

**DRAFT**

**Minutes of a meeting of the Development Board held on Wednesday 15 March 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)

**16/DB/17 Public Questions**

There were none.

**16/DB/18 Apologies and declarations of members' interests**

- 18.1 Apologies were received from Jane Mason and John Peer
- 18.2 There were no declarations of interest.

**16/DB/19 Minutes of the Previous Meeting**

19.1 It was proposed and **RESOLVED** that the minutes of the meeting of 15 November 2016 were a correct record of the meeting and these were signed by the chair.

19.2 Matters arising:

- 12.2 The Clerk confirmed the co-options to the Board and Joint Community Centre Management Committee for the remainder of the year.
- 13.3 The Clerk confirmed that draft Heads of Terms had been prepared for the purchase of land to the rear of the Parish Hall based on the agreed price of £3,000, plus fees to be paid by the parish council, which totalled £2,480 (University's solicitor's fees of £1,250 + VAT and £20 disbursements, plus £800+VAT (University's surveyors fees). There had been a last-minute query on the Land Registry site plan for the transaction, which included an area of unregistered land in green, and which the University did not wish to include in the sale of the freehold. Although this appeared immaterial, the Clerk agreed to investigate further with Cllr Hughes and confirm with the council's solicitors.
- 14.2 The Clerk had asked WBC about the possibility of transferring School Green Car Park to the parish council as a community asset; but WBC had advised this would not be considered at present due to the ongoing discussions on the village centre.
- 14.3 Cllr Hughes and the Clerk met with Mark Ashwell, Mark Cupit and other senior WBC officers on 21<sup>st</sup> December 2016 to discuss a range of technical planning and highways matters. To date, however, there had been no response to the parish council's question regarding development creep etc.

All other actions had been completed.

20.1 Joint Management Committee:

The Clerk introduced the draft minutes of the last Joint Management Committee meeting on 23 November 2016 (previously circulated). Members agreed these should be sent to WBC, subject to one minor amendment: insert "Property Services" after WBC in bullet point 3 of "Matters Arising". The Clerk was asked to check whether a pre-app had been submitted.

20.2 Aldi:

Cllr Hughes reported that he and the Clerk had met with representatives from the Aldi supermarket chain on 6<sup>th</sup> December, who had already expressed considerable interest to the Consortium in the new village centre for a commercial long-leasehold proposal but without any positive response so far.

20.3 Lease of Parish Hall and Shinfield United Charities:

The Clerk confirmed that the charity had undertaken a survey and draft heads of terms for an Agreement for Lease prepared, and at the request of the charity's solicitors, Blandy and Blandy, the parish council had paid £6,000 on account towards the charity's legal costs. However, Blandys had subsequently suggested that more time was needed to prepare, that heads of terms could only be agreed once detailed discussions had taken place between the parish council and the charity, and that a new lease should be considered. SUC had also requested full details of the scheme being proposed, and in particular, clarification of the works to be carried out, and the planning position. In response to this point, the Clerk was asked to send the link to WBC's website setting out WBC's Executive approval of the business case for the new community centre

Members discussed these matters but agreed unanimously these delays were not acceptable: that negotiations with the charity were not progressing quickly enough to indicate even a desire for completion, and that the parish council should now consider planning for a future building in isolation. The Clerk was asked to clarify the position for renewal and termination rights in the lease as defined in the Landlord and Tenant Act 1954 and whether the charity was meeting its obligations. The Clerk was asked to request Shared Legal Services to organize a meeting of all parties as soon as possible to progress the matter more effectively and bring to a conclusion for moving forward.

The Board agreed the purchase of the University land to the rear of the parish hall should be delayed pending the outcome of this meeting.

The Board also agreed that formal approval should be sought from the charity by Shared Legal Services for the planned improvements to the parish hall prior to the appointment of the contractor and commencement of works, even though these were not structural changes.

20.4 Future Project Management and Delivery of the new Community Centre:

Cllr Grimes introduced a proposal (previously circulated) that the parish council should take over project management and delivery of the new community centre from Wokingham Borough Council. Members discussed the proposal, including the traditional procurement versus design and build approach and potential conflict of interest for WBC, and the current contract with WBC. The Clerk highlighted a number of written comments which had been submitted by Jane Mason.

Subject to minor amendments, the Board approved the proposal for recommendation to full Council in April.

## 20.5 Design Competition:

Cllr Hughes summarised recent conversations regarding organisations that offer to organise competitions for architects to design various projects, and in particular RIBA, who have a dedicated competitions department in Leeds and could organise a competition for the parish council (brochure previously circulated). RIBA would manage the whole project 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, although there would be no commitment to work with the winner at the end of the process. The minimum cost is £45, 000, but RIBA would give an individual quote. The Board agreed to invite representatives from RIBA to meet with the parish council to explore ideas.

Cllr Grimes highlighted an alternative would be to set up the procurement process for an architect and agree the criteria, and then consult the public.

All agreed it was important to have a preliminary informal discussion with B/Cllrs Patman and Pollock, on the basis of the parish council taking on the risk for the new community centre, and the benefits of a design competition. Cllr Hughes agreed to organise a meeting with the borough councillors.

## 16/DB/21 **Correspondence**

- 21.1 The Clerk reported on an approach from the Honeysuckle Day Nursery, who had contacted the parish council due to a lack of space to accommodate increasing demand and were keen to explore options for the community centre.

*The meeting ended at 21.30.*

### **List of actions**

<b>Ref</b>	<b>Action</b>	<b>Action by</b>
13.3	Investigate unregistered land shown in green in proposed land purchase from University of Reading and identify any potential issues	Cllr P Hughes, Clerk
20.1	Amend draft minutes of last Joint Management Committee meeting and send to WBC	Clerk
20.3	Request Shared Legal Services to organize a meeting of all parties to consider and agree future position regarding SUC lease, agenda to include formal request for improvement works to parish hall	Clerk
20.4	Take forward Board's recommendation for future project management and delivery of new community centre on April Council agenda for Council resolution	Clerk, Cllr Grimes
20.5	Organize RIBA visit to Shinfield to discuss design competition for new community centre	Cllr Hughes
20.5	Meet with B/Cllrs Patman and Pollock as soon as possible for informal discussion on next steps	Cllr Hughes