager to implement the removal of two wooden sheds at Millworth Lane
- Clerk to arrange to publish details of why the sheds were being removed in relation to anti-social behaviour
- Clerk to add an agenda item to next Facilities meeting to discuss ASB on council property.
- Clerk to report the ASB incident to the police as criminal damage

25/FC/119**Ryeish Green Pavilion****119.1 An update from the working party to look at viable options for the future of Ryeish Green Pavilion**

The working party had carried out a survey and the consensus from the community was that the resource should be retained for community use, however, no business case for this had yet been presented. The results had been submitted to Cllr Johnson. The committee recognised that this was an asset in the wrong place. A case would be presented to Full Council in January/February 2026.

ACTION - Cllr Johnson to analyse the data from the survey and report back to the Committee

25/FC/120**School Green Centre and School Green****120.1 School Green Centre**

The heating units had been repaired in the Pound Green and Ryeish Green rooms, however, the control switches were temperamental and not user friendly. These would be replaced.

Curo who installed the blinds in the Ryeish Green Room would attend to correct the issue at no cost to SPC.

The Pound Green Room had been repainted during half term week by the Facilities Team.

ACTION - Facilities Manager to update the Committee on the repair to the blind in the Ryeish Green room

120.2 Recycle bins – School Green

Due to the large amount of fly tipping by the recycle bins, options to move them to another site were discussed. Currently they are sited on the WBC carpark.

ACTION -

- Clerk to approach Lidl to request re-siting the bins in their car park
- Clerk to approach Shinfield Care Home to request taking the clothing bank
- Facilities Manager to obtain quotes for fencing around the existing bottle bank location.

25/FC/121

Spencers Wood Pavilion

121.1 Update on the installation of the Community Shelter

It was **AGREED** that the public consultation must be done before any planning application was submitted.

ACTION –

- Media and Communications Officer to produce a leaflet to publicise the proposed community shelter at the Spencers Wood Recreation Ground
- Clerk to arrange the distribution of the leaflet

25/FC/122

Allotments

122.1 Allotments AGM – 20th October 2025

The Clerk reported that the meeting had been attended by people passionate about their allotments. Concerns had been expressed about the charging for 2026-27, unworked plots and general upkeep of allotments.

Allotment holders were keen to set up an Allotments Working Party where issues could be addressed in a more timely way rather than waiting for the AGM.

Cllr Montgomery had agreed to be the SPC Councillor representation on the working party. Membership of the working party was set out in the terms of reference.

122.2 Allotments Working Party

The draft terms of reference for the Allotments Working Party were **APPROVED** by the committee.

Proposed: Cllr Peer
Seconded: Cllr Boyer
Approved: Unanimously

122.3 Number of allotment sites

Members considered whether to review the Council's policy on taking on more allotment sites.

It was **AGREED** to maintain the existing policy.

Proposed: Cllr Boyer
Seconded: Cllr Jahromi
Approved: Unanimously

Reducing the size of the current allotment sites and creating smaller plots may be an option to consider in the future.

25/FC/123

Parish Wide Items

123.1 Bin Collections

Two bins were scheduled to be put at the High Copse site.

Thames Valley Signs (TVS) were designing some signs to alert members of the public that fly-tipping around the bins would incur fines.

123.2 MUGA adjacent to Aldergrove School

The Chair reported that the fencing around the play area should be installed by 6th December 2025. Pressure had been put on Vistry by the WBC Cllrs, SPC Cllrs and Aldergrove School.

123.3 Decommissioning of the play park at Three Mile Cross

Heras fencing was due to be installed.

123.4 Other matters

There were no other parish wide items.

25/FC/125

Microgeneration

124.1 An update on microgeneration within the Shinfield Parish Council estate

There was no update from the Clerk regarding Microgeneration.

Members discussed the installation of additional solar panels for High Copse Pavilion to help offset the high energy costs. Cllr James was still in favour of assessing the microgeneration needs of the whole parish

It was **AGREED** to reassess the electricity usage once High Copse Pavilion was in full use in approximately 2 months time.

Proposed: Cllr Boyer
Seconded: Cllr Peer
Approved: Unanimously

ACTON - Cllr Johnson to send Cllr James his personal research on microgeneration for the council.

25/FC/126

Correspondence

126.1 Bike Repair Station

WBC had asked if we would host a bike repair station at one of our venues. The Clerk proposed the School Green Centre as it was already well provided for with cycle racks and was the most visited building.

Cllrs agreed that a bike station could be installed outside the School Green Centre in the area where the bike racks were positioned.

