

AGENDA

1st November 2022

An ORDINARY MEETING of the PARISH COUNCIL will be held on Monday 7th November 2022 at 7.30pm in the Pavilion, Englefield Road and the following business will be transacted. All Councillors are summoned to attend.

Kind Regards



Samantha Haywood
Locum Clerk/RFO to the Parish Council

1. APOLOGIES

MOTION: Council to receive apologies and reasons for absence.
Cllr Gash – personal. Cllr Clark – personal.

2. DECLARATIONS OF INTEREST and DISPENSATIONS

With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests as required.

3. MINUTES OF THE PREVIOUS MEETING

MOTION: Council to approve and sign the minutes of the Full Council meeting held on 03.10.22.

4. OPEN MEETING

Public participation: Members of the public will be invited to speak on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair of the meeting.

5. MONTHLY REPORTS

MOTION: Council to receive a report from the Chair. (PC)
MOTION: Council to note the monthly report received from the Clerk. (SH)
MOTION: Council to receive a report from District Councillor Macro.

6. PLANNING MATTERS

MOTION: Council to consider and decide upon a request from Englefield Estates to comment upon a proposed school at Haywards Farmhouse.
MOTION: Council to consider and decide upon planning applications received.
MOTION: Council to note the planning decisions received.

7. COMMITTEES AND WORKING GROUPS

MOTION: Council to note the minutes/notes of committee and working group meetings, and consider and decide upon acceptance of any recommendations. (SH)
MOTION: Council to consider and decide upon forming a Community Engagement Committee, and if agreed, to approve the draft Terms of Reference and disband the Events Committee and incorporate it into the Community Engagement Committee. (ZF/SH)

8. PLAY PROJECT

MOTION: Council to note an update report on the play project. (SH)
MOTION: Council to note that Proludic have agreed to sponsor the supply of the 4 required bike stands, supplying their own product. (SH)

MOTION: Council to note that £540.25 donation has been received for the play area project from Theale Green School following a fundraising event, and to agree to send a letter of thanks. (SH)
MOTION: Council to consider and decide upon forming a Task & Finish Group to arrange an official opening event for the new play area. (SH)

9. TREE WORKS

MOTION: Council to consider the quotes received to carry out tree works as the annual tree survey report, and to decide upon a contractor. (SH)

10. CANVA

MOTION: Council to consider and decide upon a subscription for Canva at a cost of £129.90 p.a. for up to 5 people to enable Council to design professional marketing material should our free non-profit application be declined. (ZF)

11. EVENTS

MOTION: Council to consider and decide upon forming a Task & Finish Group to organise an event to celebrate the coronation of King Charles III on 06.05.23. (ZF)

MOTION: Council to consider and decide upon the 2023 village fête being held on 25.06.23. (ZF)

12. TOILET TWINNING

MOTION: Council to consider and decide upon a request from the Theale & Calcot Scout Group to twin the toilets at the John Cumber Hall.

13. STREET TRADING

MOTION: Council to consider and decide upon submitting a request to WBC to remove the restriction on street trading in Theale.

14. PAVILION WORKS

MOTION: Council to consider and decide upon quotes received for works to the Pavilion following the annual inspection. (SH)

MOTION: Council to consider and decide upon quotes received for a repair to the shutter in the Peter Gooch Room. (SH)

15. COMMUNITY ENGAGEMENT STRATEGY

MOTION: Council to consider and decide upon adopting a Community Engagement Strategy to replace the Community Engagement Policy. (SH/ZF)

16. ENVIRONMENTAL STRATEGY

MOTION: Council to consider and decide upon adopting a Climate & Nature Action Plan. (ZF)

MOTION: Council to consider and decide upon adopting an Open Spaces Management Plan. (ZF)

17. COUNCIL REPRESENTATION

MOTION: Council to note a report following attendance at the Theale Fire Station Opening on 20.10.22.

18. FINANCE AND ACCOUNTS

MOTION: Council to note the income received in the last month. (SH)

MOTION: Council to consider and approve invoices for payment. (SH)

MOTION: Council to note and approve the monthly regular DD/SO payments made in the last month. (SH)

MOTION: Council to note the bank balances as at 27.09.22. (SH)

19. CORRESPONDENCE RECEIVED

MOTION: Council to note the correspondence received. (SH)

20. DATE OF NEXT MEETING

Monday 5th December 2022 at 7.30 pm at the Pavilion.

APPENDIX

AGENDA ITEM 6 - PLANNING

New applications

Application No.	Applicant	Address	Details
22/02578/TPW	Ms Nash	Division Headquarters & Training Centre, Deadmans Lane	T1 – Oak – Cut back lateral growth and crown lift over roofline to give 2 metres clearance, feather into top and remainder of crown form. T2 – Lime – Remove basal and epicomic growth to crown break (4 metres). Remove major deadwood and lift to 6 metres over road.
22/02516/HOUSE	R Crutwell	23 Crown Lane	Demolition of detached garage and erection of new integral garage with utility and kitchen extension and alterations to roof structure to form 3 first floor bedrooms and bathroom.

Decisions

Application No.	Applicant	Address	Details	Outcome
22/01865/ADV	Stonegate Group	The Crown Inn, Church Street	Full new signage and lighting scheme	Approval
22/01869/LBC2	Stonegate Group	The Crown Inn, Church Street	Full new signage and lighting scheme	Approval
22/01933/RESMA	Ridgepoint Homes	Lakeside, The Green	Section 73 application for variation of (condition 2) to allow for 9 dwellings, condition 3 (vary the phasing plan), condition 4 (materials), condition 9 (levels), condition 11 (landscaping), condition 14 (vehicle parking & turning) following grant of planning permission 20/00663/RESMAJ - Approval of reserved matters application for phase 1 (of the development, which is for 7 dwellings located off St Ives Close, details include access, appearance, landscaping, layout and scale) following Outline Permission Allowed on Appeal 15/02842/OUTMAJ (APP/W0340/W/16/3159722) - Outline application for Residential development of up to 325 houses and apartments (including 70 extra-care units) with associated access, parking, amenity space and landscaping. All matters reserved.	Approval
22/02415/NONMA	Ridgepoint Homes	Lakeside, The Green	Non material amendment to approved 15/02842/OUTMAJ - Outline application for Residential development of up to 325 houses and apartments (including 70 extra-care units) with associated access, parking, amenity space and landscaping. All matters reserved. Amendment - Variation of conditions 22 and	Approval

			25 to amend the trigger for discharge of the condition	
22/01937/HOUSE	Thomas Pritchard	87 High Street	Installation of a Daikin EDLQ05CV3 air source heat pump on the front side of the house at ground level. The house is a middle terrace, facing the public highway, and the installation location would end over 1 meter from the boundary to the house on the left (#85) and 2.5 meters from their front door - the pump noise measures 43 decibels from this distance. A small porch blocks the proposed site from the neighbours on the right. The pump measures up to 1090mm (width) x 735mm (height) x 350mm (depth)	Approval

Any other planning applications received since the agenda was published.

AGENDA ITEM 18 – FINANCE

Income received:

- £ 275.00 BACS Englefield Eagles – pitch hire fees
- £ 25.00 BACS x 5 and 1 x £10. Various - Christmas stall fees
- £6,720.14 BACS. WBC. CIL money. Planning reference 18/03209/fulext
- £ 110.00 2 x chq. (£90 fundraising pub quiz, £20 Christmas stall)
- £2,040.50 BACS. Theale & Tilehurst. Annual cricket hire fees
- £ 446.87 BACS. John Cumber Hall. Reduced quarterly Management fee Oct-Dec
- £ 48.00 BACS. SC. Peter Gooch room hire
- £ 386.76 SO. Unity Trust Bank. Interest on Instant Access Account
- £69,500.00 BACS. West Berkshire Council. Second half of precept

Payments for approval:-

BACS Payments for approval

Payee	Details	Invoice	Net £	VAT £	Gross £	Power to spend
Safeguard Systems	50% deposit for CCTV installation - play area project - MUSA	2670	4,606.78	921.36	5,528.14	LG Miscellaneous Provisions) 1976 s19
LGRC	Locum Clerk Services, resident survey printing	1414	3,479.38	695.88	4,175.26	LG Act 1972 S112(1) LG Act 1972 S142
Alliance Heating	Thermostat service, tank check & clean, legionella risk management	INV-3217	990.00	198.00	1,188.00	LG Act 1972 S133
Alliance Heating	Boiler servicing, cylinder servicing, plant room checks	INV-3218	1,110.00	222.00	1,332.00	LG Act 1972 S133
Jan Crisp	Expenses - 2 Remembrance Day Poppy Wreaths	N/A	40.00	-	40.00	LG Act S145

G N Maintenance	Maintenance	699	1,358.00	-	1,358.00	Open Spaces Act 1906, s9-10
RES Systems Ltd	Fire extinguishers service	INV-S16497	87.00	17.40	104.40	LG Act S133
Blachere Illumination UK Ltd	Installation & removal services for Christmas lights	5455083	1,564.00	312.80	1,876.80	LG (Miscellaneous Provisions) 1976 s19
Pro Landscapes/Pro Machinery	Landscaping, grounds maintenance	3198	915.60	183.12	1,098.72	Open Spaces Act 1906 S9-10
Bowak Ltd	Refuse sacks, cleaner	491349	56.09	11.22	67.31	LG Act S133
Berkshire Pension Fund	Employer pension October	N/A	198.27	-	198.27	LG Act S133
Berkshire Pension Fund	Employer pension September PAID 11/10/22	N/A	257.80	-	257.80	LG Act S133
Parenting Special Children	Grant Agreed last meeting	N/A	200.00	-	200.00	LG Act S137
G N Maintenance	Litter pick, maintenance	699	1,153.00	-	1,153.00	Open Spaces Act 1906, s9-10
			16,015.92	2,561.78	18,577.70	

DD/SO payments October 2022

Payee	Details	Invoice	Net £	VAT £	Gross £	Power to spend
Onecom	Phone & broadband	668110			158.59	LG Act S133
Triumph/RedSquid	I.T. Support		77.03	15.41	92.44	LG Act S112
Triumph/RedSquid	I.T. Support		77.03	15.41	92.44	LG Act S112
Castle Water	Pavilion Water				113.85	LG Act S133
Top Source	Payroll processing Sept 22	PB-28061	40.01	8.00	48.01	LG Act S112
Unity Trust Bank	BACS charges	N/A	8.70	-	8.70	LG Act S133
Grundon Waste Management Ltd	Bin emptying Sept 2022	PSI-0702235	122.38	24.48	146.86	LG Act S133
Southern Electric	Street light electricity	N/A	10.13	0.50		Parish Councils Act 1957 s3 Highways Act 1980 s301
			34.28	1.71	46.62	Parish Councils Act 1957 s3. Highways Act 1980, s301
Eon Next Energy Ltd	Pavilion electricity Sept 2022	KI-38F184EC-0013	75.60	3.78	79.38	LG Act S133

Ricoh	Photocopier				303.43	LG Act S133
British Gas	Floodlights standing charge	974702366	23.09	1.15	24.24	Open Spaces Act 1906, s9-10
Officers	Salaries - October	N/A	1,298.00	-	1,298.00	LG Act S112(1)
			1,766.25	70.44	2,412.56	

Transfers:

Date	Transfer from	Transfer to	Amount
31.10.22	Current account	Instant Access Account	£35,000

Balance on the bank accounts as at 31/10/22:- Unity Bank – Current account £79,411.81, Instant Access account £302,901.82.

SUPPORTING INFORMATION

AGENDA ITEM 3 – APPROVAL OF MINUTES

Please see https://www.thealeparishcouncil.gov.uk/Council_31782.aspx

AGENDA ITEM 5 – CLERK’S REPORT

Pavilion

A window shutter on the Peter Gooch Room has stopped working. Quotes have been requested for its repair.

The fire extinguishers annual check was carried out on 18.10.22 (John Cumber Hall too). All units passed and certificates have been received.

Alliance Heating have serviced the boiler and carried out legionella testing. They were onsite for 6 hours so we are confident they have done a thorough job. They have sent a report with items that need attention. Quotes have been requested and this is a separate item on the agenda for Council decision. There are problems with the valves in the showers where the hot and cold has been reversed. This has resulted in backflow of water and the tanks in the loft have been overflowing and have distorted. 6 of the 10 tanks will need to be replaced. There are other more minor things to rectify but we will need to deal with the major issues as soon as possible. One issue was equipment being stored in the boiler room. This has now been moved to another room.

Christmas Fayre

The Administration Officer has been working hard on the fayre. 32 stall bookings have been received so far which is fantastic. Santa has been booked. One children’s fairground ride has been booked. WBC have still not confirmed the road closure application as yet. Bus companies have been notified so the buses can be diverted.

Strategy Day – 8th October, John Cumber Hall

We have still not received a report from the day from HALC. This has been chased. I am drafting the 2023/24 budget and a proposed precept for 2023/24 and will incorporate the items that were discussed on the Strategy day.

Meeting regarding Car Park

A meeting is being arranged. It has been difficult to get responses from people and a date convenient to all parties. A lot of time has been spent chasing proposed attendees. So far:

- Police – declined to attend.
- Village Hall – declined to attend.
- District Councillor Macro – attending
- Theale Primary School – attending
- WBC Highways – no response received. Asked the District Councillor to chase.
- Education Service – no response received.

HR

All Officers have been given a personal details form to complete so we can hold on file their contact details, next of kin details etc.

Clerk recruitment

The Clerk vacancy has been advertised on the website, SLCC, BALC, all surrounding parish and town councils, noticeboards, Indeed, local groups/organisations, LGRC website and social media pages, and on Facebook pages. The deadline for applications was 21.09.22. It was too late to be advertised in the PC newsletter. Sadly, we have had no response so I am liaising with the Staffing Committee to extend the deadline and to advertise further, and possibly reduce the requirements stated in the job description and job specification. I have written a report and given Committee some options to consider. A Staffing Committee meeting has been arranged for 9th November.

