Minutes approved on:	

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Shinfield Parish Council

Draft

Minutes of a meeting of Shinfield Parish Council held on Monday 20 January 2020 at Three Mile Cross church centre, commencing 19.30 hrs.

Present: Cllr's N Boyer, E Brown, I Clarke, A Grimes (Ch), P Jahromi, L James, D Lias, M McDowell, I Montgomery, D Peer,

Attending: Mike Balbini (Clerk), Jane Mason (Finance Manager), Jo Skidmore (Committee Secretary), John Halsall, Leader of the Council, B/Cllr. Haitham Taylor, B/Cllr. Munro, B/Cllr. Barry Patman, B/Cllr. Frewin and 15 residents.

20/1 **Public Questions**

Public questions are included in 3.4 below

20/2 **Apologies and declarations of members' interests**

2.1 Apologies were received from Cllrs Emment and Darley and B/Cllrs. Bhatth,

2.2 There were no declarations of interest.

2.3 There were no changes to members' declarations of pecuniary interests.

2.4 Co-option of Mr M O'Brian

Mr O'Brian gave an overview of his career history, personal circumstances and interest in becoming a parish councilor.

It was **AGREED** that Mr O'Brian be co-opted to Council.

Proposed: Cllr. Lias Seconded: Cllr Jahromi Unanimously agreed.

20/3 **Grazeley Community Garden**

3.1 John Halsall, Leader of the Council outlined the background to the proposals to build a 'garden town' development at Grazeley noting that WBC was under an obligation to develop an acceptable local plan. There was a universal belief that the UK had insufficient housing and that 300,000 new houses a year were required across the UK. The Government believed that if housing was overprovided, the relationship between average income and house prices would come down. Government figures also included a buffer. Using the Government's calculation method estimates for housing required in the area was 1200 houses per annum. WBC's estimate was that 750 houses per annum were required.

3.2 John Halsall outlined the three options available to WBC:

1. To do nothing and aggregate responsibilities. This was not viewed as viable.
2. To take the number of houses required and spread them around the borough. This could have a significant impact on infrastructure.
3. To have a planned development with the support of the Government which was infrastructure led. This would give an element of control over development.

3.3 It was confirmed that development of the site was currently at consultation stage. It was planned that 3000 to 4000 homes would be built between 2019 and 2036 with the balance to be built between 2036 and 2055. The development provided the opportunity to build carbon neutral homes that people on a median income could afford to buy. As a garden town it would be surrounded by green spaces. The need for vehicles would be limited as there would be good transport provision.

3.4 A number of points and questions were raised:

- The Royal Berkshire hospital was already stretched to capacity. Would the new development enable the redevelopment or extension of the hospital to accommodate the increase in local population?
- Would the anticipated government grant for infrastructure of £252m be enough? It was acknowledged that it would not.
- How could the green belt be protected in the meantime and further development stopped? It was confirmed that having a local plan in place which would include the proposed development could assist with preventing further development but that it was not possible to stop it altogether. It was noted that the existing local plan had been overridden on several occasions previously.
- How would affordable housing regulations be factored in? It was confirmed that the site would not be built in line with normal strategic development location regulations around affordable housing as it would be built using a development corporation.
- How would the proposal benefit the existing community which was seeing its character decimated by new developments?
- What would happen to existing houses in Three Mile Cross which did not appear on plans seen by some residents? It was confirmed that potentially these would either be built around or compulsory orders made but stressed that at this time no decisions had been made.
- Concerns were raised about building so many homes near a significant military installation and questions asked about what the evacuation plan for the development would be in event of an incident. It was noted there were several misstatements about restrictions for developments in zones around military installations. There was however a national body which the decision could be referred to if there were concerns.
- Was there a standard national defined timeline for the consultation period? It was noted that the usual period was six weeks.
- Were there concerns about the loss of green space for existing residents? John Halsall stated that he regretted the loss of all green space but that WBC could not legislate against it as the Government required it to build more housing.
- What was the timetable for the process? It was noted that consultation was likely to be open until the end of March and the results published in mid-2020. Assuming that the development was approved a local plan could be adopted by WBC in the second half of 2020 and the development could commence from June 2021.