Proposed: Cllr Boyer
Seconded: Cllr Peer
Approved: Unanimously

25/FC/127

Date of Next Meeting

127.1 The next meeting would be held on Wednesday, 26th November 2025.

The meeting ended at 21.15

List of Actions

25/FC/83.7	Cllr Johnson to give Cllr Clarke the CFO of Lidl's email address and Cllr Clarke to contact Lidl head office.	Cllr Johnson
25/FC/91.4	Facilities Manager and Cllr Johnson so investigate existing borehole and check the licence.	Clerk
25/FC/117.2	Facilities Manager to contact Larkstel regarding a maintenance contract for High Copse pitches for 2 years	Facilities Manager
25/FC/117.3	Facilities Manager to obtain quotes for appropriate fencing around the pitches at High Copse	Facilities Manager
25/FC/117.4	Deputy Clerk to add storage containers for High Copse to the next agenda of the Facilities Committee	Deputy Clerk
25/FC/117.5	➤ Clerk to contact Football Foundation regarding costs for a 3G pitch and submitting a planning application. ➤ Clerk to chase the University of Reading on the land options to either lease or sell ➤ Clerk to arrange a parallel planning application for Millworth Lane Sports Park	Clerk Clerk Clerk
25/FC/117.7	Clerk to send out Requests For Information (RFIs) to the interested cricket clubs in November	Clerk
25/FC/118.1	Facilities Manager to re-check the planning conditions on drainage with the fitness provider so progress can be made with the installation.	Facilities Manager
25/FC/118.2	➤ Facilities Manager to implement the removal of two wooden sheds at Millworth Lane. ➤ Clerk to arrange publishing details of why the sheds are being removed in relation to anti-social behaviour (ASB) ➤ Clerk to add an agenda item to the next Facilities committee meeting to discuss ASB on council property ➤ Clerk to report the ASB incident to the police as criminal damage	Facilities Manager Clerk Clerk Clerk
25/FC/119.1	Cllr Johnson to analyse the data from the survey on Ryeish Green Pavilion and report back to the committee.	Cllr Johnson
25/FC/120.1	Facilities Manager to update the committee on the repair to the blind in the Ryeish Green room	Facilities Manager
25/FC/120.2	➤ Clerk to approach Lidl to request re-siting the bins in their car park ➤ Clerk to approach Shinfield Care Home to request taking the Salvation Army clothing bank	Clerk Clerk

	➤ Facilities Manager to obtain quotes for fencing as well as obtain a quote for fencing around existing bottle bank location	Facilities Manager
25/FC/121.1	➤ Media and Communications Officer to produce a leaflet to publicise the proposed community shelter at the Spencers Wood Recreation Ground	Clerk
	➤ Clerk to arrange the distribution of the leaflets	Clerk
25/FC/124.1	Cllr Johnson to send Cllr James his personal research on microgeneration for the council.	Cllr Johnson

DRAFT

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 30th October 2025
at School Green Centre commencing at 19.30

Present: Cllrs Bowler, Jahromi, Jones and Montgomery

Attending: B Winton (Clerk)

25/ACE/69 Public Questions

69.1 There were no public questions.

25/ACE/70 Apologies and declarations of Members' Interest

70.1 Approval of apologies for absence

Apologies had been received from Cllrs James, Matic and Peer
Cllr Jahromi as Vice-Chair of the committee acted as Chair for
the meeting

70.2 Declarations of Interest

There were no declarations of members' interests.

25/ACE/71 Minutes of the previous meeting

71.1 The minutes of the committee meeting of 4th September 2025
were approved as a correct record and signed as such by Cllr
Jahromi.

Proposed: Cllr Montgomery
Seconded: Cllr Jahromi
Approved: Unanimously

71.2 Actions and Matters Arising

- 25/ACE/32.3 Clerk to email members of the committee once he had received a reply from Shinfield Players regarding their involvement in the Christmas event at Frensham Green.

The Clerk had heard from Shinfield Players who had confirmed their potential involvement now that they had begun rehearsals for the pantomime. He had arranged a Teams meeting to discuss the details of the arrangements.

- 25/ACE/51.3 ➤ Cllrs Matic, Jahromi, Tatla, The Clerk and Deputy Clerk to meet with Shabina, WBC to discuss the HAF Event.

This has not yet been arranged.

ACTION – Clerk to arrange a meeting with WBC and Chair of ACE

- Deputy Clerk to request information on number of attendees from Frensham Green at the HAF Event.

WBC had confirmed that while overall numbers were up significantly there was little participation from Frensham Green residents.

- 25/ACE/53.3 Cllr Matic to write to the Film Selection Panel to thank them for their efforts and offer them a free first year's membership.

This had been done

- 25/ACE/61.1 ➤ Clerk to schedule more low-cost cinema viewings next summer.

This will be done

- Clerk to use positive feedback to promote future sessions.

This will be done

- 25/ACE/61.2 ➤ Community outreach to be added to next agenda.

This was on the agenda at Item 10

- Cllr Matic to provide contact details for a member of the public at Frensham Green who may be able to help with leafleting and engagement in that part of the parish.

This had not yet been done.

ACTION - Cllr Matic to provide contact details for a member of the public at Frensham Green who may be able to help with leafleting and engagement in that part of the parish

25/ACE/61.3 Art Exhibition

- Clerk to arrange a working party to meet in October.

The Clerk will arrange for a meeting November. Cllr Bowler offered to join the Working Party

ACTION – Clerk to arrange a meeting of the Art Exhibition Working Party

- Clerk to invite press to next gala.

This will be done

- Clerk to ask the artists and councillors for volunteers.

This will be done once the Working Party has held an initial meeting.

25/ACE/61.4 Clerk to invite Cllrs to volunteer, on a rota for the Shinfield Parish Council's stand at the Spencers Wood Carnival.

This had been done and thanks were given to those who assisted in the event.

25/ACE/63.1 Clerk to look at other live performance streaming services such as the Royal Opera House for future showings.

This is covered at Item 6.2

25/ACE/64.1 Clerk to check the availability of Yuan Yang MP for the Annual Parish Meeting and to identify categories for awards.