Facebook Analytics

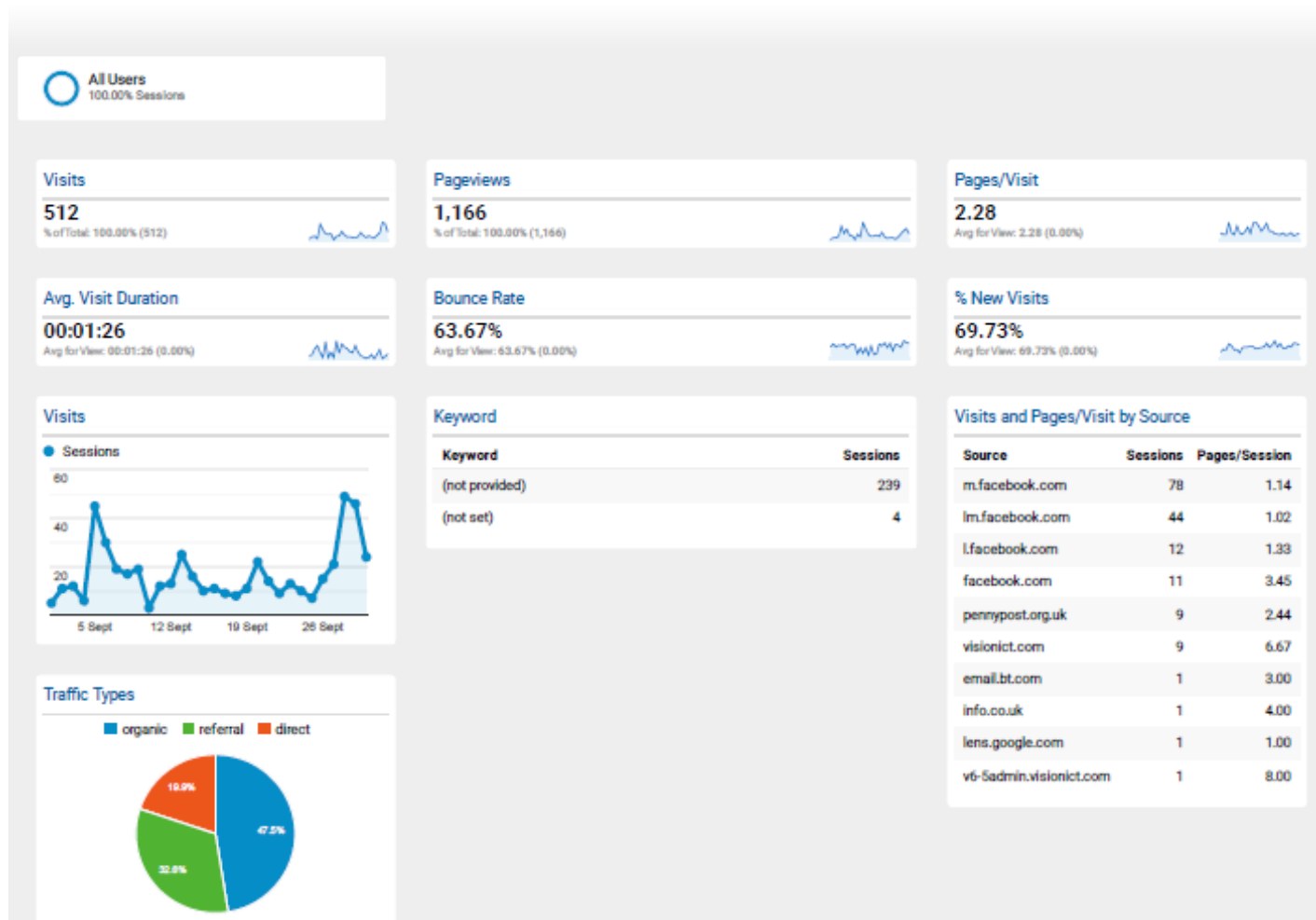
The Facebook page is continuing to grow:

Page Overview		Last 28 days
Followers: 495		
 Post reach 		4,142
 Post Engagement 		1,306
 New followers 		12

Website Analytics – September 2022

Email

1 Sept 2022 - 30 Sept 2022



AGENDA ITEM 5 – DISTRICT COUNCILLOR REPORT

No report received.

AGENDA ITEM 7 – COMMITTEE/WORKING GROUP/FORUM NOTES

Notes from the Business Engagement Forum held on 18.10.22:

Date	18 Oct 2022	Location	Café No 10, Arlington Business Park
Subject	Business Engagement Forum	Chair Person	Zoe Fenwick
Attendees	<ul style="list-style-type: none"> • Zoe Fenwick, TPC • Paul Hargreaves (Cotswold Fayre & Flourish) • Clare Bailey & Christine Rayner (Theale Wellbeing), • Jodi Gallimore (The Bull & The Crown PHs), • Alison Kerevan (Magrathea Telecommunications Ltd) • Peter Prucha & Martin Prucha (Harino Care & Cyberbie) 		
	<ul style="list-style-type: none"> • Jacinta Holmes (Holy Trinity Church), • Amy North (Arlington Business Park), • Kat Banks (Andrew Simpson Centre) • Khai Rahman (Bridle Eyecare) • Judy Cloughton (Balancetime) 		

		<ul style="list-style-type: none">Sue Hudson (Macbeth Insurance),
Apologies:	Claire Tully (The Design Room) Alisdair Marr (SSE) Kendall Platt (Adventures with Flowers)	
Key Points Discussed/Actions		
Topic	Discussion/Notes	
Purpose of the BEF	<ul style="list-style-type: none">Help businesses to networkHelp TPC understand the needs of local businessesZF explained what assets TPC owns/manages but that TPC could help flag issues or signpost businesses to relevant contacts at WBC	
Helping to support/ promote local businesses	<ul style="list-style-type: none">High Street businesses wanted more engagement with businesses on Arlington Business Park as a potential source of custom. Amy advised there is a page on the Arlington web site where special offers or discounts could be publicisedA Theale trade directory could be a potential idea. Costings would need to be worked out to help determine what advertising fees might be applicable. It could be split into 2 sections – the first half aimed at B2C businesses so residents could find local traders/services. The second half aimed at B2B purchasing so local business could find local suppliers and build more ethical/sustainable supply chains.	
Theale in Bloom	<ul style="list-style-type: none">Most present thought this was a good idea and felt it would help make the high street more welcoming and also benefit the environment. It is also a good opportunity for businesses to get more involved in the local community.	
Volunteering Opportunities	<ul style="list-style-type: none">Those present were interested in learning more about the volunteering opportunities available via the parish council and other community organisations in Theale.Christmas event is well received by the high street businessesAdvised of village fete date and tentative plans for next year.	
Parking	<ul style="list-style-type: none">Some of the high street businesses reported that older patients are struggling with the payment machines in the WBC car park by Hoad Way – feedback to WBCFeedback is that many High Street customers really appreciate the free short term parking available there. The parking restrictions due to the building work at 19A High Street are a source of frustration!	
Green Business & Transport	<ul style="list-style-type: none">Where could electric car chargers be located in the village? WBC car park by Hoad Way was suggested – Feedback to WBC Environment TeamHow can local businesses be greener i.e. installing solar panels and air source heat pumps, particularly on the high street where we are trying to preserve the character? Put in touch with WBC.Cotswold Fayre is a B-Corp and this was a potential topic of interest/discussion for future events.	

Communication s & Engagement	<ul style="list-style-type: none"> How does TPC communicate and engage with the community? TPC website and facebook page. ZF advised that TPC recognise this area requires improvement and are exploring how to address this i.e. Parish Magazine/Newsletter etc, updating the website etc. It was felt by attendees that future meetings should be held face to face and at lunchtime to help attract other businesses.
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Notes from the Village Fete Working Group held on 14.10.22:

Date	14 Oct 2022	Location	Peter Gooch Room
Subject	Village Fete - 2023 Planning	Chair Person	Zoe Fenwick
Attendees	Zoe Fenwick, Iain Hopcroft, Mel Paul, Sally McCarthy (1st Theale & Calcot Scouts), Tony Phillips, Andy Wilson (Theale Green)		
Apologies:	Gary Nelson, Sue Gallagher (Theale Primary), Clare Vincent (Brownies), Chris Greenfield		
Key Points Discussed/Actions			
Topic	Notes		
Funding	<ul style="list-style-type: none">Budget to remain similar to last year.Potentially trim paid arena acts to 1Identify grants and funding sources as early as possible to ensure application deadlines are not missed – e.g. Englefield Estate and The Good Exchange, Rotary ClubHolybrook Fete is no longer going ahead post covid. Would Holybrook PC consider making a contribution as lots of Calcot residents attended?		
Format/activities	<ul style="list-style-type: none">All those present felt the existing format worked very well and should not be changedCommunity Games format should remain the same as most groups don't have the equipment to run such games and the ticketing system allows older children/teenagers to run the stalls under adult supervision, expanding the pool of volunteers. Community Groups participating to push for more volunteers sooner. Potentially look at sourcing more sustainable prizes.Traditional Games to be laid on againCompetitions – it was felt it would be nice to retain these but needs someone to actively promote online and offline. Theale Green to actively promote to students and try to incorporate in school lessons where appropriate.Reach out to local classes/groups re Arena displays: Martial Arts classes, Tae Kwon Do, Virtue Gymnastics (or similar), Dance classes in Cumber Hall, Line Dancing & Jazz club in Village Hall, School Groups i.e. Dance, Drama, Music/ChoirsBeer Tent music acts – outsource to Iain's contact Zoe againDog Show – we have someone who has volunteered to organise		
Community Groups	<ul style="list-style-type: none">Reach out to all community groups to engage them and secure participation – HTC, Carebus, Army Cadets		

Stallholders	<ul style="list-style-type: none"> • Get advertisements up early so we have more potential stallholders • Update Forms • Send details to all previous stallholders • Speak with Food outlets on the High Street to see if they want to explore catering opportunities (The Falcon came last year – are there others?) • Also ask Holybrook PC if they could contact any of their suppliers/stallholders with event details?
Sponsorship & Advertising	<ul style="list-style-type: none"> • Leverage the Business Engagement Forum to secure sponsorship and advertising from local businesses
Communications	<ul style="list-style-type: none"> • Get 2023 parish magazine dates from Marjorie Burrington so we can leverage opportunities to promote fete and activities, and recruit volunteers. • Consider doing a leaflet drop to entire village (dependent on parish magazine dates/costs) • Leverage school communications (Theale Primary and Theale Green) • Recruit at least 1 volunteer who can help manage comms
Logistics	<ul style="list-style-type: none"> • 2 Marquees still needed. ZF to obtain quotes from local suppliers • Marquee 1 is Beer Garden. Speak to Theale Club and see if willing to provide bar again. Could they do something actually within the beer tent? • Marquee 2 – Refreshments, competition entries and Theale Green display. Raffle ticket sales could also be housed in here. • Scout marquee for Community Games area. • Contact Inflatables supplier with date. Advise Scouts will be bringing Bouncy Castle again • Contact Connelys Funfair • PA System – ZF to obtain quotes • Car Parking – lots more needed! We also need to have a volunteer dedicated to managing parking and traffic on the day. Village hall car park (hire fee may be applicable) to be reserved for disabled parking and those relating to logistics. Ask if Theale Green, The Castle School and the Old Lamb could help as all have access to field or pedestrian access very close by. NSPF could be used and could also ask Theale Primary School but for both these we need to consider road safety requirements. • Encourage sustainable transport use if possible • Toilets – available in Pavilion and also Theale Club if participating. • Kitchen – use Pavilion

Volunteers	<ul style="list-style-type: none"> • Need to do recruitment push • Set up regular communications and engagement with those that have already signed up • Leverage Business Engagement Forum to help recruit volunteers from local companies • Roles identified are: <ul style="list-style-type: none"> ○ Raffle (1 to lead plus 2 other helpers) ○ Communications and Engagement ○ Community Groups Liaison – ○ Competitions Manager ○ Marshalls Lead ○ Local Business Engagement & Sponsorship/Advertising ○ Stallholder management (Help Jan C)
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Environmental Working Group meeting held on 29.09.22 notes:

Date	29 Sept 2022	Location	Peter Gooch Room
Subject	EWG Planning	Chair Person	Iain Hopcroft
Attendees	Zoe Fenwick, Iain Hopcroft,		
Apologies:			
Key Points Discussed/Actions			
Topic	Notes		
Funding	<ul style="list-style-type: none">• TPC budget was £2k for 2022-23 financial year - Check how much is left• Investigate other sources of funding and deadlines (Veolia, The Good Exchange)		
Hedgehogs	<ul style="list-style-type: none">• Investigate ways to encourage creation of hedgehog highways• Identify locations for more hedgehog houses		
Wildlife Information Boards	<ul style="list-style-type: none">• Identify latest position – members bid funding - Action - IH• Identify 3 suppliers and get quotes Action - IH• Ask BBOWT for ideas and advice on potential suppliers/board content – Action - IH		
Wildlife Census/Survey	<ul style="list-style-type: none">• Speak to Simon at BBOWT about whether they could help support conducting a wildlife survey – initially on TPC managed land but potential to expand to cover Woodfield Way and area behind Meadow Way Action: IH		

Planting/Land management	<ul style="list-style-type: none"> • Check if we are eligible for any other tree planting schemes (ie Queens Green Canopy) • Identify sites for more tree and hedge planting • Create planting scheme/strategy for Rec & NSPF for remainder of financial year and submit for approval at November Council meeting • Review grass & hedge cutting with Pro Landscaping to ensure appropriate schedule/regime is still aligned • Check Pro Landscaping has done the annual Bundt cutting
Theale In Bloom	<ul style="list-style-type: none"> • Get quotes for planters for High Street • Identify who to speak to at WBC re permission to pu planters in the High St • Speak to RHS and find out how to set up – Action IH • Speak to Goring organisers and Newbury Town Council for tips on how to organise the event – Action: ZF
Nest/Bat Boxes & Bug Hotels	<ul style="list-style-type: none"> • Speak to Englefield Estate re installing swift boxes • Identify who to speak at WBC about installing nest/bat boxes on WBC land (Woodfield Way and Meadow Way wild areas) – Action ZF • Identify locations for further pallett style bug hotels and arrange another weekend session to build another – Action ZF • Contact scouts and see if they can help with creating smaller bug hotels from recycled materials using the WWF work sheets and also if interested in any other activities such as planting – Action IH
Volunteers	<ul style="list-style-type: none"> • Need to do recruitment push • Set up regular communications and engagement with those that have already signed up • Reconnect with Iain's corporate contact that wanted to do corporate team building exercise planting trees - would they consider other types of planting? Action – IH • Use Business Engagement Forum to help identify other companies looking for similar opportunities -Action ZF
Litter/Waste/Recycling	<ul style="list-style-type: none"> • Meet with WBC waste team re litter issues and getting more bins (general/recycling/dog poo) installed around village routes – Action: ZF • Get quotes for Litter picking equipment – Action: ZF • Get quotes for bins with recycling elements to replace bins on Rec & NSPF (possibly also high street) – Action: ZF
Planning & Housing Developments	<ul style="list-style-type: none"> • Contact Ridgepoint and Croudace about planned housing developments and how to incorporate nature and biodiversity into the developments Action - IH
Communications & Engagement	<ul style="list-style-type: none"> • Investigate setting up EWG facebook page and dedicated page on TPC website • Devise comms plan to recruit volunteers • Recycling challenge blog/vlog on TPC website/facebook page • Devise other green topics for blogging

AGENDA ITEM 7 – COMMUNITY ENGAGEMENT COMMITTEE

It is recommended that Council form a committee to improve communications and engagement with the community, and to draft a communications/engagement strategy.

It is recommended that as Events are community engagement that the current committee be disbanded and events included in the Community Engagement Committee. Task & Finish groups can be formed for specific events if required.

Proposed Terms of Reference:



Theale Parish Council

Community Engagement Committee - Terms of Reference

1. Scope of work

The Committee's purpose is to consider all matters pertaining to the community of Theale, including relationships with residents, business, and local organisations and groups.

The Committee will engage with the community and raise the profile of the Committee work carried out by the Council. Opportunities will be made available to the public to share skills and contribute to the Committee.