3.4 B/Cllrs Patman, Munro and Haitham-Taylor expressed their concerns about the development highlighting infrastructure worries as a major issue. They supported the view that the Government was not providing enough money for this purpose. Concerns were also raised about the significant development that had already taken place in the area and the impact on local communities.

3.5 Members **AGREED** that it was not possible for SPC to support the plans unless certain issues were resolved. A review of the objection that had been submitted by SPC in 2017 took place. It was felt that since the original statement had been made there were now additional concerns. It was **AGREED** that members would submit their comments to Cllr. Grimes to enable the statement to be updated.

20/4 **4.1 Council Minutes 19 December 2019**

Cllrs. Jahromi, McDowell and Brown asked that their apologies for absence be added.

The minutes of the Council meeting held on 19 December 2019 that had been circulated prior to the meeting were **APPROVED** subject to the above addition.

Proposed: Cllr. Montgomery Seconded: Cllr. Lias Approved Unanimously

4.2 Matters Arising from Previous Meeting

23.3.2.3 Spencers Wood Pavilion Business Case
This item was noted as ongoing.

49.2.2 Website development
This item was noted as ongoing.

49.3.3.3 Decision making policy and framework to be developed.
This item was noted as ongoing.

60.3.3 Clerk to ascertain ownership of land referred to as Common Land
This item was noted as ongoing.

83.2.4 Cllr. Grimes to write to enforcements copying in B/Cllrs. and Wayne Smith regarding the storage of vehicles at a Carneys.
Cllr. Grimes confirmed that he would follow the matter up with Wayne Smith, WBC.

92.3.1 Clerk to write to WBC to say that SPC did not consider that SPC should pay for the footbridge over the Grazeley footpath.
The Clerk confirmed that WBC had now agreed to pay for the footbridge over the Grazeley footpath.

92.3.3 Clerk required to obtain costing and design of new village gateway signs from WBC
This item was noted as in progress.

114.4.1 Clerk to ascertain the location of the new northbound School Green bus stop and whether its current location is permanent.
The Clerk confirmed that the bus stop would be moved to where the temporary stop was currently located.

114.4.2 Cllr. McDowell to research options for an electronic solution for documentation access and storage to reduce paperwork.
This item was noted as ongoing.

124.2 Cllr. Peer to speak with Kim Bedford regarding training for new councilors.
It was confirmed that details of courses being provided by both BALC and HALC had been sent to members and that therefore this item was complete.

124.3.2 Clerk to set up meeting between himself, Cllr. Lias and B/Cllr Frewin to discuss speeding reduction in the area
The Clerk confirmed that the meeting been set up.

128.0 Clerk to write to Sarah Hollamby requesting an update on Ryeish pavilion and remediation of rates.
Cllr. Grimes noted that he had submitted a written proposal to WBC on this matter but that no response had been received. John Halsall, WBC, requested that Cllr. Grimes brief him on the matter outside of the meeting.

131.0 Cllr Boyer to investigate process for national honours and rethink format of volunteer evening for 2020
This item was noted as ongoing.

131.2 Cllr. Brown, Lias and Darley to set up a working party to determine how to celebrate 75 years since VE day in 2020
Cllr. Brown confirmed that plans were moving forward. It was noted that a small budget would be needed for the event.

144.1 Cllr. Boyer to submit a proposal for the Volunteer Event 2020 to January Full Council
This item was noted as ongoing

145.1 Clerk to ask UoR for permission to attend their community forum
The Clerk confirmed that the next event would be taking place in March and that SPC would be invited to attend.

145.3 Clerk To compile input from members on response to WBC traveler encampment strategy
This item was noted as complete.

145.5 Clerk to write to Berkshire Maestros in response to their request for support stating that SPC would be keen to support them from Jan 2021
This item was noted as complete.

147.2 Clerk to ascertain the minimum amount of information on members that should be listed on the SPC website.
The Clerk stated that WBC had confirmed that the minimum amount of information about Council members required to be stated on the SPC website was name and a method of contact.