The Annual Parish Meeting is scheduled for Wednesday 29th April and the MP is not available due to commitments in London on that day

25/ACE/67.1 ➤ Clerk to schedule a meeting in early November for the Engagement Working Party.

This is on the agenda at 10.1

- Clerk to add rationalisation of Working Parties to the agenda of Finance and General Purposes meeting.

This will be added to the December F&GP Agenda

ACTION - Clerk to add rationalisation of Working Parties to the agenda of Finance and General Purposes Committee meeting

- Members to contact the Clerk if they are interested in joining the Engagement Working Party

No offers were received.

25/ACE/72

Developing Arts & Culture in the parish

72.1 Update on the October Children's art workshops and exhibition

14 attended the workshop held on 30th October with some good entries received. Unfortunately 28 had booked so there was a 50% no show rate meaning others who were on the waiting list were not able to attend. The event was free but perhaps a small charge should be considered for future events.

72.2 Update for the Art Exhibition 2026

The Art Exhibition Working party meeting would be arranged in the next couple of weeks and David Cotton had confirmed his availability. The wash up session identified that most of the arrangements worked very well so just some discussion on adjustments needed.

Already getting enquiries including from those keen to exhibit art other than paintings.

ACTION – Clerk to arrange a meeting of the Arts Exhibition working party in November.

72.3 Update for the Spencers Wood Carnival

The Clerk advised that SPC's presence at the carnival had gone down well with the "human fruit machine" attracting people to stop and talk to the members and staff present.

72.4 A Verbal update on Shinfield North

The Reading Lions have confirmed that they will be able to attend Frensham Green on 12th December as part of the light turn on event. Hoping to also include the Shinfield Players Theatre in the programme which would start from 6.00 p.m. and run until approximately 6.45 p.m.

ACTION – Clerk to arrange the event on Frensham Green on 12th December.

25/ACE/73**Public Art****73.1 Update from the Public Art Working**

Next meeting is scheduled for Friday 31st October at 2.30 p.m.

The decision was taken to extend the closing deadline to 23rd January 2026 to enable art schools to be contacted to invite final year students to apply.

As the original closing date was 24th October, some entries had already been received.

The Business Breakfast had also been pushed back to 4th December

25/ACE/74**Shinfield Cinema****74.1 Update regarding National Theatre Live**

03/10/25 - Inter Alia (16 Adults + 31 Concessions = 47)

24/10/25 - Mrs Warren's Profession (7 Adults + 32 Concessions = 39)

28/11/25 - Fifth Step

23/01/26 - Hamlet

NTL marketing materials were now available for use in our advertising.

74.2 Updated on other potential screening partners

The Clerk advised that he has made approaches to the following:

- Royal Ballet and Opera (which covers Royal Opera House) which does show productions in cinemas but does not publish details of how to join their scheme
- Metropolitan Opera House through their UK distributor offers a wide variety of types of screening including music concerts etc.
- Exhibitions on Screen which prepares films of major art exhibitions and allows screenings but similarly does not set out their process online
- Royal Shakespeare Company offers a digital screening service but nothing to cinemas

ACTION – Clerk to follow up potential partnership opportunities for screenings in the cinema.

25/ACE/75 Annual Parish Meeting

- 75.1 How to increase attendance at the Annual Parish Meeting.

At the last meeting it was agreed that the Chairman's report should be more weighted towards the future.

The following were proposed as potential award categories:

Community Contribution – Adult

Community Contribution – Young Person

Community Contribution – Charity/Organisation

Community Contribution – Business

Best Allotment Award – to be handled through the Allotments Working Party

Best community initiative – One off thing e.g. someone starts a new community event

Silver Commitment to the Community – Officers, councillors, club leaders, sport coaches etc with 25 or more years serving the parish

Gold award for 50 or more years

25/ACE/76 Budget Reporting

- 76.1 The budget report for ACE committee had been included with the papers.

Members **NOTED** the report.

25/ACE/77 Street Food Festival

- 77.1 Initial thoughts on a potential street food festival

The Clerk set out his initial thoughts on how to deliver a potential street food event based at High Copse Pavilion.

However he advised that with existing workloads and staffing arrangements this was something he felt would be extremely difficult to deliver. He advised that the current and planned event structure was now reaching a level where dedicated staff resource would be required to achieve the desired outcomes.

It was agreed to put this proposed event on hold for the time being.

25/ACE/78 Engagement Working Party

- 78.1 Draft terms of reference for the Engagement Working Party

This had not yet been done.

ACTION – Clerk to prepare draft terms of reference for the Engagement Working Party

25/ACE/79**Correspondence**

- 79.1 There was no correspondence for the committee.

