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Draft

Minutes of a meeting of Shinfield Parish Council held on Monday 20 October 2019 at Three Mile Cross church centre, commencing 19.30 hrs.

Present: Cllr's E Brown, I Clarke, P Darley, A Grimes (Ch), L James, P Jahromi, D Lias, I Montgomery, D Peer

Attending: Mike Balbini (Clerk), Jo Skidmore (Committee Secretary), Marcus McDowell, B/Cllrs J Frewin, P Bhatt, B Patman, Susan Parsonage (Chief Executive WBC) Two residents

19/108 Public Questions

108.1 Question **Q6** asked of Susan Parsonage was from Mrs J Moffatt.

19/109 Apologies and declarations of members' interests

109.1 Apologies were received from B/Cllr. Munro and Cllrs. Boyer and Emmet

109.2 There were no declarations of interest.

109.3 There were no changes to members' declarations of pecuniary interests.

19/110 110.1 Minutes

The minutes of the Council meeting held on 16 September 2019 that had been circulated were **APPROVED**.

Proposed: Cllr. Montgomery Seconded: Cllr. Lias Approved Unanimously

110.2 Matters Arising from Previous Meeting

23.3.2.3 Spencers Wood Pavilion Business Case

This was noted as ongoing.

49.2.2 Website development

This item was noted as ongoing. Cllr. Brown noted the difficulties in obtaining a third quotation stating that five companies had turned down the opportunity. It was **AGREED** that this would be discussed at the next Recreation and Amenities committee meeting.

49.3.3.3 Decision making policy and framework to be developed.

This item was noted as ongoing.

- 54.3 Meeting to be organised between consortium and SPC on development of land
It was confirmed that the meeting had been scheduled for 13th November.
- 60.3.3 Clerk to ascertain ownership of land referred to as Common Land
This item was noted as ongoing.
- 73.14 Clerk to invite Susan Parsonage CEO, WBC the choice of three meeting dates to attend a parish council meeting and visit the ward
This item was noted as complete.
- 78.1 Cllr. Brown to prepare a report on behalf of SPC for submission to the Clerk by 29 August to be presented at the Planning and Highways Committee meeting in September
This item was noted as complete.
- 83.2.2 Clerk to acquire more information on footpath to the west of the new school is apparently missing.
This item was noted as complete.
- 83.2.3 Clerk noted to obtain further information from resident about a missing children's play area.
This item was noted as complete.
- 83.2.4 Cllr. Grimes to write to enforcements copying in B/Cllrs. and Wayne Smith regarding the storage of vehicles at a Carneys.
This item was noted as ongoing.
- 83.3.1 Clerk to invite the Head of Highways to meet with B/Cllrs and SPC to look at signage in the area covered by foliage. Members to get evidence of obscured signage in the parish.
This item was noted as complete. The Clerk confirmed that the Head of Highways would be attending the next meeting.
- 83.1.1.12 Clerk to circulate a drawing of the access from Hyde End Road to Shinfield Meadows with clarity of the approval to the whole committee
The Clerk confirmed that he had circulated the map to the whole committee.
- 92.3.1 Clerk to write to WBC to say that SPC did not consider that SPC should pay for the footbridge over the Grazeley footpath.
The Clerk confirmed that he had contacted WBC on this matter. No response had been received to date.
- 92.3.3 Clerk required to obtain costing and design of new village gateway signs from WBC
The Clerk confirmed that he was liaising with WBC on how to progress this issue.
- 96.3.2 Clerk to send Council and Planning and Highways meeting dates to John Halsall
The Clerk confirmed that he had sent meeting dates to John Halsall and was awaiting a response.
- 102.0 Comments to be submitted to Cllr. Brown regarding his report on the PROW consultation by 20 September
This item was noted as complete.
- 104.1 Clerk to organise volunteer evening on 27 November
The Clerk confirmed that organisation of the event was making good progress and that over 60 attendees had confirmed their attendance so far.
- 104.4 Clerk to arrange office cover between Christmas and New Year

This item was noted as complete.

105.1 Clerk to decline request from Swallowfield PC to supply food caddies

This item was noted as complete.

105.2 Clerk to arrange for camera to be taken to committee meetings for website profiles

This item was noted as ongoing.