2. Delegated Powers

The Committee do not have delegated powers and all recommendations will be presented to Full Council for approval. The Committee is responsible for the following:

- To regularly communicate with the residents of Theale, local businesses, local organisations and local groups to build good relationships and communications, improve social and community cohesion, and to raise the profile of the Council.
- To produce a community engagement report for the Annual Parish Meeting each March.
- To draft an annual community engagement budget to be presented to the Clerk and Finance Committee each November to consider and include in the annual budget for the following financial year.
- To consider all health and safety aspects in relation to the work of the Committee and ensuring that all relevant risk assessments are in place and reviewed annually, including those for events.
- To determine the Council's Events Programme for the coming year, ensuring the programme caters for a wide range of tastes, abilities, differing age ranges, and appeals to both residents and visitors.
- To lead on the provision and support of community services, facilities and events including arranging and overseeing community events.
- To carry out the Council's Communications Strategy and review the strategy annually.
- To oversee the Council's publicity, including social media presence, press releases, posters, and articles.
- To ensure community related policies are in place and are reviewed annually, including the Social Media and Online Policy.
- To oversee the Council website content ensuring it has up-to-date and relevant information, including sign posting to relevant support services and organisations that are of benefit to residents.
- To source and apply for any relevant community grant funding in conjunction with the Clerk.

- To lead on the development and implementation of suitable strategies, policies and programmes for community health, wellbeing, social cohesiveness, youth and age friendly.
- To ensure the design and delivery of Council functions and services are accessible to all residents.
- To work towards ensuring that all Council communication reaches all residents, encourages residents to attend meetings, be involved in community events, and two-way communication.
- To arrange, oversee, and attend councillor surgeries where necessary, including walkabouts.
- To understand residents and organisations opinions and expectations of the Council.
- Oversee the Council branding, including the logo, stationery, any crest, and creation / maintenance of branded templates.
- To support local tourism initiatives to promote Theale.
- To consider entering into partnerships (including consultation with other councils, local organisations and communities) as appropriate in order to achieve a collaborative and effective approach to delivering services to the community.
- To work collaboratively with the local Police, where appropriate, to ensure that Theale remains a safe place to visit, work, and live.

All powers are to be exercised in accordance with the Standing Orders, and direction given from Full Council.

3. Membership

The Committee members will be appointed annually at the Full Council Annual Meeting in May, or at a Full Council meeting during the year if needed. A Chair and Vice-Chair is to be elected at the Annual Meeting or at the first meeting of the Committee following the Annual Council Meeting. All serving Councillors may request to be appointed to the Committee.

The committee should consist of a minimum of 5 members and a maximum of 7 members to ensure a quorum and a range of skills and experience. There is no limit of non-Councillors being part of the Committee but in order to have efficient and effective meetings no more than 2 is recommended.

4. Quorum

The quorum of the Committee shall be a minimum of 3 voting members.

5. Voting Rights

Only councillors who have been elected to be on the committee will have voting rights.

6. Public participation

Members of the public will be invited to committee meetings regularly via platforms such as Facebook, the Council website, Council noticeboards, and the Theale newsletter. All meetings to have a published agenda.

Members of the public can be a member of the Committee but will not have voting rights. Appropriate persons can be invited to attend meetings where applicable.

The public only have the right to speak at the Committee meetings in the public participation section, or if invited to do so by the Committee Chair. There will be an item towards the start of each meeting for an 'open meeting' where the public can make representations to the Committee on the business to be transacted.

7. Meetings

Meetings are to be held at least quarterly, or as and when required if matters need a decision before the next meeting is scheduled. Where possible, a schedule of meetings and community topics to be scheduled and circulated to Members and the public.

The Clerk will ensure that an agenda is published for each meeting giving at least 3 clear working days' notice.

The Clerk will ensure that minutes are taken for each meeting and published appropriately. The draft minutes will be circulated to all committee members for approval at the following meeting.

All committee meeting minutes and any recommendations are to be presented to the next Full Council meeting for ratification.

**Adopted at the Full Council meeting held on 07.11.22
Review date: Nov 2023**

Locum Clerk

AGENDA ITEM 8 – PLAY PROJECT – UPDATE REPORT

I have had several meetings with Proludic. The play area will be fenced off on 01.11.22 and the old equipment removed on the 1st/2nd November. Jack Giddings will be kindly removing the equipment at no cost. The new play equipment installation will start at the end of that week, or the Monday following. It is anticipated that the play area will be completed by 16th December, weather dependent. The MUSA will commence towards the end of January with a 5-week completion date.

WBC have been informed that the play area will now be completed before the MUSA and they are happy to release the funds on this basis. We need to submit an invoice for part 1 once the play area is completed.

An update has been posted on Facebook, the noticeboards, and the website which have been well received by residents. Notices will be placed on the play area fencing also.

Proludic has confirmed that the weather has to be very bad for works to stop e.g. heavy snow fall or continuous heavy rain for days.

Contact has been made with the two other contractors and purchase orders have been sent to them. A meeting is being arranged between all parties shortly so everyone is aware of the proposed timescales.

Locum Clerk

AGENDA ITEM 8 – PLAY PROJECT – BIKE STANDS

Last meeting Council agreed to purchase 4 Sheffield bike stands in order to adhere to WBC planning requirement. Proludic have very kindly offered to sponsor the bike racks but they wish to use their own product. Proludic wish to instal the following type of rack:



Council to consider and decide if this is acceptable. This does change the decision made last meeting but 2/3rds of Council wrote to the Proper Officer to request this motion.

Locum Clerk

AGENDA ITEM 9 – TREE WORKS

The tree survey carried out in 2021 identified the following tree works:

- 2912 London Plane - Crown lift over footpaths, remove string from branches. T2912 is a large London plane located in the south east corner of the site. It is a significant component within the wider landscape and a good example of its species. The tree is a substantial example of the species with large lateral limbs with hazard beams. Due to the large diameter of the limbs and the high occupancy rate of the area, mitigation is required to reduce the risks associated with any failure.
- 2913 Oak tree - Significant deadwood within canopy. Advanced decay detection required. No fungal fruiting bodies are evident however, this is most likely due to the life cycle of the fungi detected on the last inspection. We are assuming that the fungal pathogens are present around the base of the tree. It is recommended that the tree be tested again to re-assess the extent of decay, and to determine if the decay pathogen present has compromised the stems structural stability. The testing will provide valuable data in order that a proactive plan for its continued management can be formulated.
- Hedge line - Lapsed boundary hedge. Fell dead elm trees.

There are TPOs so the required planning permission will be required.

- 1) Sayer's Tree Survey Ltd £1,350 + VAT + incorporate the TPO applications at no extra cost.
 - 2) Big Heart Tree Care £980 + VAT, plus £60 + Vat for the TPO application fee.
 - 3) David's Garden Services Ltd. Do not wish to quote.
 - 4) Bush Trees – no response.
- Plus 3 others online contact form – no response received.

SENT ON:

Oct 17, 2022

RECIPIENT:

Theale Parish Council

Theale Parish Council
Englefield Road
Theale, Reading, Berkshire RG7 5AS
Phone: 07883362541

SENDER:

Sayer's Tree Services Ltd

30 Bourne Close
Reading RG31 7BD

Phone: 01183801460

Email: info@sayers-treeservices.co.uk

Website: www.sayers-treeservices.co.uk

SERVICE ADDRESS:

Theale Parish Council
Englefield Road
Theale, Reading, Berkshire RG7 5AS

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
H2 Dead Elms	Fell and remove area H2 dead elm trees. remove all arisings and leave trees cut to ground level.	1	£480.00	£480.00
T2912 London plane tree	London plane tree crown lift lower branches and limbs from over footpath all cuts will be made back to suitable growth points, remove wire and string that is present on lower limbs or canopy.	1	£460.00	£460.00
2913 Oak tree	Advanced decay detection to be carried out on base of oak tree using sonic tomography this will record data from the tree and give an pdf format of the trees solidity, any decay or cavities within the base of the tree will be visible on the date readings.	1	£410.00	£410.00

A refundable deposit of 20% will be required upon booking of job and 80% upon completion of job.

This quote is valid for the next 30 days, after which values may be subject to change.

Subtotal	£1,350.00
VAT (20.0%)	£270.00
Total	£1,620.00

Jonathan Smith T/A Big Heart Tree Care

1 Thomey House

Drake Way

Reading

BS

RG2 0GZ

0118 437 1929

info@bighearttreecare.co.uk

VAT Registration No.: 281 2907 01

Estimate**ADDRESS**Samantha Haywood
Theale Parish Council
The Pavilion
Englefield Road
Theale
RG7 5AS**SHIP TO**Samantha Haywood
Theale Parish Council
The Pavilion

ESTIMATE NO.	DATE	
2509	23/10/2022	

ACTIVITY	QTY	RATE	VAT	AMOUNT
London Plane London Plane to be pruned in accordance with tree survey SN/TCS-21/20.04	1	100.00	S	100.00
Oak Oak to have decay detection survey (acoustic tomography) carried out in accordance with tree survey SN/TCS-21/20.04 Awaiting price from supplier.	1	780.00	S	780.00
Elm Elm (Dead) group to be felled to ground level in accordance with tree survey SN/TCS-21/20.04	1	100.00	S	100.00
Arslings All arslings to be removed from site for recycling.	1	0.00	S	0.00
SUBTOTAL				980.00
VAT TOTAL				196.00
TOTAL				£1,176.00

TAX SUMMARY

RATE	TAX	NET
VAT @ 20%	196.00	980.00

AGENDA ITEM 12 – TOILET TWINNING

I would like permission to Twin the Toilets at the John Cumber Hall as we hope to raise £60 over the two nights for our chosen charity, toilet twinning.org - please see link for more information

<https://www.toilettwinning.org/>

Miss Laura Priest, Spitfire Leader at Theale and Calcot Scout Group

AGENDA ITEM 13 – STREET TRADING

The prohibition on Street Trading dates back to the early 1990's - see copied below extracts from minutes of an Environmental Committee meetings that took place on 20.03.1990 and 12.06.1990

71.LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 -

STREET TRADING CONTROLS IN THEALE

The Committee had decided that the Director of Environmental Services should investigate and report further on the question of introducing street trading controls in Theale. Several visits had been made to the

area by officers of the Environmental Services Department. These visits had not revealed any evidence of a problem which required the application of controls to streets.

Enquiries of the local police had however revealed that the burger van, which regularly traded in the area until midnight on Friday and Saturday evenings did in fact cause problems. Complaints had been received about rowdy behaviour and obstruction to footways, carriageways and sight lines. The local Member reported that Theale Parish Council, Theale Environmental Association and the local traders were opposed to street trading in the area.

RESOLVED that notice be published of the Councils intention to pass a resolution under Paragraph 2(1) of Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1992 designating as prohibited streets those streets located within the area of the Theale Ward of the District.

13.LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

- CONTROL OF STREET TRADING IN THEALE (ES71-3/90)

Public notice had been given of the Councils intention to pass a resolution relating to the control of street trading in Theale under paragraph 2(1) of Schedule 4 of the 1982 Act. No representations had been received before the expiry of the due period of notice and the police and highway authority raised no objections.

RESOLVED that from 1st August 1990 all streets within the Parish of Theale be designated as “prohibited streets” in accordance with the provisions of paragraph 2(1) Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.

WBC responses:

Under the adopted provisions of the Local Government (Miscellaneous Provisions) Act 1982 the Council operates a consent scheme for Street Trading. This means that you need to obtain a Street Trading Consent from our Licensing team. All the streets in the West Berkshire area are designated as ‘Consent’ streets, except for the whole of Theale Parish which is a ‘Prohibited’ area.

I write further to my conversation with your office regarding the current position of Street Trading in the Parish of Theale. As you will be aware currently Theale Parish is a ‘Prohibited’ area for the purpose of Street Trading under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982. (LGMP) Act. This decision was implemented many years ago and I understand that as a Parish you may be looking to remove this restriction to allow Street Trading in the Parish.

The Local Government (Miscellaneous Provisions) Act 1982 sets out the process by which streets are designated as consent streets. In order to allow Street Trading in Theale the Local Authority will need to follow this process to adopt Theale as a consent area. In order to start the process a formal request from the will be required along with supporting evidence that your formal decision making process has been followed - evidence of the meeting/discussion and outcome will be needed. A copy of the minutes of the meeting will support your request to start the process.

It should also be noted that currently the whole of Theale Parish is prohibited, you will need to advise exactly which of your streets you want to change to consent streets - it may be all of them, but you will to confirm this at the same time as you make your request. you

Kind regards Amanda Ward, Lead Officer Licensing, Public Protection Partnership
01635 519976 amanda.ward@westberks.gov.uk

AGENDA ITEM 14 – PAVILION WORKS

Alliance Heating carried out the annual boiler inspection and legionella testing. They have submitted a report with works that need doing as follows:

- Isolate and remove 6 cold water storage tanks and supply/install 3 x coffin tanks
- Re-instate a bracket on low loss header that has been damaged
- Re-pipe condense pipework to prevent it from freezing
- Wire in top immersion on cylinder 1
- Insulate all bare pipework. Install 25mm thick lagging on pipework
- Replace 4 x faulty shower thermostat mixing valves and 1 x thermostatic shower valve. Isolate hot and cold water system. Remove faulty mixing valves and faulty mixing shower. Install new commercial shower mixing valves and a new external mixing shower with a new 15mm TMV feeding it from the loft.
- Remove stored equipment out of boiler room. Actioned – moved to another room.

The following companies have been asked to quote:

- GS Landry & Son Ltd. Do not wish to quote.
- Drayton Boiler Services
- Reading Heating Solutions
- Jon Fleming
- Eco-plumb
- Advanced Maintenance
- Alliance Heating

Only one response received:

- 1) Alliance Heating. £6,650.04

QUOTE

Theale Parish Council
Theale Parish Council
Englefield Road
Theale
Reading
Berkshire
RG7 5AS
GBR

Date
10 Oct 2022
Expiry
30 Nov 2022
Quote Number
OU-0491
Reference
Sports hall pavilion
VAT Number
387348637

Alliance Heating Limited
3 Muswell Close
Theale
READING
RG7 5EF
Tel: 07415 001975
Tel: 07808 556340
Email:
contact@allianceheating.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
Cold water storage tanks To isolate and remove 6x faulty cold water storage tanks that have been distorted from overflowing for a long period of time. To install 3x Coffin tanks that will be much easier to access and maintain.				
Engineer Labour	1.00	600.00	20%	600.00
Parts and materials	1.00	493.50	20%	493.50
Plant room inspection remediate To Re-insulate bracket on low loss header that was damaged from external equipment.				
Engineer Labour	2.00	65.00	20%	130.00
Parts and materials	1.00	30.00	20%	30.00
To Re-pipe condense pipework to prevent it from freezing.				
Engineer Labour	3.00	65.00	20%	195.00
Parts and Materials	1.00	110.00	20%	110.00
To wire in top immersion on cylinder 1				
Engineer Labour	3.00	65.00	20%	195.00
Parts and Materials	1.00	180.00	20%	180.00
To insulate all pipework in plant that is currently bare. This is currently losing a minimum of 20 - 25% of its heat into the air. To install 25mm thick lagging on all pipework. labour - £400 Materials - £420				

Company Registration No: 13052626. Registered Office: 59 Castle Street, Reading, Berkshire, RG1 7SN, GBR.

