

DRAFT

Minutes of a meeting of the Development Board held on Thursday 11 January 2018 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.00 hrs.

Present: Cllrs N Boyer, A Grimes, P Hughes (Ch), D Lias, and D Peer.

Attending: S E Roberts (Clerk), John Houghton (Locality), John Wilkinson (Locality), Phil Tulba (Locality)

17/DB/22 Public Questions

There were none.

17/DB/23 Apologies and declarations of members' interests

23.1 Apologies were received from Cllr Lias and accepted by the chair.

17/DB/24 Locality

This was taken as the next item of the agenda.

24.1 Cllr Hughes welcomed the representatives from Locality to the meeting. Locality's current Head of Services for the South, Phil Tulba, introduced the team, and explained that as he would be leaving Locality soon, he had also invited interim head John Houghton to attend, as well as John Wilkinson, Locality's Neighbourhood Planning Programme Officer. Mr Tulba and Mr Wilkinson began the presentation by describing how Locality was formed in April 2011 by the merger of "bassac" from the Settlement Movement (origins in the 1880s for education for all, universal pensions, decent housing, health care and legal aid), and the Development Trusts Association, and now supports social action and community enterprise across the UK. Locality is member-led, with over 600 members across the country and is the national network of community-led organisations working together to help neighbourhoods thrive. Locality runs major national programmes which support and empower local communities, including the Neighbourhood Planning and Community Right to Build programmes, and delivers local support to parish councils, tenants and residents organisations. Under the current programme 2015-18 Locality has made £24m. available in support for neighbourhood planning, and over 2,600 grants and technical support packages have been approved.

24.2 Although not yet confirmed, the new programme is expected to be launched in April 2018 and will offer £22.4m dedicated resource over 4 years, with greater focus on housing and growth. Groups allocating sites for housing will be eligible for additional support. Features of the new programme include:

- all groups may apply for a basic £9K grant;
- groups facing complex issues may apply for additional grant up to a total of £16K;
- technical support packages will be available for eligible groups and free to qualifying groups';
- resources and toolkits
- dedicated neighbourhood planning website;
- Neighbourhood Planning Champions Network.

- 24.3 The discussion then focussed on how this could apply to update the Shinfield Neighbourhood Plan made in February 2017, and whether funding may be available for professional support to review the policies contained in the current Plan and refresh the evidence as part of the new Local Plan Update. This could include a housing needs assessment and/or impact assessment of the existing planned developments or more intensive traffic study work which could also contribute to the evidence base submitted during the future local plan consultation period. Members were keen to understand how this would work in light of the Call for Sites and Site Assessment work already underway by WBC. Mr Houghton agreed to investigate this further and report back to the parish council.
- 24.4 Members then discussed Locality's bid for developing a formal business case for community facilities in the Spencers Wood area and community engagement plan to consult, engage and involve local people (previously circulated). Locality's approach comprises 5 key outputs from inception: contract and project plan; community asset map and needs analysis report; community engagement strategy and consultation findings; options appraisal and completed business case; and final findings and report. Total project costs including VAT would be £8,100; total days 15. Locality confirmed this was based on working to completion in May/June 2018.
- Cllr Hughes thanked the Locality representatives for attending, who then left the meeting at 8.20 pm.*
- 24.5 Following a discussion, members agreed to recommend to full Council to accept the Locality proposal for £8,100 incl. VAT for developing community facilities in Spencers Wood and to also recommend commencement of the project as quickly as possible.

17/DB/25 Minutes of the Previous Meeting

- 25.1 Members considered the minutes of the meeting of 22 November 2017
- 25.2 It was proposed and **RESOLVED** that the minutes of the meeting of 22 November 2017 were a correct record of the meeting and these were signed by the chair.
- 25.3 Matters arising:
- 16.7: The Clerk advised this remained work in progress.
 - 17.3: Some information had been received from WBC's Shared Legal Solutions on developing a capital grants/loans process for awards over £5k but this had been limited. Members felt there should be a formal process to enable the council to award grants and loans, which would cover:
 - ❖ Basic information required from grant applicants for grants up to a maximum amount, say £2,500 or £5000;
 - ❖ Additional information needed from the applicant for grants/loans over £5000 which would then be considered by the appropriate committee;
 - ❖ A standard agreement for basic grants;
 - ❖ A standard agreement that covers grants in excess of £5000 (whether from CIL or precept/reserve funds);
 - ❖ A loan agreement, where this is repayable over a period of time.The Clerk agreed to draft more formal guidance for the next meeting
 - 19.2: The letter was being finalized for signature and would be sent tomorrow (12 January).