25/ACE/80**Date of Next Meeting**

- 80.1 The next meeting of the Art, Culture and Event Committee meeting will be held on Thursday, 8th January at 19.30

Meeting closed at 20.20

List of Actions

51.3	Clerk to arrange a meeting with WBC and Chair of ACE	Clerk
61.2	Cllr Matic to provide contact details for a member of the public at Frensham Green who may be able to help with leafleting and engagement in that part of the parish	Cllr Matic
61.3	Clerk to arrange a meeting of the Art Exhibition Working Party	Clerk
67.1	Clerk to add rationalisation of Working Parties to the agenda of Finance and General Purposes meeting	Clerk
72.2	Clerk to arrange an Arts Exhibition working party meeting in November	Clerk
72.4	Clerk to arrange the event on Frensham Green on 12 th December	Clerk
74.2	Clerk to follow up potential partnership opportunities for screenings in the cinema	Clerk
78.1	Clerk to prepare draft terms of reference for the Engagement Working Party	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 5th November 2025
At School Green Centre commencing at 19:30

Present: Cllrs Boyer, Jahromi, James and Peer (Chair)

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

1 members of the public

25/PC/106

Public Questions

106.1 There were no public questions.

25/PC/107

Apologies and declarations of Members' Interest

107.1 Receive and consider approval of apologies for absence

Apologies had been received from Cllrs Hoyle and Masseron

107.2 There were no declarations of members' interests

25/PC/108

Minutes of the Previous Meeting

108.1 The minutes of the Planning and Highways Committee held on 8th October 2025 were approved and signed as such by Cllr Peer

Proposed: Cllr Boyer
Seconded: Cllr Jahromi
Approved: Unanimously

108.2 Actions and Matters Arising from the meeting held on 8th October 2025

25/PC/82.2

- 25/PC/78.1 ➤ Clerk to arrange a meeting to clarify with members of the committee what would be required from a monitoring officer

This was still to be done

ACTION - Clerk to arrange a meeting to clarify with members of the committee what would be required from a monitoring officer

- Clerk to inform Andrew Grimes of the delay

This had been done

- Clerk to arrange the meeting with BCIr Conway and Nick Irvine from WBC

Some dates had been identified, and the Clerk would be arranging the most suitable date in conjunction with the others on the ALIGN working party

ACTION – Clerk to arrange meeting with BCIr Conway and Nick Irvine from WBC, and the ALIGN working party

- 25/PC/93.2** Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; High Copse Pavilion and land; and land adjacent to Alder Grove School

This was on the agenda – see minute 25/PC/113.2

- 25/PC/95.4** Clerk to ascertain why the plans for PV panels at MereOak Park & Ride did not include the disabled bays on the site

The Clerk had asked for more information on this but not yet received a response from WBC.

- 25/PC/103.2** Clerk to follow up with DVSA regarding outstanding issues at Bismillah House.

The advice received is that the DVSA will not provide updates on items they are considering so we will only get a response once they have made a decision.

25/PC/103.4 Clerk to obtain an update regarding Lailey Path project from WBC

An update had been requested but not yet received.

ACTION – Clerk to follow up on progress of the path from Lailey Path to Shinfield Infant and Nursery School with WBC

25/PC/104.1 Clerk to add Terms of Reference of the Neighbourhood Plan Renewal Working Party to the agenda for Full Council

This had been done.

25/PC/109 Schedule of Deposited Plans

109.1 Planning applications were circulated to members weekly. Plans deposited following the most recent Thursday planning email which require urgent attention will be forwarded as received.

109.2 Loddon Garden Village – Planning Application 252498

Members were in agreement that a response was required to the planning application. The closing date for comments was 16th January 2026. The Clerk would check if ET Planning and MOTION were available to assist with a response. Specific areas of concern were traffic, transport, a path along Arborfield Road, access to schools and timing for opening of the schools.

ACTION –

- Members of the Committee to look at the planning application and submit comments to the Clerk
- Clerk to contact ET Planning and MOTION to check their availability to assist with a response
- Clerk to add to the agenda of the next meeting

25/PC/110 Appeals

101.1 Planning inspectorate appeals relating to Shinfield Parish

There were no new appeals or appeals in progress relating to the parish.

25/PC/111 Enforcement Notices

111.1 Closed Enforcements tables for October 2025

Wokingham Borough Council (WBC) had been experiencing difficulties with their system which is why we had not been receiving the enforcement tables. These have now been received for October 2025.

Members **NOTED** the Closed Enforcement Table

111.2 Outstanding Enforcements tables for October 2025

Members **NOTED** the Outstanding Enforcement Table

25/PC/112

Highways, Street Lighting and Footpath Matters

112.1 A verbal report on Highways, Street Lighting and Footpath matters

Cllr James reported that he was involved in visiting residents in Church Lane regarding speed limits. The Clerk would follow up traffic issues with BCllr Betteridge.

Footpath 12 – a member of the public had been in contact with the Director of Place and Growth regarding improvements to the path.

Cllr Jahromi enquired about the footpath by the Bellway estate, however, it was reported that this had not yet been opened due to the future development.

ACTION – Clerk to follow up outstanding traffic issues with BCllr Betteridge

112.2 The draft Wokingham Borough Council Speed Limit policy

Members **NOTED** the WBC Speed Limit policy. This would be discussed with BCllr Betteridge during the proposed meeting.

112.3 Speed indicator devices (SIDs) and their use in the Parish

Cllr Boyer would pass the equipment to the Facilities Manager with instructions so the SIDs could be installed around the parish.

ACTION – Cllr Boyer to pass the SIDs equipment to the Facilities Manager with instructions

25/PC/113

Renewal of Neighbourhood Development Plan (SPNDP)

113.1 Update

At the last meeting of the Working Party the decision was to recommend to Committee that we arrange for one of the consultants to undertake the basic review of the existing plan, which all four companies that had quoted recommended as the first step.

The potential outcomes were:

- No material work was required to the existing plan. This was not an expected outcome.
- Work was required to bring the plan fully up to date but doing so would not materially affect the outcomes that we already had from the existing plan.
- Work would be required to the plan and there would be significant benefits in carrying out the work now.