Description	Quantity	Unit Price	VAT	Amount GBP
Engineer Labour	1.00	400.00	20%	400.00
Parts and Materials	1.00	420.00	20%	420.00
TMV remediate. Replace 4x Faulty Shower Thermostatic mixing valves and 1x Thermostatic shower valve. To isolate hot and cold water system. Remove faulty mixing valves and faulty mixing shower. Install new commercial shower mixing valves and a new external mixing shower with a new 15mm TMV feeding it from the loft.				
Engineer Labour	1.00	300.00	20%	300.00
Parts and Materials	1.00	3,596.54	20%	3,596.54
Subtotal				6,650.04
TOTAL VAT 20%				1,330.01
TOTAL GBP				7,980.05

Terms

All materials belong to Alliance Heating Ltd until invoice is paid in full. Please ensure the working area is clear of obstructions before the engineer attends. Missed appointments can result in a £100+ VAT Charge or full charge for cost of engineers plus accommodation. We accept no responsibility of any making good. We accept no responsibility of any existing pipe work/leaks that may arise on draining and re-filling the system, the works to rectify said leaks would be quoted and agreed before work going ahead. If extra work is needed because of unforeseen circumstances then this will be highlighted with you the customer and a quote will need to be agreed before work starting. On receiving this quote please read it in full. If you would like to accept the quote, this should be done through Xero.

If you have any queries concerning this quote or invoice please notify us in writing (email contact@allianceheating.co.uk).

We understand and will exercise our statutory right to interest and compensation for debt recovery under the late payment legislation if we are not paid according to agreed credit terms.

Shutter repair:

Three companies have been asked to quote to repair the shutter in the Peter Gooch Room at the Pavilion.

- 1) G N Maintenance – unable to repair
- 2) Arrow - £185 + VAT for the first hour, then £62 + VAT per hour
- 3) TBA

AGENDA ITEM 15 – COMMUNITY ENGAGEMENT STRATEGY

Current Policy:

Community engagement policy

POLICY REVIEW	
Signed	
Minute reference	FUL/63/21/22
Date ratified	5 th July 2021
Date of next review	5 th July 2022

Introduction

Theale Parish Council is committed to working closely with the public. Everyone should be involved in making Theale the type of village they want it to be, whether they are a resident, a local group or business. Informing, consulting and

involving people in the work of the parish council is key when it comes to making decision, securing better services, the local democratic process and creating an empowered and active citizenship.

The parish councils aims for community engagement fall under four headings:

inform consult engage act

The remainder of this policy is intended as suggestive, rather than prescriptive.

Inform

Theale Parish Council will inform by providing information about what is happening to help local people understand an issue, service or planned actions, options or solutions. This will be done by:

- a the parish council website, detailing all council services and activities
- b social media
- c posters, fliers, banners, advertising and publications
- d public meetings, presentations and briefings
- e information stalls, eg at council events
- f councillor presence on the High Street
- g local newspaper press releases, publications, radio and TV and interviews.

Consult

Theale Parish Council will consult by asking for feedback, advice or opinions on a particular issue. This will be done by:

- a surveys and feedback forms
- b interviews
- c residents' user panels and community groups
- d discussion and focus groups and forums
- e written consultation
- f consultation events, workshops, exhibitions and general events
- g online consultations
- h public meetings or surgeries
- i documents or information available at the parish council office, other public buildings and online.

Engage

Theale Parish Council wished to engage with individuals and organisations, such as the following:

- a residents of Theale
- b local businesses, both in Theale Village and Arlington Business Park
- c community, voluntary, special interest and residents' groups
- d sports groups, such as Theale & Tilehurst Cricket Club and Theale Tigers Football Club
- e hard-to-reach groups, including younger people and older people
- f Theale Library
- g educational establishments

- h religious groups
- i Theale Medical Centre and other health bodies.

Theale Parish Council will engage people by ensuring that concerns and aspirations are understood and considered, encouraging people to put forward ideas, options, initiatives and actions. This will be done by:

- a inviting people to take part in parish council meetings
- b encouraging people to follow the parish council on social media
- c inviting residents to the annual parish meeting
- d public or specific targeted discussion meetings with interested parties
- e public or stakeholder workshops to identify issues and shape options
- f public events and interactive displays
- g community-led plans and working groups
- h comments and complaints
- i councillor presence on the High Street
- j interaction with Theale parish councillors and staff and other local government-led organisations.

Act

The following table lists the actions arising from the above part of this policy.

<i>Action plan item</i>	<i>Task</i>	<i>Responsibility</i>	<i>Status/frequency</i>
Chairman	Chairman to fulfil a community leadership role and encourage community organisations to be involved with initiatives	Chairman	Ongoing
Minutes	Ensure copies of minutes are available on the parish council website	Clerk	Ongoing
Annual parish meeting	Publicise the meeting and liaise with stakeholders to encourage attendance	Clerk	Annually
Parish council meetings	Encourage residents to raise matters of interest or concern via the public forum during council meetings	Councillors Clerk	Ongoing
Noticeboards	Regularly update noticeboards with parish council and community activities	Parish office	Ongoing
Website	Maintain website with information on parish council services and activities	Parish office	Ongoing
Office opening hours	Publicise office opening hours on the website	Parish office	Ongoing

Local democracy	Encourage residents to vote at and stand for the parish council at elections	Councillors Parish office	Ongoing, especially in six months before local elections
Press	Liaise regularly with the press by sending details of council meetings	Parish office	Ongoing
Social media	Use Facebook and other social media to promote parish council meetings and activities	Parish office	Ongoing
Councillor High Street presence	Inform parishioners of council activity and engage them in local government	Councillors	Monthly/weekly on Saturday mornings
Businesses	Engage with businesses and business organisations	Designate councillors	Ongoing

Proposed Community Engagement Strategy:



THEALE PARISH COUNCIL

Communications Strategy 2022/23

The need for a Communications Strategy

Theale Parish Council has a duty to engage effectively with its residents, partners, employees, and stakeholders. Better communications lead to recognition and respect – reputation matters.

Achieving the Council's aims and objectives requires good communication with every individual, group, business, and organisation we work with, or provide services for.

Without proper co-ordination it would be difficult to make sure messages communicated by the Parish Council are consistent and accurate. But if communication is managed effectively, the Parish Council can create and seize opportunities to communicate with partners and the public and build an accurate and positive reputation.

Purpose

The purpose of this strategy is to strengthen community engagement, and communication with all residents, groups, organisations, and businesses in Theale parish.

Theale Parish Council will:

- Facilitate community engagement by both informing and engaging. This includes actively listening to people and what they tell us about projects, initiatives, services, and events in Theale and responding effectively using a variety of media.
- Promote and build a positive environment and a strong, supportive community.
- Focus on current issues and look forward, embracing new thinking and ideas.
- Tell residents what action it is taking on their behalf.
- Inform the public about how the annual parish precept is spent and manage expectations.

- Promote other organisations that provide benefit to residents e.g. community groups.

Objectives

- To raise awareness of the Council and keep people informed of its priorities, activities, aims and objectives.
- To understand who lives in Theale parish and apply different communication and engagement methodologies that are inclusive, and successfully connect, inform and support delivery of any Theale Parish Plan and aligned activities and initiatives.
- To build the capacity and motivation of residents and partners to be involved with Parish Council initiatives and planning.
- To work collaboratively with all media, to ensure the accurate presentation of Council's proposals and responses.
- To provide relevant and up-to-date information e.g. a database of local organisations and groups that provide support and services for the benefit of the community, a database of local volunteers.
- To build trust by being open and transparent.
- To share success and a sense of movement towards creating and building a strong, supportive community.
- To ensure the Parish Council is aware of and responds in a timely manner to what the people of Theale parish want and need to know.
- To use a variety of digital and traditional communication channels to make sure the information we provide is accessible for the whole community.
- To ensure our messages are relevant, clear, and factual to ensure maximum impact and interaction between the Parish Council and our community.
- To provide a user-friendly website to drive interaction with our audiences.

Focus of communications

The following will underpin all Parish Council communications:

- The Parish Council makes a difference. It acknowledges and celebrates success with a focus on the positive aspects of living and working in the parish.
- The Council wants to hear the views of others and will use a variety of methods e.g. surveys and feedback to gather data which will inform and shape its response. There is a "circle of communication" – information is gathered and fed into the Council's actions, providing feedback to those who have provided the views/data etc. and others, to say what actions have resulted (and the rationale if no action has been taken).
- All areas of Theale parish will be acknowledged and represented.

What should we be communicating?

Research by MORI, an independent research organisation, and the Local Government Association, states the most important drivers of Council reputation among local residents are:

- Perceived quality of services overall
- Perceived value for money
- Media coverage
- Direct communications
- Council performance
- Clean, green, and safe environment
- Positive experiences of contact with council employees and contractors.

If the Council is to build a strong reputation, effectively inform residents, engage, and improve customer satisfaction then these drivers must form the basis of our communications strategy.

There is also a need for proactive and reactive information:

- Proactively – telling people information to influence and change attitudes.
- Reactively – giving residents information they want to know.

Communication Principles

Five principles underpin the strategy. Our communication channels need to:

- Be accessible for all
- Be convenient to access
- Help manage expectations
- Be relevant, clear, and factual
- Encourage two-way positive engagement and to ‘act together’.

Identifying newsworthy items

It is the responsibility of everyone working within the Parish Council to identify newsworthy items; these will include a range of Parish Council activities and decisions and it is the responsibility of the Parish Clerk to make the decision as to whether or not a press release should be issued.

Handling media enquiries

The Parish Clerk co-ordinates all formal media enquiries to the Parish Council. Members and Parish Council staff who are directly approached by the media should not attempt to answer questions themselves without establishing the full facts. If Members are in any doubt they should consult the Parish Clerk.

The Parish Council should not pass comments on leaks, anonymous allegations, or allegations about individual staff and Members. The phrase “no comment” should not be used as a response to a media enquiry unless there is a very good reason to do so and it has been approved by Council. The Parish Council is open and accountable and should always try to explain if there is a reason why it cannot answer a specific enquiry.

Managing negative issues

From time to time the Parish Council has to respond to negative issues. It is important that these situations are managed carefully so as to limit the potential for negative publicity.

Members and Officers must alert the Parish Clerk as soon as a potentially negative issue which may attract media interest is known. They should not wait until contact is made by the media. Members and Officers must be prepared to work together to prepare holding statements, other information and carry out research even if no media have contacted the Parish Council about an issue.

Correcting inaccurate reporting

Should the media publish or broadcast something inaccurate about the Parish Council, a quick decision needs to be taken on any action necessary to correct it. The issue should be discussed with the Parish Clerk to decide what action is appropriate. This could be a letter or news release, a conversation with the journalist concerned, a personal letter to the editor, or legal advice. It will also be necessary to decide who the most appropriate person to take the agreed action is.

It should be noted that in the case of minor inaccuracies which have little or no impact on the message being conveyed, it can sometimes be counterproductive to complain; each case should be judged individually. Occasionally the Parish Council will get something wrong. In these cases, damage limitation is the key – this can usually be achieved by admitting the mistake, apologising, and stating how the Parish Council will learn from the error or put it right.

Interviews

Any member of staff or elected Member who is contacted by a journalist requesting an interview in their capacity as a representative of the Parish Council should refer the matter to the Parish Clerk or Chair. The situation and the information required by the journalist will inform the choice of person put forward for interview.

Media coverage of Council meetings

Provision is made for members of the media to attend Parish Council and Committee meetings. During meetings, Members and Officers should be mindful that any comments and messages are put across in a manner which gives the journalist an accurate picture rather than relying on the journalist's interpretation of what may be a complex issue.

Where a meeting of the Parish Council and its committees includes an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Parish Council's Standing Orders. Both the media and the public are entitled to film and record Council meetings held in public.

Information Requirements

Freedom of Information and data protection

Should the Parish Council receive a request for information under the Freedom of Information Act 2000 on a topic on which there is correspondence (written or email), that correspondence will normally have to be disclosed unless it is exempt. The fact that the disclosure may prove embarrassing would not, in itself, prevent disclosure. In addition, care should be taken when processing personal data.

The Data Protection Act prevents the use of personal information other than for the purposes for which it was supplied. Members should bear this in mind when using any personal data which may be supplied to them by their constituents.

The Parish Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Parish Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Parish Council's Standing Orders, under contract or by common law. Parish Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the Code of Conduct adopted by the Parish Council, a copy of which is available via the Parish Council's website.

Individual Councillors Policy

The purpose of this policy is to clarify the roles and responsibilities of all Officers and Members involved in dealing with the media and to provide guidance on how to handle media interest. It is also to ensure that the Parish Council is seen to communicate in a professional and objective manner.

This policy does not seek to regulate Parish Councillors in their private capacity but does provide advice and guidance on their sensible use of conventional and social media. The Parish Council's communications with the media seek to represent the corporate position and views of the Parish Council. If the views of Parish Councillors are different to the Parish Council's corporate position and views, it is the responsibility of every councillor to make this distinction clear. Subject to the obligations on Parish Councillors not to disclose information referred to in the "Freedom of Information and data protection" section and not to misrepresent the Parish Council's position, Parish Councillors are free to communicate their position and views.

In all cases, the Parish Council's approach, in accordance with the Code and the Guide, is that all individual councillor communications should:

- be lawful
- be cost effective
- be objective
- be even-handed
- be appropriate
- have regard to the Parish Council's policies, particularly Equality and Diversity

- be issued with care during periods of heightened sensitivity (e.g. elections).

If in doubt, never say anything you will be uncomfortable repeating in court.

Methodology

- Coherence and coordination is required. This is led through the Parish Council's Clerk under the guidance of the Chair.
- A schedule of delegation is in place and the Chair has the final say on any key messages being communicated.
- Briefings/lines to take are provided to councillors and staff on issues that are likely to be controversial, detailed, and complex and which come to prominence.
- The Clerk owns the social media accounts and ensures best practice is followed, with regular reviews to ensure that the benefits are being realised.
- The Theale Parish Council brand is developed and used appropriately. The audience should connect with the messages and be able to recognise and trust the origin. The style should reflect a diverse audience and consideration should be given to those who are dyslexic, sight impaired, or have other reading difficulties. The brand, logo, colour palette, font and presentation style will be agreed by full Council.
- Targets and measures of success are agreed – quantitative and qualitative data are recorded e.g. the number of people who attend a community open meeting; the type and level of questions/information requested from residents.
- The following should be reviewed annually:
 - Communications Strategy
 - Branding/house style
 - Surveys/feedback/data gathered
 - Use of social media
 - Engagement with partners and press.

Methods of communication and engagement

The Parish Council will use a variety of methods based on what reaches people most effectively and has most credibility.

Correspondence (general)	The Council will respond promptly to all external correspondence requiring a reply. External consultations will be acknowledged and responded to (or a nil response made) within the consultation period.
Parish Council meetings	All meetings (including standing committees) are open to the public and press and advertised on the website, via social media accounts, newsletters, notice boards, and other suitable locations. Agendas and minutes are available to all, either electronically, via the Parish Council website, or in hard copy from the Clerk.
Parish Meeting	The Parish Meeting is for all residents to come together to discuss whatever aspects of community life they wish. The (statutory) Annual Parish Meeting is usually held in April.
Parish Council website	The Parish Council website is updated by the Clerk. It is the responsibility of all councillors to check the site regularly for any issues of inaccuracy or omissions and to inform the Clerk who is the website controller.
Social media	The Council has a Facebook account that is controlled by the Clerk.
Parish Council notice boards	All Parish Council owned notice boards within the parish are to be used to display the names and contact details of Parish Councillors, schedule of Council and committee meetings, agendas, newsletters, and ad hoc information. There may be notice boards that are not sponsored by the Parish Council. Note: The notice boards are a 'signpost' to residents that they live within the boundary of Theale Parish Council.

