

DRAFT

Minutes of a meeting of the Development Board held on Thursday 22 March 2018 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs N Boyer, A Grimes, P Hughes (Ch), D Lias, and D Peer.
Attending: S E Roberts (Clerk)

17/DB/29 Public Questions

There were none.

17/DB/30 Apologies and declarations of members' interests

30.1 There were no apologies or declarations of members' interests.

17/DB/31 Minutes of the Previous Meeting

31.1 Members considered the minutes of the meeting of 11 January 2018

31.2 It was proposed and **RESOLVED** that the minutes of the meeting of 11 January 2018 were a correct record of the meeting and these were signed by the chair.

31.3 Matters arising:

- 24.3: Cllr Hughes reported that on 19th March the Ministry of Housing, Communities and Local Government had announced that Locality had been appointed for a further 4 years to 2022 to lead a new £23 m national programme to develop neighbourhood plans. The 2018-22 programme included changes to grant and support eligibility criteria: basic grants of £9K would be available, and more complex issues could secure additional grants of up to £16K. However, Locality had advised that any revisions to the Shinfield Parish Neighbourhood Plan would need to take account of WBC's Local Plan update and require more detailed impact assessments based on housing needs and traffic. These could be completed by 2019 in time for the evidence base to be presented to WBC as part of the Local Plan consultation but would not qualify for neighbourhood planning grant. Following a discussion, the members agreed the current Neighbourhood Plan for the parish would not be revised at least in the short-term.
- 24.5: The Board noted that the January Council meeting had approved the Board's recommendation to accept the Locality proposal for the Spencers' Wood community project and work had already started (see next agenda item).
- 16.7: The Clerk advised this remained work in progress.
- 17.3: The Clerk tabled a draft application form which could be adapted for a community loan/capital grant for the awarding of substantive grants over £5 K. Following a discussion, members agreed there should be a number of additional criteria, including: sustainability; viability; justification in terms of both financial and non-financial benefits, similar to the CIL matrix to help members prioritise the allocation of council funds. However, Cllr Grimes felt it was inappropriate for the parish council to support subscription clubs. Members also agreed the need to properly publicise the council's support when awarding grants.

It was agreed the revised form should be presented to the next meeting of the Finance and General Purposes Committee for further discussion.

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

17/DB/32 Locality Project

- 32.1 The Clerk highlighted the latest project plan and stakeholder questionnaire (previously circulated). The Board noted that a series of public drop-in sessions had been arranged at different times during the day on Wednesday 23rd May at Caf' Active, and agreed that if possible these should include a session from 10 am – 12 noon, as this was usually a busy time anyway for the café; and also 1 pm – 3 pm.
- 32.2 The Board also agreed that questionnaires should be sent to Farley Hill school and The Coombes.

17/DB/33 Shinfield Community Centre

- 33.1 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 had taken place on 15th January 2018 led by Cllrs Hughes and Grimes and supported by the Clerk. The deadline for submission of tenders was 23rd February 2018. Members noted the clarification interviews would take place on 27th March, and the result would be notified mid-April following the required standstill period.

- 33.2 Members noted that under the terms of the architects' brief, the parish council had committed to appoint an independent QS to review all the submissions in terms of project costs and fee proposals prior to the panel assessments. The Clerk had obtained a quotation of £1,250 + VAT from BDS Surveyors for this work. Given the timescales, members **RESOLVED** to accept the quote from BDS and commission the QS review in time for the panel meeting on 27th March.
- 33.3 Members noted there had been an initial meeting between the District Valuer and Dunster and Morton regarding the parish hall land, and that negotiations were continuing.
- 33.4 The Clerk reminded members that under the current terms of the lease with the University of Reading, a planning application should be submitted by 14th September 2018. Following a discussion, the Board agreed that once the winner of the design competition had been announced, the parish council's solicitor would be instructed Katherine Lamprell to write to the University of Reading to seek a change to the terms in order to gain an extension to the time limit on applying for planning permission and for negotiations to continue with Shinfield United Charities and the Shinfield West Consortium on the village centre as a whole. There may be some objections to the planning application around parking and traffic management.
- 33.5 The Board discussed the future management arrangements for the construction and delivery phase of the project following the appointment of the architects. Cllr Grimes

reminded members that at its meeting in April 2017 the council had already agreed to take this on and the risks associated, as it had the necessary funds available to support this position, including construction costs.

17/DB/34 Community Infrastructure Levy

- 34.1 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).
- 34.2 Members received further national planning practice guidance from the Internal Auditor on the overall management and allocation of CIL funds by the parish council (previously circulated) and agreed the process was still too cumbersome and unwieldy. A number of suggestions for improvement were discussed, including confirmation of the £25K cap per committee already agreed for minor projects, provided they met CIL criteria; bids to be presented by the sponsoring committee to the Finance and General Purposes Committee; CIL to be a standing item for the Development Board but limited to major investment projects only.
- 34.3 Given the forthcoming review of the council’s committee structure and potential changes required to the council’s Standing Orders and committee terms of reference, the Board decided to refer the whole matter of CIL, council grants and loans to the next meeting of the Finance and General Purposes Committee.

17/DB/35 Correspondence

There was no correspondence.

17/DB/36 Date of next meeting

Members agreed there should be an additional meeting of the Board prior to the next meeting of the Joint Community Centre Management Committee: agreed to be **Wednesday 25th April 2018**. **NOTE: time subsequently changed to 19.30 hrs.**

The meeting ended at 21.45 hrs.

List of actions

Ref	Action	Action by
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
32	Continue with Locality project plan	Cllr Hughes, Clerk
33	Continue arrangements for RIBA design competition	Cllrs Hughes and Grimes, Clerk
33.2	Accept BDS quote for cost analysis of competition entries and submit to panel prior to assessment meeting	Clerk
33.4	Once RIBA competition winner announced and confirmed, instruct parish council’s solicitor to write to University of Reading to request current terms of lease eased to allow us to get an extension to the time limit on applying for planning permission	Clerk
34.3	Refer process and management of CIL, council grants and loans to the next meeting of the Finance and General Purposes Committee for further discussion	Clerk