It was **AGREED** to use ONH as consultants to assist the council. This company had been used by other local councils who had given good reviews.

It was **AGREED** to fund up to £5,000 for ONH consultants to review the existing neighbourhood plan. This would be funded from the planning reserves.

Proposed: Cllr Boyer
Seconded: Cllr Peer
Agreed: Unanimously

ACTION – Clerk to contact ONH with a request to review the existing SPC Neighbourhood Plan

113.2 A verbal update on registering Assets of Community Value (ACV)

This has not yet been done

ACTION – Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; High Copse Pavilion and land adjacent to Alder Grove School

25/PC/114 Correspondence

114.1 Details of the new road, Foul pumping station and access track at Thames Valley Science Park.

Members **NOTED** the details of the new road, Foul pumping station and access track at Thames Valley Science Park

25/PC/115 Date of the next meeting

115.1 The date of the next meeting will be Wednesday, 3rd December 2025

The meeting ended at 20:15

List of actions

25/PC/82.2

25/PC/78.1

- Clerk to arrange a meeting to clarify with members of the committee what would be required from a monitoring officer
- Clerk to arrange meeting with BCllr Conway and Nick Irvine from WBC, and the ALIGN working party

Clerk

Clerk

25/PC/103.4

Clerk to follow up on progress of the path from Lailey Path to Shinfield Infant and Nursery School with WBC

Clerk

25/PC/109.2

- Members of the Committee to look at the planning application 252498 and submit comments to the Clerk
- Clerk to contact ET Planning and MOTION to check their availability to assist with a response to PA252498
- Clerk to add PA252498 to the agenda of the next meeting

All members of the committee

Clerk

Clerk

25/PC/112.1

Clerk to follow up outstanding traffic issues with BCllr Betteridge

Clerk

25/PC/112.3

Cllr Boyer to pass the SIDs equipment to the Facilities Manager with instructions

Cllr Boyer

25/PC/113.1

Clerk to contact ONH with a request to review the existing SPC Neighbourhood Plan

Clerk

25/PC/113.2

Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; High Copse Pavilion and land adjacent to Alder Grove School

Clerk

AWE Local Liaison Committee Meeting 5th November 2025

Attended by Councillor Montgomery

Community Update, presentation by the Group running the Schools Outreach Programme. Successfully presented to groups at many schools in the West Berks, north Hampshire area, involving 52123 pupils over the past year, at both Primary and Secondary level. These are assisted by all levels of staff as volunteers and have been widely acclaimed by all teachers involved.

I asked if there had been any take up in our area but not so far, as they are slowly widening out their programme to include this side of their notional patch. I suggested that I would raise awareness within our local schools and attempt to get some involvement going – esp Oakbank as they had not replied to an offer. Maybe the recent turmoil has mitigated against too much outward looking. I will send in details of contacts within our local primary schools.

Development Update Much corporate relief at the result of the latest appeal re Hayes Drive. Feel that it has emphasised the DEPZ as a viable entity. I did point out that the planning for the new Spencers Wood School had pre-dated the DEPZ as it stands now but Bryan Little was not impressed and suggested that it might not be possible – even when challenged that the pupils already live within the DEPZ. No reply re senior pupils stuck in Wokingham in the event of an event. He suggested that the SOS may look at the edges of the DEPZ.

Health and Safety update 28 accident resulting in the loss of 327 days over the past 12 months, mostly minor both Staff and Construction workers on site. OSHA rating 0.271 still well below National average. Virtual reality training for working in chemical and explosives areas.

Workforce Update Only 90 apprentices taken on this year, down from 280 last year no reason given, possibly aiming for graduates to fill higher posts . Workforce now approaching 9500, with approximately now moving into Green Park offices

Estates Update Biodiversity studies over the whole of the two sites continuing and many species such as peregrines, badgers, owls and rabbits documented along with many species of birds and pollinators . Analysis of the seven water outfalls from the sites continues and shows no harmful effects. Off-site solar farm planning still going ahead. It was suggested that they could cover some the on-site car parks with solar arrays

Emergency Planning Preparations for a forthcoming large scale emergency exercise called ALDEX 26 are going ahead, which will involve 27 different agencies in response training. Scheduled for April 2026.

Regulators Update Environmental Agency and Office of Nuclear Regulation reports showed no adverse reports, all inspections classed as **ADEQUATE**. The site had been visited by an Under Secretary from MOD, John Healy MP, which had involved outside reporting bodies being allowed on site along with Luke pollard from the Procurement Executive.

Display The meeting finished with a short indoor display by the MOD Police and two of their sensing dogs. One trained for explosives and associated chemicals, the other for drugs, blood and money. They are often called into use by outside policing bodies to assist in incidents.