110.3 Matters Arising

Cllr. Clarke requested that agenda item 104.5 relating to funfairs and open spaces was discussed at the next Recreation and Amenities. The Clerk undertook to add it to the agenda.

There were no other matters arising.

19/111 Introduction to Susan Parsonage (Chief Executive, WBC) and Q&A session

Susan Parsonage gave a presentation on her role as and highlighted the following points;

- Previous experience had seen the Chief Executive working in parts of country with different demographics
- Her areas of focus for the Council were visibility, stability and ambition
- Consideration was being given to priorities for the Council which included localities, vulnerable people, efficiency and effectiveness.
- Key message 'A Council would not exist if not for residents and community'. A desire was expressed for innovation, pushing boundaries and partnerships. The importance of critical relationships such as working together with parish councils was stressed.
- There was an intention to benchmark performance of the Council against other Councils
- KPI's were being refreshed to make them more relevant
- Ambitions included the improvement of children's services which needed to move to good or excellent and bringing some adult services back to Council.
- The Council needed to better promote the positive work that takes place
- An improvement in communications from the Council was needed
- There was a need to strengthen commissioning

Questions from SPC and a resident

Q1 Enforcement notices are not being pursued. Examples of this are at Carney's Yard and the One Stop Shop. How do we move forward?

A1 When enforcements are served there is a right of appeal. This extends the length of process and it can appear in these cases that nothing is happening. In the case of Carney's there has been partial compliance. Access had been narrowed, fences reduced in height and an unauthorised part of site was no longer used as a depot.

Cllr's argued that evidence submitted by SPC in respect of Carney's had not been acted upon and stated that issues with compliance at the One Stop Shop had been going on for many years causing a great deal of upset and distress for two elderly neighbours of the property. SPC had requested the attendance of an enforcement officer at a Planning and Highways committee meeting to help members better understand issues but as yet this had not happened. The Chief Executive of WBC undertook to task her team with finding a better way to communicate information with SPC and follow up on the attendance of an enforcement officer at a meeting.

Q2 What is WBC's position on the roll out of 5G and the possible associated health risks?

A2 The Chief Executive noted that national policy supported the roll out of 5G technology but undertook to look at the rationale used by the five councils that have blocked the roll out.

Q3 What is WBC's position on LED street-lights and blue light health concerns. **A3** The Chief Executive of WBC pointed to a report that had cited that there were no health impacts from LED light coverage at a certain intensity and confirmed that WBC lights were within the range where no radiation hazards exist. She undertook to clarify in writing the type of lights installed and whether they have filters.

Q4 The parish was short of sports capacity since largescale development had taken place. How would WBC ensure that sports facilities promised were completed in a timely manner?

A4 The Chief Executive of WBC undertook to provide a response on when planned football pitches at the Manor would be established.

Q5 SPC has highlighted six road margins it would like to cultivate to WBC but hasn't received a response. Can you help?

A5 The Clerk confirmed that he had received an e-mail that day stating that the decision was going through final deliberations and the Chief Executive of WBC undertook to follow the matter up to ensure it was resolved in time for bulb planting.

Q6 What does the Council plan to do about travellers?

A6 B/Cllr Frewin noted that he had raised the matter with WBC and was hopeful that a raft of measures enabling the Council to take action against them would be put in place soon. The Chief Executive of WBC stated that she would be watching closely to ensure that whatever powers could be used, would be used. A more collaborative and effective way to deal with the issue needed to be established. Customer experience with WBC was not always positive and it was reiterated that this was an area where improvement was being sought.

19/112 **Joint Initiatives between WBC and SPC**

112.1 Cllr. Grimes noted that following the previous Council meeting attended by John Halsall, Leader of the Council he had been tasked with identifying SPC's key priorities. A document identifying the main projects and programmes, some of which would require partnership working, was circulated prior to the meeting and had been chosen as they mitigated against the impact of development in the area.

112.2 Concerns were raised about the potential costs associated with the pedestrian link to Mere oak. The benefits that the link would bring were highlighted. It was emphasized that funding would be sought from other sources if the project proved viable.

