

**DRAFT**

**Minutes of a meeting of the Development Board held on Thursday 14 June 2018 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 20.10 hrs.**

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

**18/DB/1 Election of Chairman**

Cllr Hughes was proposed as committee Chairman, nominated by Cllr Boyer and seconded by Cllr Grimes. Cllr Hughes was duly elected as Chairman of the Board for the ensuing year.

**18/DB/2 Election of Vice-Chairman**

Cllr Grimes was proposed a committee Vice-Chairman, nominated by Cllr Boyer and seconded by Cllr Lias. Cllr Grimes was duly elected as Vice-Chairman of the Board for the ensuing year.

**18/DB/3 Public Questions**

There were none.

**18/DB/4 Apologies and declarations of members' interests**

- 4.1 Apologies were received and accepted from Cllr Reid
- 4.2 there were no declarations of members' interests.

**18/DB/5 Terms of Reference**

- 5.1 Members reviewed the Board's 2017-18 terms of reference and asked the Clerk to make the following amendments for 2018-19:

5.1.1 Under Delegated powers:

- Bullet point 2: delete "including the budget";
- Bullet point 3: delete "in conjunction with the Planning and Highways Committee and Recreation and Amenities Committee, and make recommendations to the Planning and Highways Committee and Recreation and Amenities Committees, for decision by full Council";
- Bullet point 6: delete current wording and replace with: "The Board will delegate projects to Working Groups or appropriate committees of the Council"

- 5.2 Subject to those changes, members agreed the Board's terms of reference for 2018-19.

**18/DB/6 Community Representatives for 2018-19**

- 6.1 Members agreed that the representatives identified last year for their specific skills and areas of expertise should remain and invited to be co-opted onto the Board as and when appropriate.

18/DB/7 **Minutes of the Previous Meeting**

7.1 Members considered the minutes of the meeting of 25 April 2018. It was proposed and **RESOLVED** that, subject to correcting Cllr Boyer's name at 40.4, the minutes of the meeting of 25 April 2018 were a correct record of the meeting and these were signed by the chair.

7.3 Matters arising:

16.7 Members agreed the action to seek quotes for the removal of services and utilities at the boundary of the British Legion site and demolition of the whole site should be transferred to the Joint Management Committee/new Project Board whenever appointed.

40.4 Cllr Boyer reported on WBC's response to his Freedom of Information request, which had been as follows:

1. Since the Community Infrastructure Levy (CIL) levy was introduced into Wokingham in 2015, please breakdown into each municipal year:

a) How much CIL has been collected for the Shinfield Parish area?

*2016/17 received £225,693*

*2017/18 received £4,005,421*

*2018/19 received to date £1,968*

b) How much of this levy has been spent on projects within the Shinfield Parish?

*CIL expenditure is regularly published on the council's website at:*

*<http://wokingham.moderngov.co.uk/ielssueDetails.aspx?Ild=13647&PlanId=0&Opt=3>*

c) What projects has this been spent on in the Shinfield Parish area?

*Nil*

18/DB/8 **Locality Project**

8.1 Cllr Hughes introduced Locality's draft report and initial findings of the community engagement project in Spencers Wood (previously circulated). Members agreed this appears to confirm original expectations that some improvements should be considered for Spencers Wood Village Hall; and that a new building should be planned for the Recreation Ground. Regarding the report: Members agreed there should be a proper definition given for "Shinfield Parish" and also an Executive Summary added. Following a discussion, all members agreed to review the document in detail and send tracked changes to Cllr Hughes for reporting on to Locality. The final version is anticipated in September.

8.2 Members agreed to **recommend** to the next meeting of the Recreation and Amenities Committee that a joint working group be set up, comprising members from the Development Board and the Recreation and Amenities Committee, to scope the project consider initial ideas for a replacement pavilion, i.e. where it is sited, what it should contain, and estimated costs and design. The same group, in conjunction with Spencers Wood Village Hall Management Committee, should consider what needs to be done to the Village Hall, commission drawing and a comprehensive list of works, and QS estimates of costs of works. Cllr Hughes has asked BDS surveyors to provide plans and estimates for remodelling the Village Hall for a variety of uses. Members noted that as this expenditure has already been agreed by council as part of the budget for Spencers

Wood, approval could be by email for Cllr Hughes to commission BDS to do the work up to September (total quote received 15 June 2018 and circulated to members is **£4,120 + VAT**).

- 8.3 Cllrs Boyer, Lias and Hughes agreed to be on the working group, and that Cllr Clarke be invited to join. A Business Case would then be presented to the next Board meeting which would include discussions with the Chapel Lane Playgroup over extending their offering, and with WBC regarding the Library and possible part funding, and options for moving the proposed additional Children's Centre facilities from Shinfield to Spencers Wood.