Ian Montgomery

Ref	Date Paid	Supplier	Method of Payment	Amount Paid (inc VAT) £	Description
001	15/10/2025	EDF Energy	Direct Debit	1,949.51	High Copse - Electricity - September
002	16/10/2025	Alphabet (GB) Ltd	Direct Debit	397.65	Van Rental - October 2025
003	17/10/2025	Kingdom Coffee International Ld	Faster Payment	469.59	Café Supplies 8/10/2025 - Coffees
004	17/10/2025	JC Cleaning Services	Faster Payment	1,798.80	Deep Clean End of Crumbs Contract
005	17/10/2025	Absolute Brilliance Cleaning Ltd	Faster Payment	1,979.88	Cleaning SWP - September
006	17/10/2025	Absolute Brilliance Cleaning Ltd	Faster Payment	5,202.93	Cleaning SGC - September
007	17/10/2025	Absolute Brilliance Cleaning Ltd	Faster Payment	532.79	Cleaning High Copse - September
008	17/10/2025	Absolute Brilliance Cleaning Ltd	Faster Payment	228.00	Cleaning Manor - September
009	17/10/2025	JD Drains Ltd	Faster Payment	432.00	Call Out Pre School - Blocked Drain
010	17/10/2025	National Association Local Councils	Faster Payment	42.00	Training - Communicating & Tough Decisions
011	17/10/2025	Royal Electrics	Faster Payment	1,020.00	Trunking in café area for lighting and digital screen
012	17/10/2025	Thames Valley Signs (berkshire	Faster Payment	1,768.85	Cafe Re-Branding & Tables Resurfacing
013	17/10/2025	TotalEnergies Gas & Power Limi	Direct Debit	306.50	High Copse Gas - September Standing Charge Only
014	20/10/2025	Corona Energy Retail 4 Limited	Direct Debit	556.48	Electricity - SGC (south) September
015	20/10/2025	Corona Energy Retail 4 Limited	Direct Debit	47.54	Electricity - Ryeish Pavilion - Standing Charge September
016	20/10/2025	Corona Energy Retail 4 Limited	Direct Debit	27.40	Electricity - School Grn Ext - September
017	20/10/2025	Corona Energy Retail 4 Limited	Direct Debit	155.25	Electricity - Manor -September
018	20/10/2025	Corona Energy Retail 4 Limited	Direct Debit	397.82	Electricity - SWP - September
019	20/10/2025	Telefonika UK Ltd	Direct Debit	353.53	October Mobiles (6 for Office and Facilities)
020	21/10/2025	Peninsula Business Services	Direct Debit	475.42	HR & HS Services - October (1mth)
021	24/10/2025	Kingdom Coffee International Ltd	Faster Payment	84.26	Café Supplies - Coffees 15/10/2025
022	24/10/2025	Slice of Heaven	Faster Payment	292.10	Cake Order 20th October
023	24/10/2025	Royal Electrics	Faster Payment	4,140.00	Installation Defibrillators (Grazeley, Manor, High Copse)
024	24/10/2025	Expert Access Solutions Ltd	Faster Payment	301.80	Maintenance Doors SGC
025	24/10/2025	La Dolce Vita Caffè	Faster Payment	213.00	Cake Supplies Café 22/10/2025
026	29/10/2025	The Cowshed	Faster Payment	5,000.00	Grant
027	29/10/2025	Shinfield Volunteers	Faster Payment	500.00	Grant - Luncheon Club Transport
028	29/10/2025	Wokingham Job Support	Faster Payment	550.00	Grant
029	29/10/2025	Shinfield Running Club	Faster Payment	550.00	Grant
030	29/10/2025	Link Visiting	Faster Payment	1,500.00	Grant
031	29/10/2025	Berks M S	Faster Payment	1,000.00	Grant
032	29/10/2025	Citizens Advice Bureau	Faster Payment	500.00	Grant
033	29/10/2025	Keep Mobile Wokingham	Faster Payment	1,000.00	Grant
034	29/10/2025	Assisiting Berkshire to Read	Faster Payment	500.00	Grant
035	29/10/2025	Girl Guiding South East	Faster Payment	150.00	Grant
036	29/10/2025	Employees	Faster Payment	33,958.57	Net Pay October
037	30/10/2025	Office Depot International (UK	Faster Payment	42.01	Sellotape, Cleaner, Batteries
038	30/10/2025	A1 Locksmiths (Berkshire) Ltd	Faster Payment	137.00	Combination Padlock
039	30/10/2025	Select Environmental Services	Faster Payment	2,173.15	Litter Bin Emptying - September 47 bins
040	30/10/2025	Select Environmental Services	Faster Payment	73.76	SWRG - Commercial Waste September
041	30/10/2025	Select Environmental Services	Faster Payment	86.21	Millworth Lane - Commercial Waste September
042	30/10/2025	Select Environmental Services	Faster Payment	46.99	Manor - Commercial Bins
043	30/10/2025	Select Environmental Services	Faster Payment	112.08	High Copse - Commercial Bins - September
044	30/10/2025	Select Environmental Services	Faster Payment	329.06	SGC - Commercial Waste - September
045	30/10/2025	Select Environmental Services	Faster Payment	39.89	Servicing Hygeine Units - SWP September
046	30/10/2025	Air It Limited	Faster Payment	56.27	SWP - Internet - October
047	30/10/2025	Air It Limited	Faster Payment	56.27	SGC - Internet - October
048	30/10/2025	Air It Limited	Faster Payment	79.20	Web Protection - October
049	30/10/2025	Air It Limited	Faster Payment	1,438.42	Managed IT Support - October
050	30/10/2025	Air It Limited	Faster Payment	337.76	Telephones / VOIP System
051	30/10/2025	Air It Limited	Faster Payment	1,330.56	Co Pilot Licencing - One off
052	30/10/2025	Air It Limited	Faster Payment	59.82	SWP - Phones October
053	30/10/2025	Air It Limited	Faster Payment	456.00	PC Server Set Up - SWP (One off)
054	30/10/2025	Air It Limited	Faster Payment	874.80	Adobe Addl Users - 1 year
055	30/10/2025	La Dolce Vita Caffè	Faster Payment	173.00	Dolce Vita Cakes - 29/10/2025
056	30/10/2025	Buzz Catering Supplies	Faster Payment	81.91	Cake Boards and Chopping Boards
057	30/10/2025	Imagin Products Ltd	Faster Payment	164.04	Name Badges All Staff
058	30/10/2025	Seton UK	Faster Payment	17.24	H & S Signage SGC
059	03/11/2025	Wokingham Borough Council	Direct Debit	3,804.50	High Copse - Business Rates
060	03/11/2025	Wokingham Borough Council	Direct Debit	1,918.07	High Copse - 25% Annual (24/25)
061	03/11/2025	Wokingham Borough Council	Direct Debit	1,223.00	SGC - Rates 1/10th November
062	03/11/2025	Wokingham Borough Council	Direct Debit	195.00	Rates - Manor - 1/10th November
063	03/11/2025	Wokingham Borough Council	Direct Debit	157.00	Rates- SWP - 1/10th November