Parish Council newsletter	A bi-monthly A4 double-sided colour newsletter to be produced, and posted on the website, notice boards, social media, and business and community locations. A trial of supplying all households with a hard copy will be carried out in the first 6 months with the option for residents to receive it electronically only in order to reduce printing costs.
Special topic or event posters	Posters promoting the Parish Meeting, recruitment of staff or councillors, etc. are posted on notice boards, social media, and website and are made available from the Clerk.
Press releases	Where the Council decides to use external media to promote significant points of interest or achievement, it will issue a press release to local media.
Items of Interest	Items of interest relating to the parish are published in the Council newsletter, social media, and the Parish Council website.
Community events	The Council can host one-off, ad hoc community consultations seeking to hear resident's views on specific issues or developments.
Surveys and Feedback	These are a key component of listening and it is important that the Council acts on the information gathered. An annual plan will be in place to gather data and information. This information will be reviewed by the Clerk and any key points raised at the monthly Council meeting for action.

Communication Channels

The type of communication channels used will depend on the target audience and the message to be communicated. These may include:

1. Parish Council website
2. Social media
3. Consultations and feedback forms
4. Correspondence (general)
5. Direct responses (email, phone, in person representations)
6. Parish Council meetings
7. Parish Council working groups, Committees, Task & Finish groups
8. Nominated Parish Council spokesperson
9. Annual Parish meeting
10. Parish Councillors
11. Features submitted to local newsletters
12. Posters, flyers, newsletters
13. Village notice boards
14. Networking links with partners/stakeholders.

Website

The Parish Council website is an important vehicle for the promotion of Parish Council and wider Parish activities.

The website will not:

- contain content that may result in actions for libel, defamation, or other claims for damages
- be used to process personal data other than for the purpose stated at the time of capture
- promote any political party or be used for campaigning
- promote personal financial interests or commercial ventures
- be used for personal campaigns
- be used in an abusive, hateful, or disrespectful manner.

Social media

Social media can be used by the Parish Council as an effective and measurable way to achieve resident engagement and attract publicity.

The aim of this part of the policy is to make sure:

- Engagement with individuals and communities and successful promotion of Parish Council-based services through the use of social media
- A consistent approach is adopted and maintained in the use of social media
- That Parish Council information remains secure and is not compromised through the use of social media
- That users operate within existing policies, guidelines, and relevant legislation
- That the Parish Council is not brought into disrepute.

Social media activity is not something that stands alone. To be effective it needs to integrate as part of the general communications mix. Any planned campaigns, promotions and activities can be included in social media platforms to increase reach and exposure.

The Council has a Social Media & Online Policy which is published on the website.

Open government

The Local Government Act 1972 requires that all committee agendas, reports, and minutes are sent to the media on request, five working days prior to the meeting. In practice, Theale Parish Council provides these via the website. The media are encouraged to attend Council meetings. Relevant councillors and officers will be available following committee meetings for comment or interview. Public and media participation in a meeting is regulated by procedural standing orders.

The Council is aware of its responsibilities under the Freedom of Information Act 2000 and has published on its website a schedule of publications that contains all policy and procedural documents. All decisions of the Council, made in an open meeting, may be quoted and made available to the media.

The Openness of Local Government Regulations 2014 which apply to England, give rights to members of the press and public to:

- use modern technology and communication methods such as filming, audio-recording, blogging and tweeting to report the proceedings of the meetings of their councils and other local government bodies.
- see information relating to significant decisions made outside meetings by officers acting under a general or specific delegated power.

In common with all Councils, certain agenda items are debated in a closed session of a committee meeting. The guidelines for the items that will be heard in closed session are covered by the Local Government Act 1972 and the Council's Standing Orders.

The Council reserves the right to withhold certain sensitive information concerning commercial transactions, for example contracts or the purchase and sale of land and property. This applies to the Council's own commercial interests and to the various parties involved in individual business transactions with the Council. This area and other matters are guided by Schedule 12A of the Local Government Act 1972, the Data Protection Act 1998 and exemptions under the Freedom of Information Act 2000.

House style

Theale Parish Council has a 'house style'. The Clerk is the guardian of the 'house style' and must be involved in any external communication where a variation is proposed.

To ensure that all Council's communications have as much impact as possible, and conform to the requirements of the Local Government Acts 1986 and 1988, messages will be:

- Short, to the point, and written in plain English
- Clear and not conflicting
- Based on fact, information, action, or achievement

- Focused on opportunities for involvement
- Consistent with the Council's positions identified in minutes and policies.

Issues that are controversial or on which there are arguments for and against the views or policies of the Council, will be handled with particular care. Issues will be presented clearly, fairly, and as arguments. The Council will not attack, nor appear to undermine, generally accepted moral standards, and will not mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy.

The tone of voice of a written document can be more important than the tone of voice of something that is spoken, because once something is written down and published; correction is a longer and more difficult process. Special care should be taken to avoid provocative, emotive, or 'loaded' language that reflects value judgements. Council's written communications must be:

- Authoritative without being authoritarian
- Approachable without being casual
- Accurate in terms of grammar, spelling and phraseology without being old fashioned
- Concise without being economical with the truth
- Considered without withholding essential information

Communications: Schedule of Delegation

- ❖ The default position is that the Clerk must approve every significant communication issued on behalf of the Council, including press releases.
- ❖ If the issue is delegated, the Chair, Vice Chair, and Clerk must be copied into responses, and their advice sought as appropriate.

Schedule of Delegated Authority to communicate on behalf of the Parish Council

Topic	Delegated to	Conditions
Council Minutes	Clerk	
Council internal administration	Clerk	
Finance	Clerk/RFO	
Personnel	Chair/Clerk/Chair of Staffing Committee	
Governance	Clerk	
Communications	Councillors / Clerk	Social media accounts and communications via the website are delegated to the Clerk
Planning	Planning Committee or Full Council	
Community Development (including all transport, energy and built/natural environment issues)	Council	
Social issues	Council	
Rights of Way	Clerk	High profile cases to be agreed by Council.
Council responses to external consultations	Chair or Clerk	Delegated to named lead under extreme time pressure only.

Relations with the media

All formal approaches from press, radio or TV in relation to the Parish Council's business should be directed to the Chair or the Clerk.

Any press release must be issued by the Clerk in order to ensure that the Council's legal responsibilities have been adhered to, the reputation of the Council is protected (and ideally enhanced), that there is consistency of style including branding, and that the use of the release can be monitored. The Chair to approve all press releases.

Parish Council spokesperson

It is important that, before an issue of high public interest becomes public knowledge and likely to be the subject of media enquiries, the Chair of the Parish Council is fully briefed. In such a situation they will work with the relevant councillors and the Clerk to produce a communication plan that will ensure that balanced, timely information is provided to keep all parties informed.

In the event of a general media enquiry, the Clerk (in conjunction with the Chair or Vice-Chair), will be responsible for issuing a response from the Council. Individual members of the Council must make clear, should they be approached for comment directly, whether they are giving an individual opinion or will be referring the matter to the Clerk for a formal Parish Council response. In any event, the Clerk must be notified of any contact with the media as soon as possible.

Guidance for councillors making personal statements

- Councillors should not make personal statements that could damage the reputation of the Council, or have a negative impact on partnerships with other organisations, or on the credibility of the Council or other members
- Councillors wishing to make a personal statement to the media must clearly inform the media:
 - that their comment is made as an individual and is not necessarily the view of the Council
 - that other councillors may hold a different view
 - that the matter may still need to be discussed or resolved by the Council

Councillors' publicity before Parish Council Elections

The Code of Recommended Practice on Local Authority Publicity contains guidance for providing publicity for councillors and for publicity in connection with elections. The Code makes it clear that Council resources should not be used for publicising individual councillors *unless it is relevant to the particular position they hold in the Council*.

These extracts from the Code illustrate the main points:

- Publicity about individual councillors may include the contact details, the positions they hold in the Council (for example, Chair of Planning Committee) and their responsibilities. Publicity may also include information about individual councillors' proposals, decisions and recommendations, only where this is relevant to their position and responsibilities within the Council. All such publicity should be objective and explanatory, and ".....personalisation of issues or personal image making should be avoided."
- "Publicity should not be, or be liable to misrepresentation as being, party political. Whilst it may be appropriate to describe policies put forward by an individual councillor that are relevant to her/his position and responsibilities within the Council and to put forward her/his justification in defence of them, this should not be done in party political terms using political slogans, expressly advocating policies of a particular party or directly attacking policies and opinions of other parties, groups or individuals."
- "The period between the notice of an election and the election itself should preclude proactive publicity, in all its forms, of candidates and other politicians involved directly in the election."

Publicity during elections

The rules governing publicity change when an election has been announced. In the period between the notice of an election and the election itself ('purdah') all proactive publicity about candidates and other politicians is halted. This applies to scheduled local, national or European elections, plus referendums.

During this period Parish Council publicity should not deal with controversial issues or report views, proposals or recommendations in a way that identifies them with individual Members or groups of Members. This is to make sure that no individual Parish Councillor or political party gains an unfair advantage by appearing in corporate publicity. In these circumstances, where a quote is required the relevant Officer may be quoted, in accordance with the guidelines in this policy.

The Electoral Commission requires that candidates provide a return of expenditure on any form of advertising or campaign literature – this includes web advertising. There are additional requirements, such as imprint standards, for materials which can be downloaded from a website. Full guidance for candidates can be found at www.electoralcommission.org.uk.

Accounts may need to be closed for a defined period before local and national elections in order to comply with legislation which affects local authorities.

Political blogs cannot be linked from the Parish Council's website and the Parish Council will not promote any Parish Councillors' social media accounts during the election purdah period.

Parish Council Members are reminded that they must not misuse Parish Council resources for political or other inappropriate purposes. Any queries regarding publicity during a purdah period should always be referred to the Parish Clerk for further advice.

Review

The Council will oversee the development and implementation of the strategy. This will be reviewed by the Council annually.

**Adopted at the Parish Council meeting held on 07.11.22
Review date: Nov 2023**

Communications Plan for 2022/23

Community Engagement Committee to consider at their first meeting. Examples given below:

Method	Audience	Date	Aim	Cost	Action by
Software such as Survey Monkey. Newsletter Website Facebook Posters Noticeboard Organisations Community groups Pub Shop Churches	All residents, including community groups, business, and organisations	Sept 22 Survey annually as a minimum	Survey all residents to find out their views	FOC or paid for survey software such as Survey Monkey	Survey questions – Communications Committee Draft survey – Clerk Publication – Clerk
Business Engagement Forum	Local businesses	Bi-monthly Sept 22 first meeting held	Build communications with local businesses. Help businesses to network Help TPC understand the needs of local businesses	Budget for refreshments	Facilitating the Business Engagement Forum bi-monthly for the first 2 meetings. Aim for Forum to be independent from Council but a councillor rep attends each meeting.
Parish Council Newsletter Hand deliver to all residents plus place on website, Facebook, noticeboards,	All residents, including community groups, business, and organisations	Jan 23 and then bi-monthly	Newsletter informing all residents of what the PC has done in the last year, what they are working on, aspirations, projects etc.	Printing	Draft Leaflet – Clerk in liaison with the Communications Committee

AGENDA ITEM 16 – ENVIRONMENTAL STRATEGY

Climate & Nature Action Plan:



Theale Parish Council

Local Climate & Nature Action Plan 2022-2025



Do your part to help improve Theale's biodiversity and reduce our carbon footprint



Theale Parish Council
Environmental Working
Group



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Date of 1st draft: 31 October 2022.

Reference (Minute number):

Feedback and suggestions welcome. Please contact Iain Hopcroft or Zoe Fenwick via Theale Parish Council office.

Introduction

Theale Parish Council has recognised the urgency of the Climate and Nature Emergency and the need to take action to protect our local biodiversity and reduce the impact of climate change. With support from volunteers and West Berkshire Council's climate strategy, the working group has created this 3-year Local Climate and Nature Action Plan for the village.

Human influence on our planet has resulted in a warming atmosphere, ocean and land. There is clear scientific evidence for human impact contributing to climate change, which is already resulting in heatwaves, flooding, and droughts (gov.uk, 2019), some of which we have had first-hand experience of within Theale during 2022. By collaborative working, investigation and promotion of green energy sources and green travel, the Parish Council hope to minimise its carbon footprint as well as that of Theale as a whole. If we all act fast, a climate catastrophe can be avoided (IPCC Report, 2021). Help us on our journey to make Theale a carbon neutral village.

Species decline and habitat loss are closely linked to the climate emergency, and therefore this is a key focus of our Local Climate and Nature Action Plan. Since the 1970s, species have declined by 41% across the UK (State of Nature Report, 2019). This is due to many causes, including but not limited to, habitat loss, habitat fragmentation, impacts of climate change and road casualties.

There is so much information about climate change and the decline in our biodiversity that it can feel overwhelming. However, with the help and support of individuals, families, businesses, organisations, landowners, West Berkshire Council, and community groups, we can make the village a place for wildlife to thrive and green spaces to flourish. Do your part, save our planet.

To get involved or to learn more, contact Theale Parish Council on 0118 930 6592 or via enquiries@thealeparishcouncil.gov.uk.

Aims and Objectives

Theale Parish Council's Environmental Working Group has created this Local Climate and Nature Action Plan with the aims to **protect and enhance nature and our environment** through the following objectives:



To reduce our local carbon footprint and promote waste reduction



To increase connectivity through the creation of wildlife corridors and habitats



To facilitate stronger collaborative working with stakeholders



To understand the current species and habitats and increase biodiversity and improve habitats across the parish



To increase community engagement and communication



To ensure climate and nature issues are incorporated into the Parish Council decision making process



To address and highlight the Climate and Nature emergency declared by West Berkshire Council, align with their environmental strategy to help address the impact of climate change



To protect open spaces across the parish and to promote brownfield re-development over greenfield development

Partnerships and Stakeholders

Partnerships & Contacts Involved in Meeting Objectives

Organisation	Role	Contact
Theale Parish Council Environmental Working Group	Lead, funding, committee structure	Iain Hopcroft (Councillor) Zoe Fenwick (Councillor) Facebook Page: Theale Parish Council
Berkshire, Buckinghamshire and Oxfordshire Wildlife Trusts	Guidance on species lists, habitats and tree cover.	Simon Claybourne,
West Berkshire Council	Guidance, funding and collaboration on joint projects	Megan Delgarno (WBC Environment Team) Lynne Meads (WBC Waste Team)
Volunteers for the Parish Council	Reviewing plan, research, feedback and input, implementation	If you would like to volunteer, contact enquiries@thealeparishcouncil.gov.uk

Stakeholders

Community groups and clubs	Local Schools/pre schools	Churches
Local organisations	Doctors surgery	Theale Library
Englefield Estate & local landowners	Local businesses	Local Emergency Services (Police/Ambulance/Fire Brigade)
West Berks Council Environment Team	Environmental organisations	Local MPs & District Councillors
Parish Council officers	Neighbouring Town & Parish Councils	Parish Council land management contractors
Housing developers	Site users	Theale Residents

Stakeholder Communications Plan

STAKEHOLDER	ACTION	MESSAGE CONTENT	DELIVERY METHOD	TIMELINE
Residents	Regular updates on projects/ progress	Proposed projects, feedback requests, actions taken	Social media, Theale Parish Magazine, Council website, noticeboards, meetings, events.	Min. monthly online updates.
Community Groups/ committees	Involve and collaborate on projects	Update on projects that connect to their group, impact, involvement, collaboration potential.	Climate and nature committee meetings with rep in attendance when applicable. Email.	Before start of relevant projects.
West Berkshire Council	Keep informed of action taken	Updates on nature projects	Environment & Waste Teams	Every 3 months via Parish Council Climate Forum
Local businesses	Support businesses in making eco-friendly changes	Examples of changes that could be made e.g., creating long grass margins, reducing single use plastic.	Email, leaflets, social media and via the bi-monthly business engagement forum.	Annually/project specific contact.
Volunteers/ potential volunteers	Keep informed of opportunities	Upcoming climate and nature projects	Email existing volunteers. Consider e-newsletter sign up. Working group meetings, Theale PC website, Theale PC Facebook page, Theale Parish magazine, Information stall at community events.	As and when opportunities arise.
Local services & organisations	Keep informed of relevant projects	News on projects they can support, help with or inform on.	Email,	Before new relevant projects begin.