112.3 It was **PROPOSED** that members express their support the paper before it being submitted to WBC.

Proposer: Cllr. Lias

Seconder: Cllr. Brown

Approved Unanimously

112.4 The Chief Executive of WBC thanked the committee for their time and left the meeting.

19/113 **Co-option of new Councilors**

113.1 Mr McDowell gave a presentation outlining why he would like to join Council.

Mr McDowell left the meeting

113.2 It was **PROPOSED** that Mr McDowell was co-opted to the committee.

Proposer: Cllr. Montgomery

Seconder: Cllr. Brown

Unanimously Agreed.

Mr McDowell re-joined the meeting

113.3 The Chair welcomed Mr McDowell and Cllr. P Darley, who had recently been elected, to Council.

Reports**114.1 Chair's Report**

Cllr. Grimes highlighted the following activities from the month:

- Attendance the Spencers Wood Carnival where the key issue highlighted by residents had been schooling in the area.
- Conducting a tour of the parish with John Halsall, Leader of the Council, WBC. A discussion had taken place about the availability of capital funding for secondary education which SPC may need to find a way of funding in the future.
- Presenting at the South of M4 forum where the issue of the potential widening of Hyde End Lane was discussed. 43 e-mails had been received since with 42 objecting and 1 agreeing to plans. The Clerk was instructed to investigate the possibility of CCTV on Hyde End Road to establish whether it was being used by construction traffic.

B/Cllr Frewin left the meeting at 20:45

114.2 Clerks Report

The Clerk highlighted the following points:

- Mr Darley had been elected as Councillor and Mr McDowell was now co-opted. Welcome packs would be provided and training made available as required.
- New cleaning contracts had been confirmed
- All bins were now being managed by Select
- The CILCA qualification modules were now taking six weeks to be marked meaning that an outcome may not be known before 5 December 2019. All modules had now been submitted by the Clerk
- Arrangements were being made for the Remembrance Parade on the same basis as 2018.
- An Oak tree would be planted on School Green on 27 November during National Tree Week
- Deardon Allotments would officially be opened on 23 November. Two benches would be placed on site, one with a plaque from SPC and one from the University of Reading.
- An update had been received from the Solicitor confirming that it would cost in the region of 6k to complete land registry for all SPC land. It was **PROPOSED** that 6k expenditure was **APPROVED** for this purpose.

Proposer: Cllr. Clarke

Seconded: Cllr. Jahromi

Unanimously Agreed

The Clerk undertook to circulate a list of land owned to members.

- Michael Firmager (Borough Parish Liaison) and Pauline Jorgansen (Highways and Transport) would be attending the next Council meeting
- A Christmas fair raising funds for Pieroo's Wish, a Reading based charity, was being arranged in the village hall. It was **AGREED** that hall hire would be waived in return for SPC being mentioned in any associated publicity.
- An Environment Impact Conference looking at how community buildings and village halls impacted the environment was taking place in Beech Hill on 7 November which the Clerk planned to attend.
- The National Air Quality Conference was taking place on 12 November which the Clerk was planning to attend.
- The Clerk was meeting with a consultant from TRL on 22 October to learn how to interpret data from the air quality monitors that had been installed locally.
- Discussions had taken place with neighbourhood parishes who had cited the Cemex planning application, potholes and local development as the biggest issues affecting them currently. They were keen to speak with Cllr. Emmet regarding Speedwatch.

114.3 Borough Councilors' Report

114.3.1 B/Cllr. Patman highlighted the following:

- Working on business development across the parish.
- Working with TVP to develop a consistent approach in dealing with travellers
- Efforts to deal with fly tipping in the area were being increased by WBC. The issue raised by Cllr. Grimes of fly tipping at Hartley Court Road was noted.
- B/Cllr. Patman to raise the issue of vandalism and drugs paraphernalia left at Cut Bush Lane West at the relief road at WBC. This had been reported but not responded to by WBC.