Lloyds Bank Payment of Invoices Within the Clerk's Financial Delegation

Item 7.1

Ref	Date Paid	Supplier	Method of Payment	Amount Paid (inc VAT) £	Description
064	03/11/2025	Wokingham Borough Council	Direct Debit	42.00	Rates - Millworth- 1/10th November
065	03/11/2025	Slice of Heaven	Faster Payment	255.20	Café Cakes 28/10/2025
066	03/11/2025	IRIS Software Limited	Direct Debit	60.00	Payroll System - September 2025
067	05/11/2025	Lloyds Bank plc	Direct Debit	29.05	Fee (£8.50)& Charges £20.55
068	05/11/2025	Berkshire Sound Hire	Faster Payment	743.00	Remembrance Sunday - Hire Services
069	10/11/2025	Corona Energy Retail 4 Limited	Direct Debit	249.53	Millworth Lane - Electricity September
070	11/11/2025	Merritt-Harrison	Faster Payment	1,656.00	Catering Consultancy and Report
071	11/11/2025	Thomas Fattorini Limited	Faster Payment	470.78	Adjustment to Chairs Regalia
072	11/11/2025	Water-Wize Limited	Faster Payment	400.00	Water Monitoring Grazeley Pond
073	11/11/2025	La Dolce Vita Caffè	Faster Payment	232.00	Order 5/11/2025
074	11/11/2025	Kingdom Coffee International Ltd	Faster Payment	812.79	Coffee Order 23/10
075	11/11/2025	SKS Window Cleaning	Faster Payment	60.00	Cafe Window Cleaning - Crumbs
076	11/11/2025	Thames Valley Signs (berkshire	Faster Payment	264.00	Warning Signs
077	11/11/2025	Absolute Brilliance Cleaning Lts	Faster Payment	1,807.48	Cleaning SWP - October
078	11/11/2025	Absolute Brilliance Cleaning Lts	Faster Payment	5,723.72	Cleaning -SGC - October
079	11/11/2025	Absolute Brilliance Cleaning Lts	Faster Payment	228.00	Cleaning - Manor - October
080	11/11/2025	Absolute Brilliance Cleaning Lts	Faster Payment	421.56	Cleaning High Copse - October
081	11/11/2025	Infinity Playgrounds Ltd	Faster Payment	714.00	Surfacing Repair SWRG
082	11/11/2025	Nigel Jeffries Landscaping Ltd	Faster Payment	4,300.30	Grass Cutting -October 2 Cuts
083	11/11/2025	Connecting Communities in Berkshire	Faster Payment	42.00	Corporate Subscription 1 year
084	11/11/2025	A & E Fire & Security	Faster Payment	754.08	Alarm Interface to Call Service - SGC
Total Paid (including VAT)				103,110.17	