Annual Plan of Online Communications

Each month of the year, a different theme relating to climate and nature projects shall be communicated with residents via the Climate & Nature page on the Parish Council website and via social media feeds such as Facebook. Where possible, the themes shall tie into national campaigns, such as RSPB Bird Count, Big Butterfly Count, Plastic Free July, World Refill Day and No Mow May. The purpose of this is to share knowledge and resources to raise awareness on climate and nature issues, lifestyle changes and individual action. Topics may change or evolve as the environment plan is deployed, we become aware of other initiatives and we 'test and learn' on what topics/themes help engage residents/volunteer interest. **Other Council's/groups are welcome to use the plan below** to improve shared knowledge and communications. The more people sharing similar information at once, the wider the reach.

Communications Topic	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C
Big Energy Saving Week RSPB Bird Count												
Greener homes Greener travel Food Growing & Waste												
Wild/Green Gardening Great British Spring Clean												
Connecting with Nature Earth Day												
No Mow May World Bee Day Bugs Matter												
Refill Revolution Great Big Green Week												
Plastic free July Big Butterfly Count												
World Water Week Zero Waste Week BCT Bat Fest												
Land management World Habitat Day												
Greener businesses Eco Halloween/Bonfire												
Eco Christmas National Tree Week												
Local action/ opportunities												

Meeting Schedule: EWG

Venue: Peter Gooch room, The Pavilion

Time: 7.30pm

Dates:

Community Events 2023 Schedule (TBC)

- Environment fayre – tie in with Annual Meeting revamp/Earth Day/Village Fete
- Litter picks x 2 Jan/Feb + July/August (tbc)
- Primrose/Wildflower plug/Bulb planting (Spring/Autumn)
- Wildflower strips/beds creation (Spring)
- Bird /Dawn Chorus Walk (Spring)
- BioBlitz x 1 (pilot event – late spring/early summer)
- Great Big Green Week (incorporate some of these to be GBGW events) – June
- Butterfly walk (July/August)
- Bat Walk (August?)
- Build a bug hotel (Sept/Oct)
- Tree/Hedgerow planting (Autumn/Winter)

Mapping Theale

Mapping of Theale's features needs to be conducted and created via Google My Maps to help ascertain areas and features of the village.

Frampton Cotterell, a Parish Council in Gloucestershire, has mapped their village as part of devising an environmental strategy. We would aim to follow their example to create a similar map. Frampton Cotterell's mapping exercise can be found here: <https://tinyurl.com/FCmapping>

Mapping features could include:

- Habitat map
- Climate map
- Parish Council owned/leased land
- West Berkshire Council owned land
- Opportunities for climate and nature

Mapping Wishlist (not yet added to map):

- Wildlife gardens*
- Trees with preservation orders
- All ponds/lakes/wetland zones
- Wildlife homes such as bird and bat boxes
- Native hedges
- Hazards for wildlife

By mapping the above features, we can better understand what assets we already have and what can be improved upon to help protect and enhance nature and our environment.

We recognise that gardens are extremely important "stepping-stones" for wildlife and would like to encourage resident participation around greener gardening and encouraging wildlife. A future aim is to mark wild gardens on the map and provide tips on making your garden better for nature.

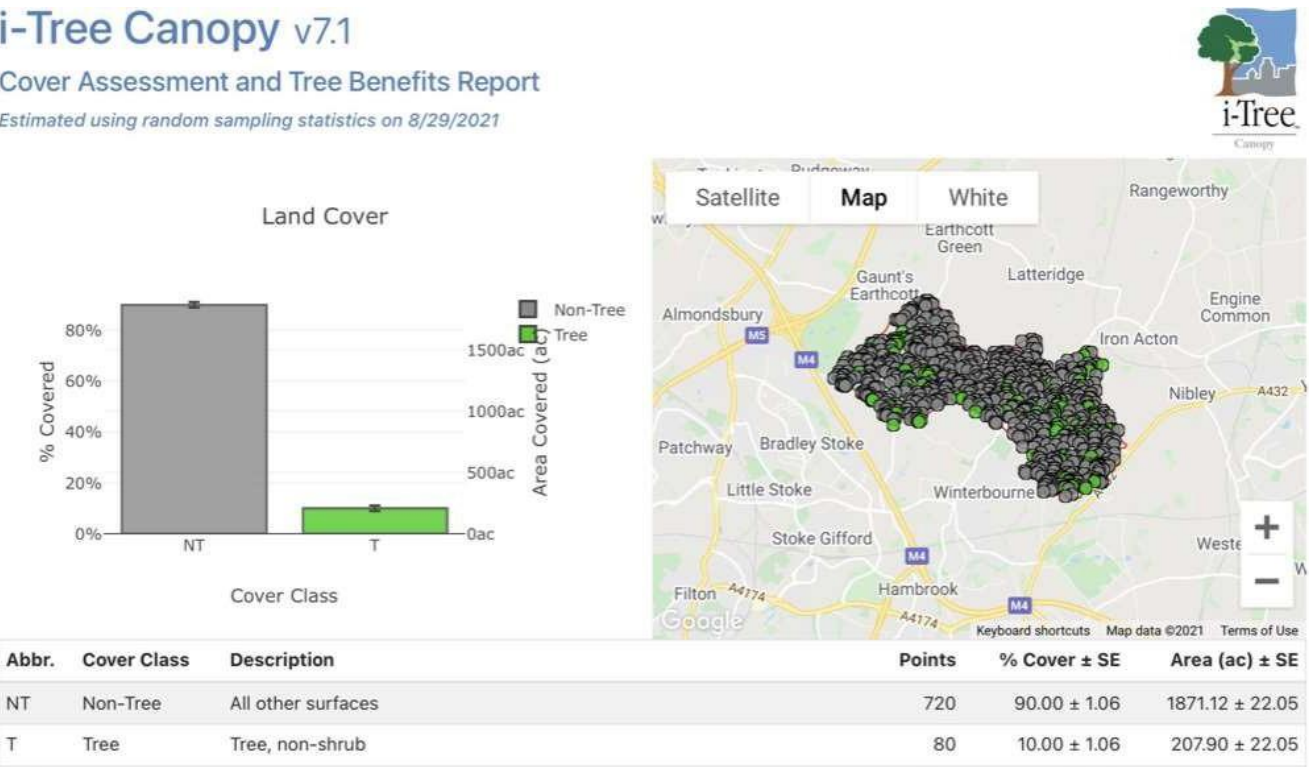
Theale Parish Council owned/leased land includes:

- Theale Recreation Ground (owned by Englefield Estate and leased to Theale Parish Council).
- North Street Playing Fields (owned by Englefield Estate and leased to Theale Parish Council).
- Junior football pitch opposite North Street Playing Fields (owned by Englefield Estate and leased to Theale Parish Council).

Tree Distribution Map

A tree distribution map will need to be created using the iTree (2021) mapping tool. Data from this exercise will help determine how much tree coverage the parish has and could help shape a tree planting scheme in Theale, identifying where new trees should be planted and potentially which species to help improve biodiversity.

Below is an example from Frampton Cotterell’s results (figure 1) showing that their village has only 10% tree coverage.



Land Services Checks

Services checks have been undertaken at Theale Recreation Ground. There are some services present across the front field including gas, water pipes and electric cables, primarily to service the Village Hall and Cricket Pavilion. On North Street Playing Fields there is a water pipe and electric cable towards the rear of the field (backing onto the golf course). On both sites, there is a service pipeline that must be taken into account – no development is allowed within 6m of the pipe and due care and attention paid with regards to tree planting. Full services documents are available on request. Before undertaking works that involve planting or land modification, up to date services checks will be undertaken on other Parish Council owned sites, such as before tree planting or in the event of pond creation.

Species Lists and Ecology Report

SPECIES LISTS

At present there is no species lists of fungi, reptiles, birds, fish, amphibians, and mammals across Theale. It is recommended that the Council commission a species survey and ecological report to help map what habitats, species and areas of interest already exist within and to help provide a benchmark against which to measure the impact of initiatives on improving biodiversity. The Ecological report could also highlight potential sites to be considered for future activities such as a community orchard or creation of a wildlife pond.

Carbon Footprint

Centre of Sustainable Energy's IMPACT carbon footprint estimator provides an approximate calculation of Theale's carbon footprint (CSE, 2021). Both territorial and consumption based footprints have been calculated.

Territorial and consumption-based footprints are complementary methods, rather than being directly comparable to each other, and both provide useful information to help target local action to reduce carbon emissions.

A territorial carbon footprint includes all emissions that are generated within a defined geographical area, including those from industry, agriculture and transport activities.

A consumption-based footprint includes upstream and downstream emissions from residents' consumption of manufactured goods, food and their own transport activity, regardless of where the emissions occur geographically.

Figure 2 shows that the total approximate total territorial carbon footprint is 32,756 tons of CO₂ equivalent (tCO₂e*) for the parish. Road transport, industrial & commercial and housing appear as the top contributors to the territorial village footprint. Figure 3 shows the consumption-based carbon footprint of the parish, at an estimated 21,768t CO₂e*. Consumption of goods/services, food & diet and housing are at the top of the list for the consumption-based village footprint.

The Parish Council aim to work in collaboration with residents, community groups, businesses and more to reduce the overall carbon footprint of the village and race towards zero carbon. As high levels of carbon negatively impact nature and our environment, this action plan aims to both reduce the villages carbon footprint long term and mitigate the current impacts of CO₂ on the environment.

The full report and guidance is included in the appendix. It gives some ideas and suggestions on actions to help reduce Theale's carbon footprint.

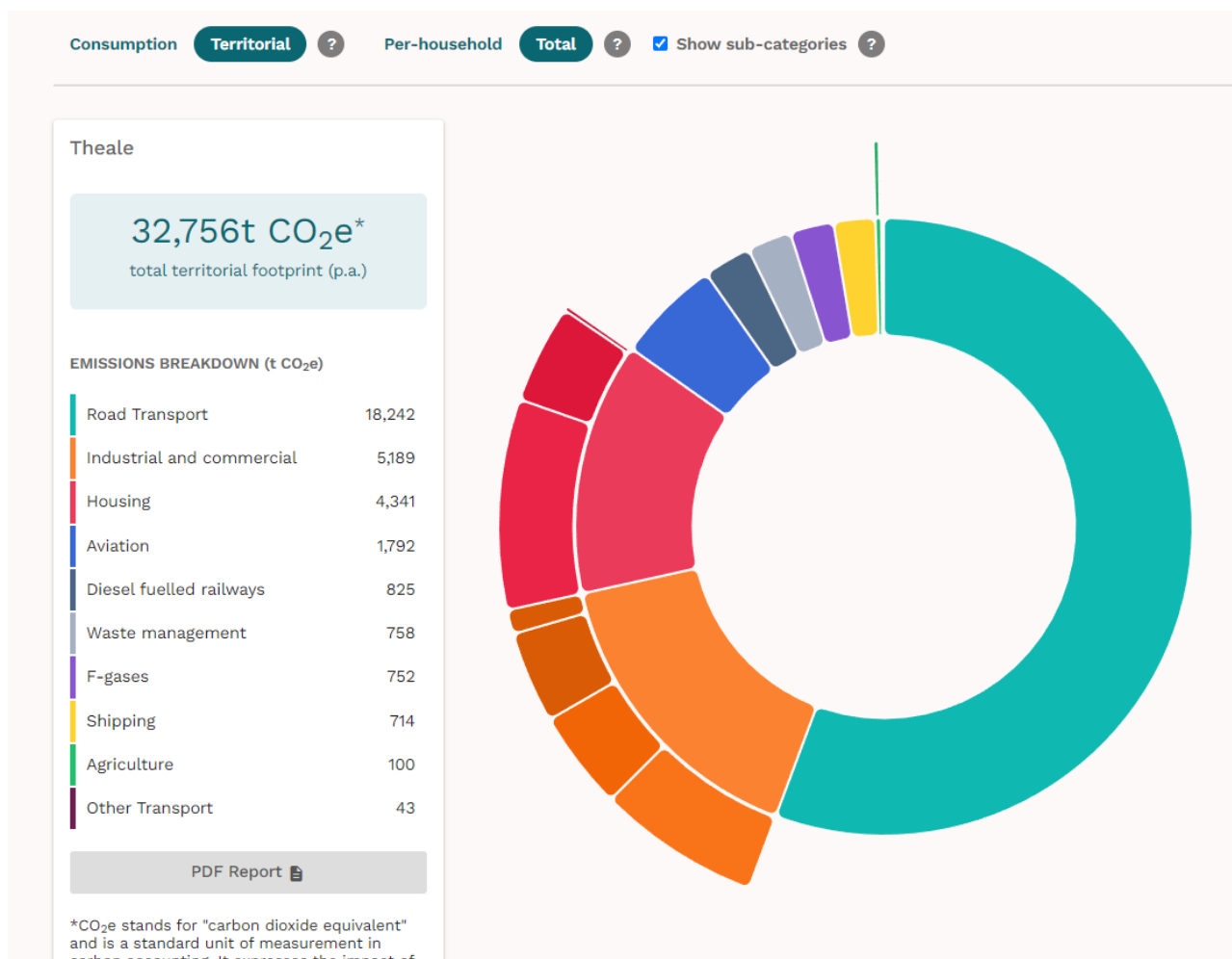


Figure 2 Estimate of total territorial footprint in Theale. Estimation from Centre of Sustainable Energy's IMPACT carbon footprint tool (CSE, 2022)

This shows the total emissions produced within the territorial boundaries of a parish, ward, or Council area, and is based on what happens in that space. This includes emissions from the presence of roads or other transport systems, or local agriculture and manufacturing, whether or not local people were travelling on that road or use those products and services.