## 18/DB/9 Shinfield Community Centre

- 9.1 Members noted via draft Heads of Terms initialled by the chair of Shinfield United Charities and dated **4<sup>th</sup> June 2018**, that the purchase price of the parish hall land had now been agreed with SUC at **£160,000**, and that the parish council will contribute towards SUC's fees in respect of agents negotiation fees and solicitors conveyancing fees up to a maximum of **£6,000 + VAT**.
- 9.2 However, members expressed concerns over wording in the "Special Conditions" overage clause and requested the Clerk to ensure the following be deleted in the final version: "but will also be triggered if the land is used for a Health Centre, clinic or similar".
- 9.3 Katherine Lamprell from Shared Legal Solutions has been instructed to act for the parish council on a time basis of £85 per hour plus VAT, with estimated legal fees to total **£1,000 plus VAT** and disbursements. The Clerk has instructed a Utilities search to be undertaken at **£350 +VAT**.
- 9.3 The Clerk advised that she had written to the University of Reading on 23 May 2018 to request a variation of the 36-month deadline set by the University for submitting a detailed planning application from 14 September 2018 to **14 March 2019**. This request would be considered by the University's Investment Property Sub-Committee on **26 June 2018 and** was hopefully straightforward.
- 9.4 All noted that AOC Architecture Ltd were the appointed official architects. A first meeting with AOC is taking place at the parish hall on **Monday 2<sup>nd</sup> July at 9.30 am**. Overall the initial plans had been generally well received, but there were some negative comments on the basic design of the "clothes peg" roof.
- 9.5 In terms of future working, WBC has indicated informally they plan to leave delivery of the new community centre to the parish council and will have minimal involvement subject to periodic project reviews. WBC is a stakeholder but commitments may be delivered via the planning process. This will be determined at the next meeting of the Joint Committee on 19 June 2018. Thames Valley Police have confirmed that as part of their new and emerging Asset Management Plan they no longer require a presence in the new centre. However, issues still to determine as part of the contracted delivery agreement include:
- the Childrens' Centre element;
  - is there a need for 2 more halls plus the existing parish hall (there are options to lease to either a dance school or nursery);
  - is there a need for another kitchen facility for hirers to be able to prepare their own catering, as the café would be unlikely to be available to outside users;
  - the library, and whether this can be covered within the proposed café;

- is there enough accommodation provided for the parish council offices?

These questions would be addressed at the AOC meeting on 2<sup>nd</sup> July, all welcome to attend. Members were encouraged to visit the newly-opened Gateway building on the Thames Valley Science Park for ideas.

#### 18/DB/10 **Joint Shinfield Community Centre Management Committee**

- 10.1 The Board **RESOLVED** that for the time being until different arrangements were in place, the parish council representatives on the Joint Management Committee for 2018-19 should be Cllrs Boyer, Grimes, Hughes and Peer.
- 10.2 Members reviewed the draft minutes of the last meeting of the Joint Management Committee meeting on 15<sup>th</sup> August 2017 and noted that the next meeting of the Joint Management Committee is on Tuesday 19<sup>th</sup> June 2018 at 7.30. Cllr Grimes agreed to draft the agenda and notify the Clerk for distribution the day beforehand.

#### 18/DB/11 **Community Infrastructure Levy**

- 11.1 Members received the latest report from WBC on the Community Infrastructure Levy. It was noted that at July Council there will be a proposed resolution that the Finance and General Purposes Committee will take on sole responsibility for allocating both CIL monies and Council reserve funds. The Development Board will therefore cease to be a gatekeeper on any funding matters apart from putting forward its own spending proposals to F&GP.

#### 18/DB/12 **Correspondence**

- 12.1 There was no correspondence.

*The meeting ended at 22.00 hrs.*

#### **List of actions**

<b>Ref</b>	<b>Action</b>	<b>Action by</b>
5.2	Amend the Board's Terms of Reference for 2017-18 as agreed by Board	Clerk
8.1	Review Locality draft report and send tracked changes to Cllr Hughes by end June	All
8.1	Send agreed changes to Locality and agree final version of report by September	Cllr Hughes
8.3	Ask BDS to surveyors to provide costed plans for remodelling the Village Hall for a variety of uses and circulate to members by email for approval. If approved commission BDS to complete works by September	Cllr Hughes
8.4	Form joint working group with R&A members to scope Spencers Wood project and report back in September	Cllrs Boyer, Hughes Lias
9.4	Attend meeting with AOC Architects on 2 <sup>nd</sup> July 9.30 am parish hall	all
10.2	Attend Joint Community Centre Management Committee meeting on 19 June 19.30 parish hall meeting room.	