

**DRAFT**

**Minutes of a meeting of the Development Board held on Thursday 18 May 2017 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.**

Present: Cllrs N Boyer, A Grimes, P Hughes (Ch), I Montgomery and D Peer.  
Attending: S E Roberts (Clerk), Mrs Jane Mason

**16/DB/22 Public Questions**

There were none.

**16/DB/23 Apologies and declarations of members' interests**

- 23.1 Apologies were received from Mr John Peer
- 23.2 There were no declarations of interest.

**16/DB/24 Minutes of the Previous Meeting**

- 24.1 It was proposed and **RESOLVED** that the minutes of the meeting of 15 March 2017 were a correct record of the meeting and these were signed by the chair.
- 24.2 Matters arising:
  - 13.3 The Clerk and Cllr Hughes had investigated the query on the Land Registry Site Plan for the purchase of the land owned by the University of Reading to the rear of the Parish Hall, and were satisfied this related to the electricity cabling point and immaterial to the sale. The Development Board therefore **RESOLVED** that, as the Board had been given delegated responsibility for the land purchase by the Council at its September 2016 meeting, the purchase should proceed in accordance with the terms agreed at the last Development Board meeting. The Clerk should instruct the council's solicitors accordingly.
  - 20.3 Shared Legal Services had arranged a meeting between all parties to consider the parish hall lease; however Shinfield United Charities had subsequently cancelled the meeting with no alternative date proposed.
  - 20.4 The Board noted that its recommendation for future project management and delivery of the new community centre had been approved by April Council.
  - 20.5.1 A representative from the RIBA Competitions team had delivered a presentation to parish council representatives on 11<sup>th</sup> May.
  - 20.5.2 Cllr Hughes had met with the borough councillors on 25 March to discuss the method of construction of the new community centre; however no conclusion had been reached.

**16/DB/25 Design of new Community Centre**

25.1 Cllr Grimes introduced a proposal from the Royal Institute of British Architects (RIBA) Competitions team based in Leeds (previously circulated), to work with the parish council on an architectural design competition for the new community centre. RIBA would manage the project over a 6-month period, with a dedicated senior partner of a local RIBA firm working with the parish council to develop the brief, organise the judging, and select the winner from a short list. The anticipated cost of the competition would be approximately £53,500, to include:

- RIBA competitions fee - £20,000 plus £2,000 expenses
- RIBA Advisor fee - £6,000 incl. expenses
- Prize fund/Honoraria, five teams @ £4,000 - £20,000
- Website, graphic design and branding of competition brief (optional) - £3,000
- Online gallery of all entries up to 100 entries (optional) - £2,000
- Competition overheads - £500 (to be reimbursed at cost).

25.2 Following a discussion, the Board agreed this to be an excellent way forward to progress the new community centre as an iconic facility for the parish, and should be recommended for approval to full Council and thereafter to the Joint Management Committee.

The Development Board therefore **RESOLVED** to recommend to full Council, and thereafter to the Joint Management Committee, that the RIBA competition approach be approved for the architectural design of the new community centre at a total cost of £53,500 to the parish council initially, exclusive of VAT, and subject to the parish council seeking to recover costs from the global budget agreed for the SDL community facility for Shinfield.

25.3 Cllr Hughes highlighted recent discussions with the Shinfield West Consortium regarding the future development of Shinfield Centre, including access roads, car parking and retail site, which would impact on the access and overall aspect of the new community centre.

The Development Board therefore **RESOLVED** that Cllr Hughes should seek quotes for a site survey of the area identifying potential opportunities for leasing land from the Consortium relative to the position of the new community centre, which could then be considered by Barton Wilmore.

#### 16/DB/26 **Lease of Parish Hall and Shinfield United Charities**

26.1 The Clerk circulated draft Heads of Terms for a new lease of 125 years for Shinfield Parish Hall which had been prepared on behalf of the trustees of Shinfield United Charities by Dunster and Morton Chartered Surveyors and solicitors Blandy and Blandy, together with a breakdown of the fees for their works to date. The Board reviewed the draft terms. Given the commercially sensitive nature of the business, however, the Clerk advised that the discussion should continue as a closed meeting for parish councillors only.

#### **EXCLUSION OF THE PUBLIC AND PRESS**

26.2 It was proposed by Cllr Grimes and seconded by Cllr Peer and **RESOLVED** that, in view of the commercially sensitive nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.

*Mrs Mason left the meeting at 20.30pm.*

- 26.3 Members continued the discussion on the draft heads of terms for the new lease for the Parish Hall. It was noted that necessary legal costs had been incurred in order to commence lease negotiations; and a survey of the property undertaken on behalf of the charity at the parish council's expense, which so far, had not been released to the parish council. Cllr Peer expressed concerns about the length of time taken and costs incurred so far, which should be recovered, at least in part, if possible.
- 26.4 The Clerk reported that a letter dated 15 May 2017 had been received from the charity stating that, in the near future, Mr Ron Byer would be moving away from Shinfield, and that his place as a trustee of Shinfield United Charities would be taken by the Rev. Chris Leslie. Mrs Jane Watkins will also be joining the trustees as a co-opted trustee. In a subsequent conversation with the charity's chairman Rosemary Taylor, the Clerk had been advised that the current representative trustees of the charity were: Barbara Gill (appointed 2013); Rosemary Taylor (appointed 2013); and David Purton (appointed 14 November 2016). The current co-opted trustees are Ron Byer and Stella Cooke.
- 26.5 Members considered the charity's constitution, and in particular clauses 8 and 9, which allows for 3 "representative" trustees and 2 "co-opted" trustees. It was noted that the "representative trustees shall be appointed by the Parish Council of Shinfield". Each appointment shall be made for a term of four years at a meeting convened and held according to the ordinary practice of the Council... The person appointed may be, but need not be, a member of the Council".
- 26.6 Following further discussion, members agreed that further clarification should be sought via the parish council's solicitor regarding the charity's constitution and trustees. Members also agreed that at this stage there should be no commitment regarding costs going forward. For these reasons, the Development Board **RESOLVED** to recommend to full Council that, in the exercise of due diligence, and in the best interests of the community as a whole, the parish council should cease forthwith all negotiations for a new lease with Shinfield United Charities until these matters are properly determined.

16/DB/27 **Correspondence**

There was no correspondence.

*The meeting ended at 21.45.*

**List of actions**

<b>Ref</b>	<b>Action</b>	<b>Action by</b>
13.3	Instruct the parish council's solicitor to proceed with the purchase of the land to the rear of the parish hall	Clerk
25.2	Recommend to May Council and thereafter to the Joint Management Committee that the RIBA competition approach be adopted for the architectural design of the new community centre, at a total cost of £53,500 exclusive of VAT.	Cllr Hughes
25.3	Seek quotes for a site survey of the area identifying potential opportunities for leasing land from the Consortium relative to the positioning of the new community centre	Cllr Hughes
26.6	Instruct the parish council's solicitor to cease negotiations for a new lease for the parish hall pending clarification of the constitution and appointment of trustees of Shinfield United Charities	Clerk