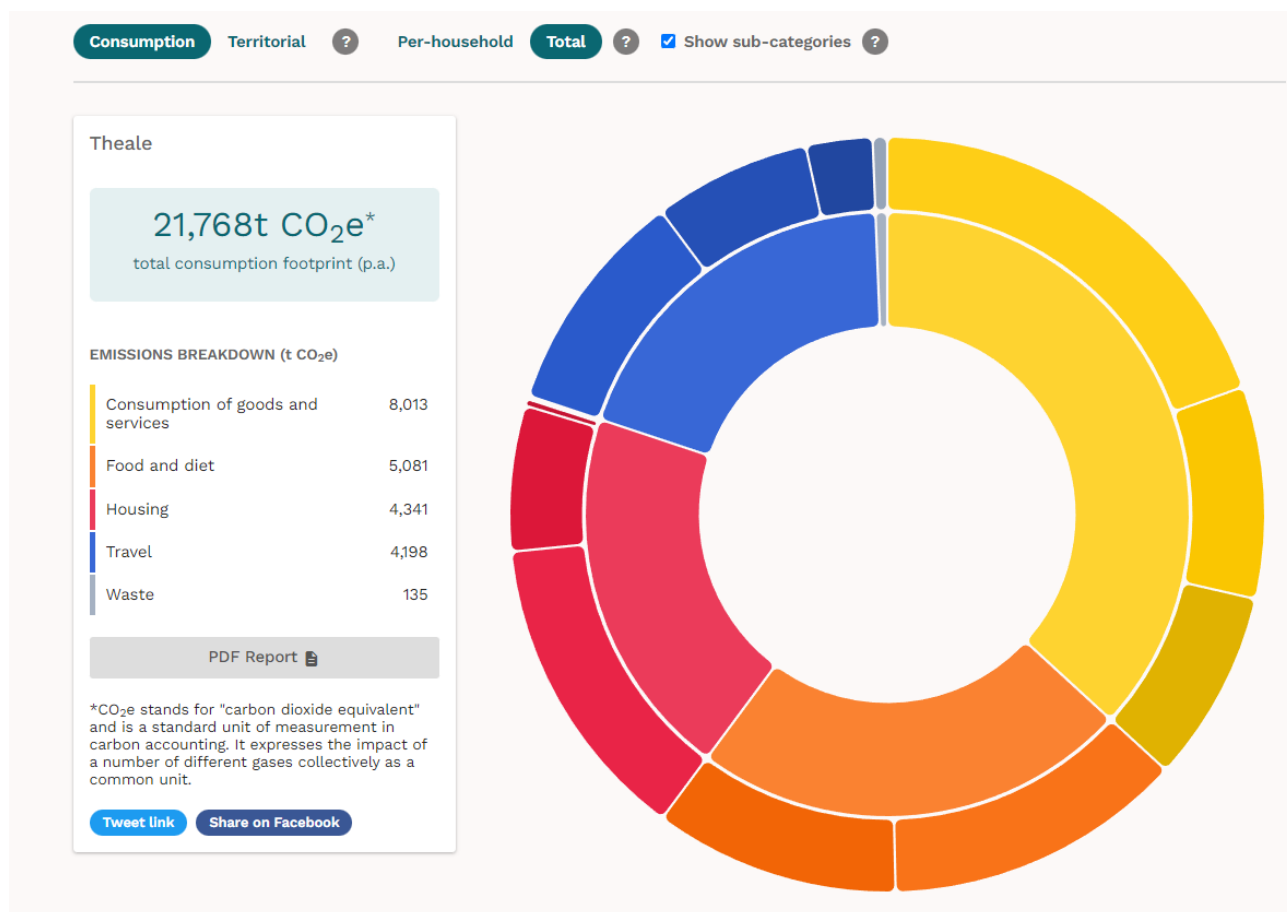


Figure 3: CSEs IMACT tool showing the consumption footprint for Theale as a village (CSE, October 2022).

This shows the total emissions produced as a result of what people within Theale Parish use in their daily lives. This includes the obvious things like gas, electricity and petrol, but also products like food and drink, clothes, shoes, consumer electronics and appliances, as well as financial services, even where these emissions take place outside of the local area.

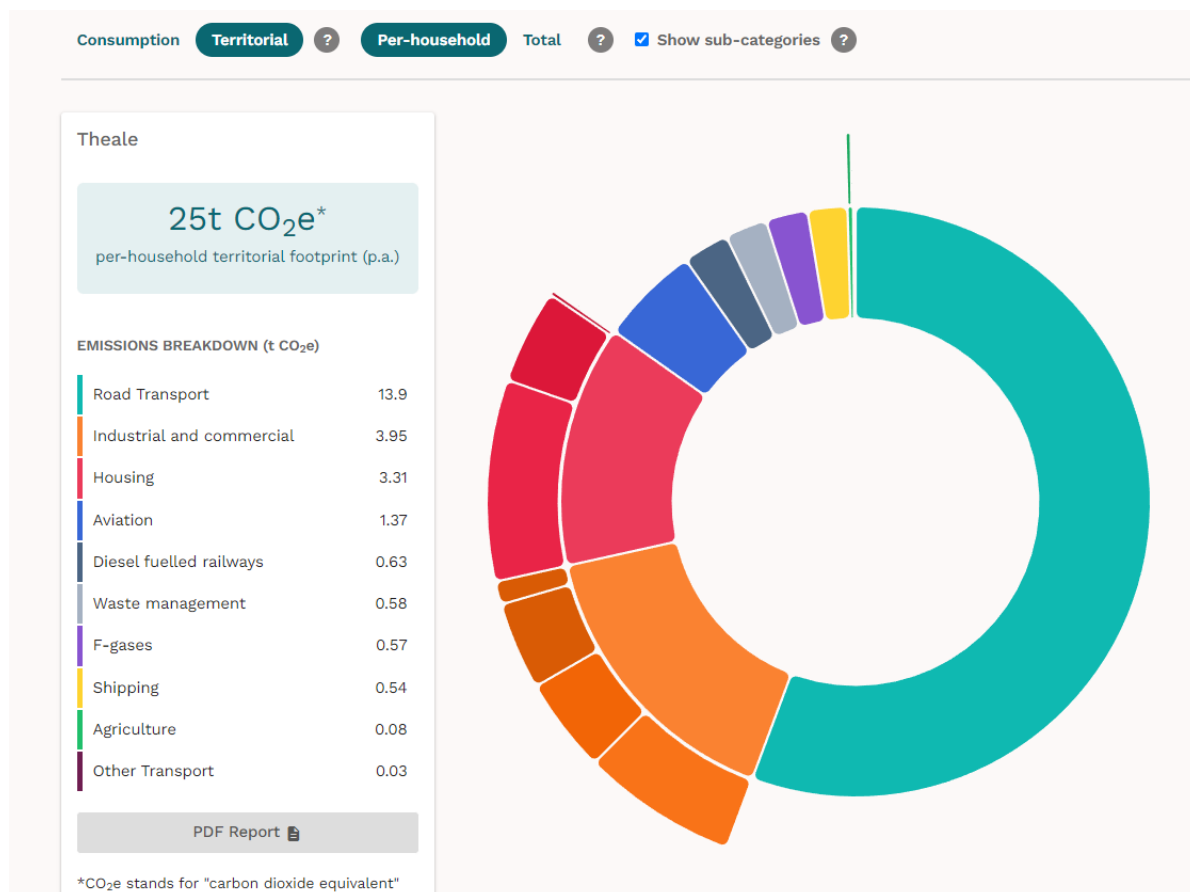


Figure 4: CSEs IMACT tool showing the territorial footprint for Theale per household (CSE, October 2022).

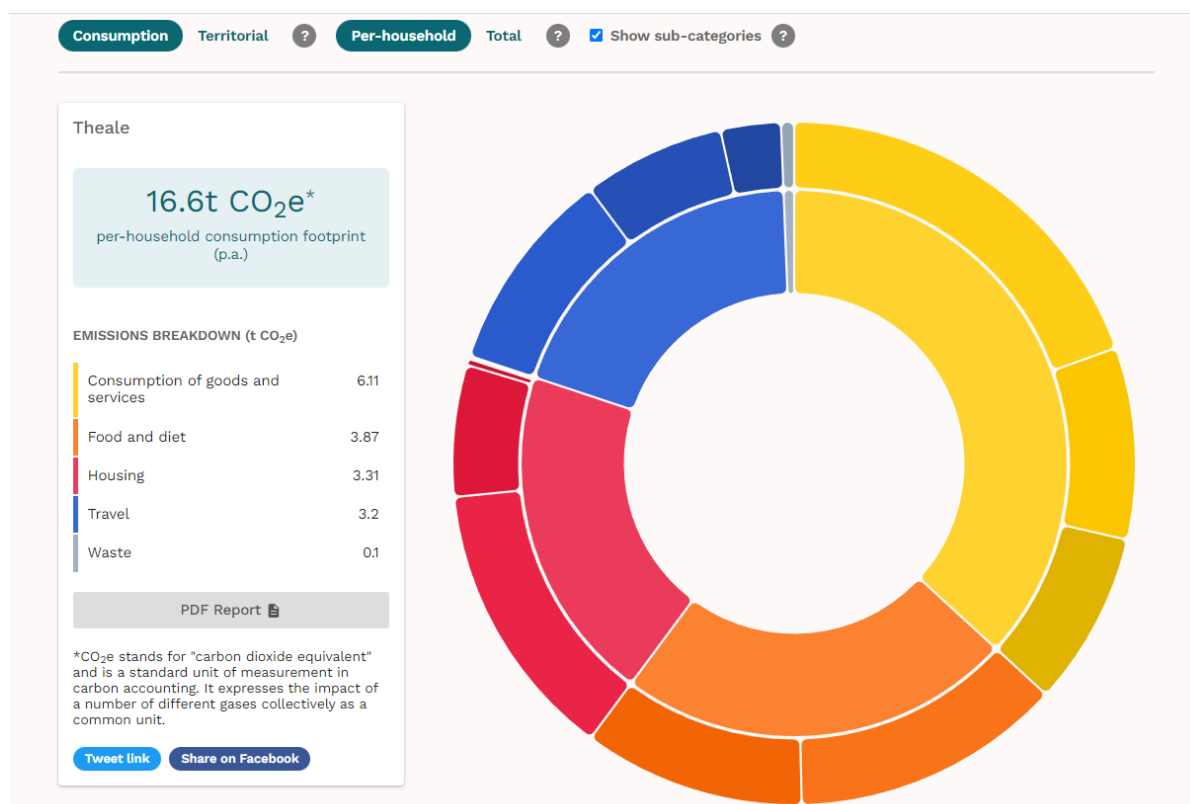


Figure 5: CSEs IMACT tool showing the consumption footprint for Theale per household (CSE, October 2022).

Previous Parish Council Projects

Theale Parish Council have worked on climate and nature projects for several years. Many previous projects fall within some of the aims and objectives within this action plan to protect & enhance nature and the environment. Below are some of the council's previous projects:

Reduce Carbon Footprint and promote waste reduction

- Introduced recycling at Parish Council Office.
- Paperless Council agendas to reduce paper use.
- New energy efficient boiler installed in The Pavilion

Increase connectivity through the creation of wildlife corridors and habitats

- Planting of >2,000 bulbs for spring flowering native species on Theale Recreation Ground
- Installation of nest and bat boxes and 2 hedgehog houses plus erection of a bug hotel around the recreation ground.
- Planting of 28m of new hedgerows and 5 new trees on the recreation ground.
- Planting of 135m of hedgerows on NSPF.
- Creation of wildlife areas on Theale Recreation Ground
- Creation of a wildflower bund on NSPF.

Facilitate stronger collaborative working with stakeholders

- Working with Englefield Estate installing owl and kestrel nest boxes
- Working with West Berkshire Council Environment and Waste teams

Understand current species and habitats across the village

- Working with BBOWT to understand how to improve and manage habitats and encourage biodiversity

To increase community engagement and communication.

- Previous collaborations with residents for wildflower planting and litter picking activities
- Conducted surveys to gather residents' feedback on environmental issues/projects

Ensure climate and nature issues are incorporated into the Parish Council decision making process.

- New mowing and hedge cutting regime to help improve biodiversity management plan for the Recreation Ground and NSPF (started June 2021).

Projects: 3 Year Plan 2021-2025

The Parish Council is proud of the previous projects that have aimed to tackle climate and nature issues. However, much more can still be done. As such, the Environmental Working Group which was launched in 2019 will continue to plan future projects that help fulfil the aims and objectives within this action plan. The initial projects in this 3-year plan can be found in the table below. The following project plan is not exhaustive as additional opportunities may arise. The projects may be subject to slight modification when they are each investigated, costed and discussed by the Environmental Working Group of Theale Parish Council.

Projects shall be impact assessed before moving forward to ensure the positive impacts outweigh the negative impacts.

PROJECT	DETAILS	TIMELINE	MONITORING
AIM: Reduce our local carbon footprint and promote waste reduction			
Reduce food waste	Promote use of new WBC food waste caddies to reduce waste and share information on ways to reduce food waste.	Winter 2022	Work with WBC waste and environment teams on methods and resources around reducing food waste.
Refill Stations	Install a new water refill stations to reduce single use plastic bottles	Autumn 2023/ Winter 2024	Once installed, monitor use through feedback surveys. Clean fountains 3-4 times per week.
Green Energy Tariff	Ensure Council selects a green energy tariff when contract comes up for renewal	Jan 2023	Annually
Investigate air source heat pumps and solar panels (or a re-build of the facilities)	To investigate the possibility of an air source heat pump and solar panels as an energy source for the Pavilion.	Autumn 2024/ Winter 2025	Monitor positives and negatives raised at research stage to investigate suitability.
AIM: Increase connectivity through the creation of wildlife corridors and habitats			
Tree Survey	Tree survey undertaken in 2021 of all trees on Parish Council owned land. To contract an arboriculturist to action subsequent tasks from the survey report.	2021 and ongoing	Work with contractors to complete tasks from report to remove dead elms and work to the crown of the London Plane.

			Monitor trees annually for signs of disease or other issues.
Open Spaces management plan	Flower, hedge and tree planting as part of the formalised open spaces management plan. Create 5-year plan (ending for renewal Spring 2025) to formalise revised mowing and hedge cutting regime discussed with contractors	Summer 2021 to Spring 2025.	Monitor works carried out by contractor. Monitor biodiversity e.g., through annual BioBlitz recordings and sightings from residents. Plan to be updated in 2025.
Long grassland zones	Review management plans for the long grass zones and investigate increase in wildlife and wildflowers.	Ongoing	Monitor diversity of the grassland through updating species lists and any BioBlitz data. Review long grass areas annually.
Wildlife homes	<p>Work with Scouts, Guides and other community groups to continue creating new homes for bugs and other wildlife that can be installed across green spaces.</p> <p>Maintenance of existing bat/nest boxes installed in 2021</p>	Ongoing	Monitor homes and species spotted. Pilot BioBlitz event to encourage residents' participation on species sightings and recording of data.
Tree and hedge Planting	Tree mapping and planting scheme to help decide next locations for planting.	Spring/ Summer 2023	Record number of trees. Work with tree contractor to monitor health of trees and promote growth. Review tree cover using iTree.