All other actions had either been completed or were covered in the agenda.

17/DB/26 Shinfield Community Centre

26.1 Members received an update on the RIBA design competition for the new Shinfield Community Centre. Following the first round, the following firms had been shortlisted:

- Adams and Sutherland
- AOC Architecture
- Ayre Chamberlain Gaunt
- Curl la Tourelle Head Architecture
- Studio Partington

A briefing and site visit for all the shortlisted practices was taking place on 15th January 2018. Cllrs Hughes and Grimes would lead the briefing, supported by the Clerk. The deadline for submission of tenders was 23rd February 2018. Members noted the clarification interviews would take place on 27 March, and the result would be notified early April.

26.2 Members noted that there had been no further progress with Shinfield United Charities since the last Board meeting, and that in terms of briefing the architects, the parish hall should be presented as the second phase of the project, rather than be included in the primary phase. Overall, there had been little change in the last six months other than the Charity's apparent acceptance of the freehold purchase subject to price, rather than a new lease. Members asked the Clerk to contact the District Valuer to ascertain the latest position.

26.3 The Board also noted that on 29 January 2018 members of the Shinfield West Consortium would be giving an update on the final proposals for the Village Centre on the Shinfield West development. Where possible information on layout and visual impact would be provided to the teams shortlisted in the RIBA competition, even if this was after the briefing on 15th January.

17/DB/27 Community Infrastructure Levy

27.1 Members noted the latest report from WBC which detailed the amount of CIL paid to the parish council to date and further monies anticipated (previously circulated).

27.2 Members considered the 3 projects identified by WBC for potential CIL funding by the parish council (previously circulated) and agreed NOT to support any of WBC's proposals currently on the basis of:

- Shinfield Cricket Club: the parish council does not support subscription clubs;
- Hyde End Road footpath diversion/road widening: not the parish council's responsibility;
- Drewett Close play area: not an identified area of growth. The parish council is looking at developing a whole mix of community facilities across the parish, including for Spencers Wood, Three Mile Cross and Grazeley, as well as for the new Shinfield centre.

The Clerk was asked to respond accordingly to WBC.

27.3 Members reviewed examples of other local authorities' documentation on CIL (previously circulated), which included Babergh and Mid Suffolk districts, Binfield Parish Council, Dacorum Borough Council, South Somerset, Wakefield District Council, Warfield Parish Council, and Wycombe District Council. It was noted that the wording and style of each one was very similar, and that guidance on CIL remains broad. The Board therefore agreed that the current methodology for managing and allocating CIL should remain for

now, but further work was needed on the eligibility criteria based on cause, impact, and mitigation of infrastructure. The Clerk was asked to bring an update report on the CIL process to the next meeting. The Clerk was also asked to check if funds may be borrowed against CIL.

- 27.4 The Board confirmed the principles agreed at its last meeting that there should be scope for a fixed budget allocation within the overall CIL funds of £25k per committee, for minor projects, provided they met CIL criteria. Project proposals would be considered by the Development Board as gatekeeper for CIL compliance as being the best of 3 quotes, and then approved by the Finance and General Purposes Committee for recommendation to full Council. The Board **RESOLVED** to confirm the principle again to full Council as a pilot project from 1st April 2018 with a review after 6 months.

17/DB/28 Correspondence

There was no correspondence.

The meeting ended at 21.45 hrs.

List of actions

Ref	Action	Action by
24.3	Following confirmation of 2018 programme, follow up opportunities with Locality for technical grants to support refresh of Shinfield Neighbourhood Plan	Cllr Hughes
24.5	Recommend to January Council acceptance of Locality proposal for £8,100 incl. VAT for developing community facilities in Spencers Wood and commencement of the project as quickly as possible.	Cllr Hughes
16.7	Seek quotes for the removal of gas, electricity, water, telecoms, sewage, drains etc, capping services at the boundary of the British Legion site and also to demolish the whole building	Clerk
17.3	Draft a capital grants/loans process for the awarding of substantive grants over £5K for report to next meeting.	Clerk
26	Continue arrangements for RIBA design competition	Cllrs Hughes and Grimes, Clerk
27.2	Advise WBC the parish council does not support WBC's current proposals for allocation of parish's CIL funds	Clerk
27.3	Refine process and methodology for the allocation of CIL funds for recommendation to full council.	Clerk/Deputy Clerk
27.4	As part of budget-setting process, present recommendation to full Council for 6-month pilot project for fixed budget allocation within the overall CIL funds, suggest £25k per committee, for minor projects, provided they met CIL criteria, with a review in June 2018.	Cllr Hughes