

Minutes of a meeting of the Development Board held on Wednesday 25 April 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/37 Public Questions

There were none.

17/DB/38 Apologies and declarations of members' interests

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

17/DB/39 Minutes of the Previous Meeting

39.1 Members considered the minutes of the meeting of 22 March 2018

39.2 Under 17.3, Cllr Grimes wished to amend the wording to: "it was felt inappropriate for the parish council to support *unsustainable* subscription clubs". With this amendment it was proposed and **RESOLVED** that the minutes of the meeting of 22 April 2018 were a correct record of the meeting, and these were signed by the chair.

39.3 Matters arising:

- 16.7: The Clerk advised this remained work in progress.
- 17.3: Members agreed the need to properly publicise the council's support when awarding grants.
- 33.4: The Board agreed that once the winner of the design competition had been announced, the parish council's solicitor would be instructed 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.
- 34.3: the grant application/loans process had been referred to the Finance and General Purposes Committee.

17/DB/40 Locality Project

40.1 Cllr Hughes reported on the meeting held earlier that day with himself, the Clerk, and John Houghton from Locality and highlighted the questionnaire to be published online soon. Based on the community conversations which had taken place so far, the emerging conclusions, although still to be finalized, were as follows:

- Current preschool and after-school club provision is unlikely to meet demand;
- There is no out of school hours structured youth provision;
- Access to library and IT facilities is already limited; relocation of the library facility should be considered;
- There is not enough supported provision for older people;
- There is a lack of public green space, particularly around the land up to Oakbank School, Five Acre SANG;
- Footpaths in and out of Spencers Wood are poorly maintained;

- There is general consensus that Spencers Wood Village Hall needs financial resources, although the timing of the works would be challenging to accommodate existing bookings; and the Pavilion revitalized with a range of multi-disciplinary activities under one roof.

- 40.2 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, including an informal morning session 9.30 am – 12 noon; and then more structured sessions from 4 pm – 6 pm; and repeated 7 pm – 9 pm. All councillors were invited to attend. Locality's report should be available by the end of June/early July.
- 40.3 The Board discussed the increasing primary school provision and the growing need for secondary schools.
- 40.4 Cllr Boyers has submitted a Freedom of Information request to WBC on the level of WBC's CIL spending on Shinfield parish.

17/DB/41 Shinfield Community Centre

- 41.1 Cllr Hughes reported that to date no response had been received from Shinfield United Charities to the parish council's purchase offer. The Clerk was asked to follow this up as soon as possible with the District Valuer.
- 41.2 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; and Studio Partington. Members noted that final interviews had taken place on 27th March, and that the winning team would be confirmed on 4th May following the required standstill period and the local government elections.
- 41.3 The Board had a general discussion on contractual obligations around a library and childrens' centre and emerging options for a 24/7 facility which could be complementary to new community facilities in Spencers Wood. It was noted that the parish council had appointed BDS Surveyors to review all the submissions in terms of project costs and fee proposals prior to the panel assessments. 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. It was therefore also noted that as the parish council now has all the land-ownership interests and can afford to take the risk, it is in a strong position to lead the construction process.
- 41.4 The Board agreed that in terms of next steps, the architects should be appointed as quickly as possible to work towards a planning application. A number of key decisions still need to be addressed:
- the design, and whether (or not) to take the village centre and decisions relating to the supermarket into account;
 - Content and usage of the new centre, in particular for the childrens centre;
 - Whether or not to include the existing parish hall in the design;
 - Whether the parish council or WBC will procure it - for this further clarification should still be sought regarding WBC's experience, construction costs;
 - Car parking at the new centre and the road issue;
 - Appointment of a Project Manager to determine the contract and define the construction process, run the tender process, announce the results, ratify the decision, and deliver the project.

41.5 In the interim the Clerk was requested to ask the architects for a project plan to enable the project to proceed to Planning. The Clerk was also asked to write to the University of Reading for an extension to the lease, aiming for a response by the end of May. The Board should meet again during the first week of June, prior to the next meeting of the Joint Board, to determine the appointment of the Project Manager. The Board also agreed that the parish council should offer to lead on the communications policy and action plan.

17/DB/42 Development Board

The item was not discussed.

17/DB/43 Correspondence

There was no correspondence.

17/DB/44 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: currently agreed to be Monday 4th June 2018 at 19.30 pm (hence the Communications and Policies Committee would be re-arranged). The next meeting of the Joint Committee would be offered to WBC to be 14th June at 19.30 pm (to be confirmed).

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
41.5	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
41.5	Ask winning architects' team for project plan to enable the project to proceed to Planning as soon as possible	
44	Arrange appropriate meetings of Development Board and Joint Community Centre Management Committee as soon as possible	Clerk