Investigate wetland/pond creation	As part of Ecological Survey, investigate possibility of a pond or wetland “scrape” areas on open spaces at the Centenary Field. If created, to work with schools and the community to arrange pond dipping.	Spring/ Summer 2023	EWG to research and monitor the positive and negative impacts of a wetland area and report back to Committee.
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Hedgehog Highways	To investigate and cost the possibility for hedgehog homes/highways, Work with community groups.	Summer 2023	Monitor homes and number of sightings. Encourage residents' participation on recording sightings and creating/ tracking of 'highways'.
AIM: Facilitate stronger collaborative working with stakeholders			
Work with landowners	Work with local landowners, farmers and housing developers to encourage native tree planting, biodiversity and rewilding on parts of their land.	Ongoing from Autumn 2022	Capture number of landowners willing to plant trees. Monitor and record number of trees planted. Meet with Housing Developers to ensure nature and biodiversity are considered as part of housing developments and planning.
Collaborate on projects with community groups	Work with 1st Theale & Calcot Scouts, Brownies, Holy Trinity Church. Establish link with birdwatching, bat and other local nature groups	Ongoing	Annually review collaborations with local groups and consider where partnerships could be made on future projects.
Build relationships and increase participation in projects	Communicate with schools, churches, charities, Youth Club and Scouts to open opportunities for involvement in climate and nature projects.	Ongoing	Record which organisations contacted for which project and monitor partnerships created.
Encourage businesses to be greener	To develop a communications plan to share with local businesses on simple ways to be greener. Work with the Business Engagement Forum to help promote/share information and resources.	Ongoing from Winter/Spring 2022/2023	Once plan developed and sent out, request feedback from businesses to see if any green switches have been made.

Involve the community as volunteers	Sign up volunteers through web site, social media, community events and Parish magazine/ newsletter.	Ongoing from Autumn 2022	Monitor number of people signing up as volunteers.
AIM: Understand the current species and habitats across the village			
Ecological reports	Commission Ecological Survey to help better understand habitats and garner advice management help improve habitats and increase biodiversity around Theale	Spring 2023	To be presented to full Council for review along with recommendations and potential actions to help positively impact biodiversity and improve habitats.
Mapping	Create a map showing existing habitats and opportunities for climate & nature using Google My Map	Autumn/ Winter 2022/2023	Once created, Map to be reviewed bi-annually and updated where required.
Species lists	Using the ecological survey as a starting point, build species lists and establish benchmarks for habitats around Theale	Summer 2023 onwards	Ongoing updates to Parish Ecology report when new species of interest sighted/recorded
Monitor species using citizen science	To investigate and promote citizen science projects to monitor species. E.g., insect monitoring, plant census and bat surveys. Include monitoring as part of the pilot BioBlitz event.	Summer 2023 onwards	Ongoing updates to Parish Ecology report and species lists when new species of interest sighted/recorded
AIM: To address and highlight the Climate and Nature emergency			
Address and highlight Climate & Nature Emergency	Work with West Berkshire Council and add the environmental strategy to the Parish Council website	Winter 2022	Review declaration annually and update where required.
AIM: To increase community engagement and communication			

Complete and share 2022-25 Environmental Strategy and Action Plan with community	To actively engage the community with the action plan, welcoming feedback and offers to help role our projects with stakeholders and volunteers.	Winter 2022/ Spring 2023	Note feedback from community and consider modification to the plan. Review plan annually.
New information boards for Theale Recreation Ground and North Street Playing Fields	To be created and installed to help inform residents of species present, habitats created and any tree planting.	Winter 2022/ Spring 2023	Once installed, ask for feedback online from residents on the new board.
To highlight wildlife hazards	To share information on parish council platforms about wildlife hazards, such as Astro turf and pesticides	Spring 2023 onward ad hoc.	Note engagement on social media and feedback.
BioBlitz Pilot Event	A BioBlitz is an event whereas many people as possible record species across the village using the iNaturalist app. This not only will help us to understand the species in the village, but also engage the community in actively recording data.	Spring/ Summer 2023 and if successful, once every season (up to 4x per year)	Monitor number of participants in recording on iNaturalist. Monitor species recorded and added to the village ecological report/species lists
AIM: To protect Open Spaces and Green Belt across the Parish			
Development proposal document	Work with the planning committee on responses, with the aim to support more eco-friendly developments and protect green sites. Contribute to any Neighbourhood Development Planning projects.	Winter 20222 onward.	Work with the planning committee to monitor incoming development proposals.
AIM: Ensure climate and nature issues are incorporated into the Parish Council decision making process			
Hold regular EWG meetings	To plan the 2023 dates for EWG Meetings and invite members of the public/stakeholders. To welcome questions, suggestions, and discussions.	Autumn 2022 onwards	Monitor number of people attending meetings.

Sustainable Purchasing and Supply Chain Policy	Create Council policy to support sustainable sourcing and supply chains, promoting use of local traders and eco-friendly options/ alternatives wherever possible	Winter 2022/Spring 2023	Annual review of policies once created and approved.
Climate & Nature webpage	To create and update webpage on the Parish Council website with environment related news and information	Winter 2022/ Spring 2023	Monitor comments on website and work with Parish Clerk to review traffic to page
Climate & Nature related policies	To research and create climate & nature related policies such as bird nesting and pesticides to encourage adoption of best practices on energy, hedgerows, land management etc.	Spring/ Summer 2023	Annual review of policies once created and approved.
Social media communications plan	To follow the communications themes for social media outlined in this plan. Work with Communications and Engagement Committee.	Winter 2022-2025	Monitor engagement (comments, likes, shares, reach) on social media posts.

Funding

From November 2021 – April 2022, £xx has been allocated in the Parish Council budget towards environmental projects and a further £xx was obtained via a members bid with West Berkshire Council.

The budget for 2023-24 is being finalised at the time of writing this action plan. The plan shall be updated once the budget is set. It is recommended that £10,000 should be allocated in the Parish Council budget for priority climate & nature projects.

The Parish Council's Clerk will support the Environmental Working Group in identifying sources of grants and funding, and in submitting applications from bodies such as The Good Exchange. Successful applications will help bridge the funding gap for other environmental projects and activities.

Contact and Get Involved

If you have any suggestions, comments or would like to get involved in any of the projects proposed in this plan, contact Please contact Iain Hopcroft or Zoe Fenwick via Theale Parish Council office on 0118 930 6592 or via enquiries@thealeparishcouncil.gov.uk.

References

CSE (2021). *IMPACT Tool*. [ONLINE] Available at: <https://impact-tool.org.uk/> [Accessed 25/10/2022].

GOV.UK (2019). *Climate Change Explained*. [ONLINE] Available at: <https://www.gov.uk/guidance/climate-change-explained> [Accessed 12/10/2021].

IPCC (2021). *Climate Change 2021: The Physical Science Basis*. [ONLINE] Available at: https://www.ipcc.ch/report/ar6/wg1/downloads/report/IPCC_AR6_WGI_Full_Report.pdf [Accessed 12/10/2021].

iTREE (2021). *Tree cover estimation using iTree software*. Last updated August 2021.

State of Nature (2019). *State of Nature Report 2019*. [ONLINE] Available at: <https://nbn.org.uk/wp-content/uploads/2019/09/State-of-Nature-2019-UK-full-report.pdf> [Accessed 01/12/2021].

Open Spaces Management Plan:

Appendix 1: Open Spaces Management 5 Year Plan

Management Objective	Management Detail	Seasonal Requirement	Frequency	First 5 Years				
				YR1	YR2	YR3	YR 4	YR 5
Amenity grassland on Theale Recreation Ground and NSPF	To maintain a short sward. Cut to a height of 5 cm once every two weeks from early April through to the end of September. These may need to an extra cut in June may be required to accommodate the village fete on the years it is proposed on site. ***NB Additional June cut only to be made on request by Theale Parish Council.	April-September	Fortnightly	✓	✓	✓	✓	✓
	Majority of grass cuttings to be removed from site for composting. Some small piles of grass can be placed in parts of the wildlife areas around the woodland area to provide habitats for reptiles and encourage nettles which will attract other insects and butterflies.	After grass cutting	Annually	✓	✓	✓	✓	✓
	Where possible, leaving a margin of uncut rough vegetation, between 1-3 metres in width, around the edge of the recreation ground. The margin should be cut on a rotational basis with each section experiencing a minimum of three years between cuts. Cutting on a rotational basis would increase the structural diversity of the margin, thus benefitting a wider range of species than if the whole margin was cut at the same time.	Winter	Rotation of selected sections in Winter months.	✓	✓	✓	✓	✓
Wildflowers	To allow the flowers to set seed, the long grassland and wildflower bund should be cut late	August/September	2 year rotation of selected	✓	✓	✓	✓	✓

	summer, between late August and the end of September.		sections					
	Planting of native wildflowers/bulbs of suitable flower species such as English bluebell, wood anemone, wood sorrel, snakes head fritillary, snowdrop, ramsoms, and native daffodil. This should be undertaken in Autumn or Spring	Autumn/Spring	Year 1 & 3	✓		✓		
	Manageable sections of wildflower should be sown with Emorsgate EM4 at 4g/m ² . Sowing of native wildflower seeds, such as yellow rattle, black knapweed, yarrow, ragged robin, ox eye daisy teasel, birds foot trefoil, common vetch, black medick, wild strawberry. The seeds should ideally be local as they will be better adapted to local conditions. If not, they should at least be British in origin. Before sowing areas/gaps of bare ground need to be created within the meadow. This can be done mechanically by scarifying, raking or harrowing. Sowing should occur in late summer to early winter	Late summer or early winter.	Rotational sections of hay meadow to be seeded in manageable sections	✓	✓	✓	✓	✓
	Areas of wildflower grass to be mowed annually in late summer once established.	August/September	Annually	✓	✓	✓	✓	✓
Tree Management	<p>New sapling planted to encourage more diversity in ages present:</p> <ul style="list-style-type: none"> All tree whips and transplants are to be fitted with 60cm spiral guards, supported with an appropriate pointed stake. All plants are to be protected with Tubex Easiwraps (or similar approved) supported with a cane. All plants are to be planted in accordance with British Standard 3936:1992, Nursery Stock. A Mycorrhizal inoculant is to be applied to roots of bare plants before planting and backfilling. Prior to planting, ground must be made well-broken and free draining using an auger (a tool used for boring holes in the ground). <p>Where feasible, seed and planting stock will be of local provenance. All planting should take place between November and April (inclusive).</p>	Nov-April	Year 1 and 3	✓		✓		
Tree Management	<p>All trees and shrubs will be pruned to promote healthy growth and natural shape, and any dead, dying or diseased wood and suckers will be removed. Overhanging branches will be pruned.</p> <p>Canopy to be pruned to 2m over footpaths where/when necessary.</p> <p>Pruning will be undertaken annually or as appropriate to each species, between October and February inclusive. All arisings will be removed for composting.</p>	Oct-Feb	Annually	✓	✓	✓	✓	✓

	<p>Strim grass from around new planting and woodchip around base, check ties and supports.</p> <p>Trim back from footpaths in/around woodland where necessary. Potentially re-route footpath through trees.</p>		2 yearly	✓		✓		✓
Hedgerow	<p>The infill native hedgerow planting, and the existing hedgerow are to be cut on a 3-year rotation between 1 January and 28 February.</p> <p>The hedgerows should be split into three equal sized compartments for the rotational management and each section not cut more than once every 3 years.</p> <p>The hedgerows should be pruned to achieve a height of 3 m, with existing tree belt remaining in place.</p>	Winter	3-year rotation of 1/3 rd sections.	✓	✓	✓	✓	✓
Tree/Hedgerow General Care	Ensure that enhancements are subject to appropriate monitoring and aftercare. Add wood bark mulch to 75mm after initial planting and watering, to retain soil moisture. Water all new planting during prolonged dry spells, to prevent plant failures (during first 2 years following planting).	As required	As required	✓	✓	✓	✓	✓
	Check stakes and ties and adjust if needed, in summer and winter. Remove stakes when no longer required (i.e. after 3 years). Prune dead, damaged or dying branches.	As required in summer and winter	Annually/as required	✓	✓	✓	✓	✓
Green waste	To reduce soil fertility and hence reduce dominance of vigorous species, the majority of clippings should be removed from site to be composted. Small cutting piles or log/branch piles hidden in wildlife areas may be left where appropriate for reptiles and insects	April-September	After each mowing	✓	✓	✓	✓	✓
General care	Ragwort should be controlled across the site, particularly in areas near adjoining fields could contain livestock (there are no livestock near our open spaces at present) Small areas of ragwort can be left for butterflies and insects near the wildlife areas, but must not become dominant or pose a risk.	As required	Early spring or late autumn	✓	✓	✓	✓	✓
Inspections	Each autumn, the new planting scheme will be inspected, and dead or dying plants recorded and replaced in the next winter planting season.	Autumn	Annually	✓	✓	✓	✓	✓

AGENDA ITEM 17 – COUNCIL REPRESENTATION

Theale Fire Station Opening 20.10.22

Thursday October 20th 2022 saw the official opening of the new Theale Community Fire Station in Wigmore Lane. The reception was well attended by members of all three emergency services, who are all based at the site, along with local dignitaries and other guests.

Theale Parish Council was represented by Cllrs Zoe Fenwick and Jan Richardson along with District Councillor Alan Macro.

The official 'ribbon cutting' was performed by the Lord Lieutenant of Berkshire, after which there was a tour of the building and facilities for those who wished followed by refreshments.



Cllr Richardson

AGENDA ITEM 19 – CORRESPONDENCE RECEIVED

Emails received:

- WBC. Invite to West Berkshire Parish Climate Forum via Zoom 02.11.22 (Emailed:Members)
- Connecting Communities. Event for potential Village Hall trustees. (Emailed:AC)
- HALC newsletter Oct 22 (Emailed:Members)
- Age UK. Winter fund available for people aged 65+ (Emailed:Members, Facebook, website, newsletter)
- AWE Local Liaison Committee. Chief Nuclear Inspectors report (Emailed:Members)
- WBC. Invite to Thanksgiving Service to commemorate HM The Queen 04.11.22 (Emailed:Members)
- WBC. Confirmation that the District Parish Conference scheduled for 18.10.22 has been postponed to a future date tba (Emailed:Members)
- WBC. Notification of additional drainage works on Meadow Way 13-14 Oct. (Emailed: Members, website, Facebook)
- Connecting Communities in Berkshire. How to attract Village Hall trustees (Emailed:Cllr Clark)
- Berkshire ALC. Invitation to their AGM on 09.11.22 (Emailed:Members)
- West Berkshire Heritage. What's On newsletter. (Emailed:Members, Facebook)

- Connecting Communities in Berkshire. Copy of their 2021/22 accounts. (Emailed:Members)
- Connecting Communities in Berkshire. Invite to their AGM on 18.11.22. (Emailed:Members)
- WBC. Invitation to Climate Forum on 02.11.22 (Emailed:Members)
- West Berkshire Libraries. Annual report 2020/21. (Emailed:Members)
- Greenham Trust. West Berkshire Emergency Cost of Living Crisis Appeal. (Emailed:Members)
- Connecting Communities in Berkshire. Details of their community building advice service. (Emailed:Members)
- WBC. Invite to Community Litter Picking - Community Conversation – 17.10.22 (Emailed:Members)
- Connecting Communities in Berkshire. Details of training courses. (Emailed:Members)
- WBC. Agenda for the Parish Climate Forum 22.11.22 and details of current round of bidding for CIL monies. (Emailed:Members)
- Gridserve. Details of an electric car charging calculator. (Emailed:ZF,IH)
- West Berkshire Ukraine Support. Asking for details of any Ukranian families or hosts in Theale so they can make contact. (Emailed:Members)