Ref	Date Paid	Supplier	Total Amount £	Transaction Detail
001	01/10/2025	SafetySigns4Less	70.60	Health & Safety Executive Law Display Posters
002	01/10/2025	Lidl	12.36	Tea / Coffee Supplies - Office
003	01/10/2025	Custom Stamps Online	19.70	Replacement Ink Pad - Office
004	02/10/2025	Amazon EU	5.87	Clipboard for Temperature Charts
005	02/10/2025	Snugfort	395.88	SGC - Signage Display / TV Mount
006	02/10/2025	Buzz Catering	27.68	Dishwasher Fluid - SWP
007	02/10/2025	Amazon EU	49.98	Digital Photo Frame - Reception
008	03/10/2025	Mi Star UK Ltd	109.99	Ramp for Disabled Access - Tennis Club Toilets
009	06/10/2025	Adobe	66.49	Adobe Software 1 mth - October
010	07/10/2025	Lidl	31.00	Cleaning Items for SCG Reception (tables etc)
011	07/10/2025	Booker	1,058.59	Food Supplies 7/10/2025
012	07/10/2025	Nisbets catering suppliers	151.15	Soup Bowls x 24 (café)
013	08/10/2025	kaza ltd	7.95	Sandisk USB - office
014	08/10/2025	Amazon EU	19.18	Covers for SGC Chairs
015	08/10/2025	Amazon EU	21.96	Clip Boards - Office
016	09/10/2025	Bookers	845.23	Food Stock 9/10/2025
017	09/10/2025	Safety Label Co UK	22.69	Safety Stickers - café kitchen
018	09/10/2025	Text Magic	60.00	Messaging Allotment Holders
019	09/10/2025	Hoome	-74.95	Refund Non Delivery - Lights
020	10/10/2025	Nisbets Catering Suppliers	141.39	Trays/Bin Bags/AirFryer - cafe
021	11/10/2025	Amazon EU	6.99	Thermal Till Rolls - café
022	11/10/2025	Amazon EU	22.77	Baking Trays & Salt & Pepper Trays - café
023	11/10/2025	Amazon EU	12.45	Tea sachets - Display Storage - café
024	11/10/2025	Amazon EU	8.16	Air Tight Jars - Café
025	11/10/2025	Amazon EU	5.69	Table Decorations - Café
026	11/10/2025	We Can Source It	18.95	Food Containers for Freezer - café
027	11/10/2025	Amazon EU	17.78	Portion Control Scoops - café
028	11/10/2025	Amazon EU	6.49	Silicon Egg Rings - café
029	11/10/2025	Amazon EU	13.89	Plastic Straw Dispenser - café
030	11/10/2025	Amazon EU	7.59	Till Rolls - Café
031	12/10/2025	Lidl	36.90	Milk Supply 12/10/2025
032	12/10/2025	The Range	5.99	Throw For Sofa - cushions
033	13/10/2025	Lidl	12.89	Frozen Berries - Café Food
034	13/10/2025	Dishwasher Fluids	46.75	Dishwasher Fluid and Rinse - High Copse Kitchen
035	13/10/2025	Alpine Controlled Cleaning	19.99	Non Stick Saucepan - cafe
036	13/10/2025	Paris Collection	14.00	Cake Stand - café
037	14/10/2025	La Dolce Vita Caffee	173.00	Cakes for Cafe Order 13/10/2025
038	14/10/2025	Amazon EU	49.99	Caterlite Toaster - café
039	14/10/2025	Amazon EU	22.50	Silicone Gloves - café
040	14/10/2025	Country Kitchenware Supplies	24.99	Silicone Gloves - café
041	15/10/2025	Bookers	13.99	Food 15/10/2025
042	15/10/2025	Marks & Spencer	66.00	Cakes for Café - 15/10/2025
043	15/10/2025	Lidl	3.37	Milk for Office
044	15/10/2025	Asda Stores	15.00	Food Supplies - café Condiments
045	15/10/2025	Amazon EU	34.78	Items of Catering Equipment
046	15/10/2025	Bookers	122.18	Food & Drink Supplies 16/10/2025
047	15/10/2025	Sainsburys	105.50	Tuck Shop Supplies - Youth Club
048	15/10/2025	Amazon EU	11.98	Silicone Tongs - café
049	15/10/2025	Vanessa May Lyndon Evans	14.92	Film for Cinema - Hotel Transylvania
050	15/10/2025	Amazon EU	10.36	Cake Slicers - café
051	16/10/2025	Baker Ross	45.75	Purchases for Baby Group-Halloween

052	16/10/2025	The Range	18.56	Cake Boxes for storing supplies - café
053	16/10/2025	Books 2 Door Ltd	24.99	Elmer Books - Rainbow Tots
054	16/10/2025	Morrisons	11.25	Storage Tins & Gluten Free Bread - café
055	16/10/2025	Amazon EU	48.04	Craft for Halloween Art Workshop - café
056	17/10/2025	Wokingham Borough Council	348.50	Car Park Closure for Remembrance Sunday
057	17/10/2025	Booker	235.99	Food Supplies 17/10/2025
058	18/10/2025	Amazon EU	22.99	Toaster for Gluten Free Bread
059	20/10/2025	Lidl	3.29	Milk for Office
060	20/10/2025	Displaypro Limited	39.99	Storage Shelves - SGC
061	21/10/2025	Sainsburys plc	45.00	Tuck Shop & Snacks - Youth Club
062	22/10/2025	Bookers	327.93	Food & Café Supplies 23/10/2025
063	23/10/2025	Mailchimp	40.80	AI - Powered Marketing - 1,500 (1 mth subscription)
064	27/10/2025	Lidl	22.50	Milk Cafe
065	28/10/2025	Go Custom	248.65	Cafe Uniforms - sweatshirts
066	28/10/2025	Camping On-line	119.85	Parking Posts - Millworth Lane (Security)
067	29/10/2025	Square Up Uk Ltd	733.20	Replacement - Square Register - café
068	29/10/2025	Amazon EU	11.98	Digital Combi Locks - Allotments
069	30/10/2025	We Can Source It	175.50	Re-Order Take Away Packaging - café
070	30/10/2025	Buzz Catering	101.83	Cake Cover & Board & Cutlery Tins - café
071	30/10/2025	John Lewis	180.00	Xmas Tree - SGC Indoors
072	30/10/2025	Amazon EU	75.98	6 x Really Useful 35l Boxes - Youth Club
073	31/10/2025	Lidl	10.50	Ice Cream 6 x 2ltr - café
074	31/10/2025	Amazon EU	33.20	Thermal Till Rolls - café
Total Payments			6,894.85	

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

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