111.3.2 B/Cllr Frewin's written report highlighted the following:

- The south of Cutbush development appeal had been received with the appeal hearing likely to be early 2020
- SANG appeal received: B/Cllr. Frewin had sent representation and started resident engagement
- 5G safety concerns: concerns and been raised and research shared
- Anti-social behaviour at Chestnut Crescent: Residents had still not provided details and evidence. An Officer has visited but action was difficult without input from residents
- Blackboy roundabout safety: relining work has started, and reduced maintenance periods agreed
- Blackboy pub parking: A reply had been sent to the manager.
- Cemex planning application residents and PC campaign – Planning had been refused but preparation was underway to deal with any appeal
- Speed limits issues–Little progress had been made on this.
- Spencers Wood Carnival had seen good engagement from residents
- Borough constitution changes relating to questions had been adopted for trial
- Concern about how consultation is managed in the borough was ongoing
- Construction and developer behaviours post build start had improved
- Input to scrutiny committee plan for year – getting health groups engaged at early stages of planning process had been agreed as part of forward plan
- WBC culture: a culture change to get greater customer focus was underway
- Climate emergency: This now formed part of the cross-party group

Cllr. Grimes requested that questions from members on the report from B/Cllr. Frewin were sent to him.

B/Cllr. Patman noted that the judicial review of Hartlands Parklands was taking place on 6 November.

114.3.3 The report from Cllr. P Bhatt circulate prior to the meeting was noted and the main points highlighted:

- Food waste collections had worked well in the first quarter and collections from flats were now being arranged.
- A bulky items collection service would be starting in the new year.
- A new contract for street cleansing would be commencing from 1 April 2020
- A significant amount of work was taking place to promote recycling
- The Summer Reading challenge had seen 83 events hosted by libraries in the area with 1194 children attending.
- Action to tackle fly tippers in the borough had been escalated by WBC.

114.4 Updates from Recent Committee Meetings

114.4.1 Recreation and Amenities Committee 26 September

Cllr. Clarke gave an overview of the meeting and highlighted the following:

- Plans for the refurbishment of the Spencers Wood Pavillion were pushing ahead with quotes being provided for the work.
- Members were encouraged to attend the opening of the new allotments which were the

- first to be opened in the parish since 1868
- Planting of the Oak Tree was taking place on 27 November with members of the press invited.

The draft minutes were **NOTED**.

The Clerk was asked to ascertain the location of the new northbound School Green bus stop and find out whether its current location was permanent.

114.4.2 Planning and Highways committee 3 October 2019

Cllr. Peer gave an overview of the minutes from the recent Planning and Highways committee meeting. The draft minutes were **NOTED**.

Cllr. McDowell undertook to research options for an electronic solution for documentation access and storage to reduce paperwork.

114.5 Verbal reports from committees that had not convened since the last Full Council meeting

Cllr. James gave an overview of the Finance and General Purposes committee meeting that had taken place on 9 October highlighting the following points:

- Discussions had taken place about the development of the Community Centre.
- Millworth Lane had been discussed. It was likely that the issue regarding the tenanted caravan would take months rather than weeks to resolve and in the meantime maintenance of the land was required. A request for funding may be put forward to members.
- The Finance Manager had confirmed that refurbishment work of Grazeley Hall for which SPC had given a grant was almost complete.

114.6 Reports from Outside Bodies

114.6.1 WBC Celebrate Age

Cllr. Brown gave an overview of the report that was circulated prior to the meeting highlighting that a number of activities for over 60's were demonstrated of which only Pilates and Zumba were available within the parish.

A number of stalls had been at the event including the Home Library Service, Ageing Actively and SHINE.

There was a big emphasis on walking and cycling but issues with incorrect information being available on the website 'My Journey, Wokingham' which Cllr. Brown had discussed with the developers.

It was noted that something similar to a trifold leaflet detailing walks through Wokingham town would be useful for the area.

Cllr. Brown noted from a cycle map of the Wokingham area that no designated cycle paths existed in the whole of the parish south of the M4.

114.6.2 Transport for the South East Strategy

Cllr. Brown highlighted the paper which contained a vision for the future noting the drive for planning to become more people focused.

114.6.3 Shinfield Community Centre

An update was given by Cllr. Grimes on the report issue with the agenda and the following points highlighted:

- Planning permission had been granted on 27 September which included 19 planning conditions and 10 informatives on the processes for development.
- The conditions could be split into three categories which included limitations to consent (6), pre-start conditions (9), and pre-occupation conditions (4).
- A shortlist of 5 bidders were being invited to bid for the contracts with tender documents being prepared for approval at the October project meeting. It was proposed that the contract would be awarded in December 2019 with a detailed construction programme being delivered at the time the contract is awarded.
- The construction strategy would describe how the site is handed over to the contractor, the site welfare set up and receiving area and how the building and refurbishment is phased. Different options were set out in the report on which a decision was needed from Council on how to move forward.

The three options put forward were:

1. To shut down SPH for the duration of construction
2. To create a construction compound within the land owned. This would mean that the hall would be kept open until the new build was completed and then refurbished once all SPH operations are transferred to the new building. A safe path into the hall and offices would be created. Parking would be lost.
3. As a variation to option 2 to see if land could be secured beyond the British Legion but in the immediate environment for parking and or site compound This possibility would be discussed with the consortium on 13th November.

Cllr. Clarke expressed concern about parking and asked whether further information was available on whether the new supermarket would be built which would provide additional parking. Cllr. Grimes confirmed that this was not known at present.

It was acknowledged that if SPC decided not to proceed with the community hall at this stage that it would be in breach of contract with WBC and the University of Reading and that the lease on the British Legion site was dependent on it proceeding.

It was recommended that option 2 in the paper was adopted and that the Project Director continue to negotiate with the consortium for option 3.

Proposer: Cllr. Lias Seconded: Cllr. Brown Approved by majority

The update was **NOTED**.

19/115 **SPC Project listing**
The SPC project listing was **NOTED**.

19/116 **Neighbourhood CIL Report**

116.1 **Neighbourhood CIL proportion report from WBC**
The CIL proportion report was **NOTED**.

116.2 **CIL TOR and Parish Council Guidance**
The Terms of Reference for Joint Working over the Management of the Wokingham Community Infrastructure Levy was **NOTED** but it was stated that SPC was not attempting to engage in the process. It had notified WBC of its priorities and how it thought they should be funded and also informed them of which projects it hoped to undertake with them.

19/117 **Invoices for Payment**
The report of invoices for payment was **APPROVED**.

19/118 **Correspondence**

118.1 Request from NALC to complete survey

The Clerk requested that Council members completed the NALC survey circulated prior to the meeting.

Cllr. Brown volunteered to attend the BALC AGM on 13 November on behalf of Cllr. Peer.

118.2 Request from WBC for ideas on ways to reduce its carbon footprint

The Clerk requested that Council members complete the on-line survey from WBC for ideas on ways to reduce its carbon footprint.

118.3 Draft Press Release of the New Shinfield Community Centre

Cllr Grimes added his quote to the Draft Press release provided by WBC. Cllr Grimes sought approval for his quote which was APPROVED

118.4 There were no further items of correspondence.

19/119 **Next Meeting:** 18 November 2019

The meeting was closed at 10:07

The meeting closed at 10:07

Action Items:

Minute Ref	Details	Action By:
23.3.2.3	Spencers Wood Pavilion Business Case Business Case to be presented for the provision of new facilities at Spencers Wood.	Cllr. Clarke
49.3.2.2	SPC website to be discussed at next Recreation and Amenities committee	Clerk/Cllr. Brown
49.3.3.3	Decision making policy and framework to be developed. Cllr Grimes to bring to Council a policy for developing assets in the parish	Cllr. Grimes
60.3.3	Clerk to ascertain ownership of land referred to as common land	Clerk
83.2.4	Cllr. Grimes to write to enforcements copying in B/Cllrs. and Wayne Smith regarding the storage of vehicles at a Carneys.	Cllr. Grimes
92.3.1	Clerk awaiting response from WBC in response to contact stating that SPC did not consider that SPC should pay for the footbridge over the Grazeley footpath.	Clerk
92.3.3	Clerk required to obtain costing and design of new village gateway signs from WBC.	Clerk
105.2	Clerk to arrange for camera to be taken to committee meetings for website profiles	Clerk
110.3	Clerk to add funfairs and open spaces to the next Recreation and Amenities committee agenda	Clerk
111.1	Clerk to circulate list of land owned by SPC to Members	Clerk
114.4.1	Clerk to ascertain the location of the new northbound School Green bus stop and whether its current location is permanent.	Clerk
114.4.2	Cllr. McDowell to research options for an electronic solution for documentation access and storage to reduce paperwork.	Cllr McDowell

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