The Clerk was asked to check whether it was compulsory for partners declarations to be published on website.

4.3 Matters Arising.

137.3 It was noted that SPC providing a proposal to WBC containing plans for relocation of the playground at Three Mile Cross should have been recorded as an action and **AGREED** that this would be added to the log.

20/5 **Reports**

5.1 Chair's Report

The Chair highlighted the following items:

- The land purchase from Shinfield United Charities was almost complete (see item 20/10)
- Quotes received for the construction of the community centre started at £3.1m. The joint working committee was seeking to reduce costs by up to 500k and a further report would follow.

5.2 Clerks Report

The Clerk highlighted the following points from the report circulated prior to the meeting:

- Staff appraisals would be commencing that week and would be completed by the end of January.
- Staff committee meetings for 2020 had been scheduled on a quarterly basis.
- Luke Bridcot, Facilities Manager, had tended his resignation and would be leaving on 6 Feb 2020. A replacement was being sought.
- Youth club meetings had been re-established to drive the youth club provision in the area. It was hoped that by mid-February the club would be up and running.

The Clerk was asked to obtain and share with members details of the Climate Emergency meeting being held by WBC.

5.3 Borough Councilors' Report and Questions

B/Cllr. Frewin noted the following points:

- Strategy on fly tipping to be rolled out from April and good progess was being made.
- Significant effort was being made with the South of Cutbush appeal
- A Climate Emergency plan had been published but was yet to be discussed.
- A review of WBC website had not yet started but B/Cllr. Frewin would be meeting with WBC's technical team shortly.
- A report on travellers was due to be published in February
- Reported pot-holes had now been fixed. B/Cllr. Frewin requested that residents be actively encouraged to report pot-holes using the WBC portal or fix my street.

Cllr. Jahromi left the meeting at 9.30pm

5.4 Updates from Recent Committee Meetings

5.4.1 Planning and Highways Committee 5 December 2019

The Planning and Highways committee minutes for December were **NOTED.**

5.4.2 Finance and General Purpose Committee 11 December 2020

The minutes of the Financial and General Purpose committee were **NOTED**.

5.5 Verbal reports from committees that had not convened since the last Full Council meeting

There were no reports provided

5.6 Reports from Outside Bodies

There were no reports from external bodies.

20/6 **SPC Project listing**

The SPC project listing circulated prior to the meeting was **NOTED.**

20/7 **Neighborhood CIL Report**

7.1 The CIL allocation report for November 2019 was **NOTED**.

7.2 The CIL annual report for 2019 was **NOTED**.

20/8 **Invoices for Payment**

The report of invoices for payment was considered and **APPROVED**.

20/9 **Projected budget outturn 2019/20 and proposed budget for 2020/21**

9.1 It was proposed that the projected budget outturn for 2019/20 of £379,307 be **ACCEPTED**.

Proposed: Cllr. Montgomery Seconded Cllr. Brown Unanimously Agreed

9.2 It was proposed that the recommended budget for 2020/21 be **APPROVED**.

Proposed: Cllr. Boyer Seconded Cllr. Brown Unanimously Agreed

9.3 It was proposed that the recommended precept for 2020/21 be **APPROVED.**

Proposed: Cllr Montgomery Seconded: Cllr. Brown Unanimously Agreed

20/10 **Purchase of Land under Shinfield Parish Council from Shinfield United Charities**

Cllr. Grimes sought approval to sign and seal a Contract of Sale and Overage Deed and make payment of £160,000 for the purchase of the freehold of Shinfield Parish Hall and associated land from Shinfield United Charities.

Cllrs Montgomery and Jahromi declared an interest in this item and therefore did not participate on the following two votes.

It was **AGREED** that the sale should be made under the seal of the Council.

Proposed: Cllr. Lias Seconded: Cllr. Peer Unanimously Agreed

It was **AGREED** that the overage deed should be signed under the seal of the Council.

Proposed: Cllr. Lias Seconded: Cllr. McDowell Unanimously Agreed

20/11 **Correspondence**

It was proposed that appointment of the Internal Auditor**,** C. Connell, be **APPROVED** to audit financial year 2019/20

Proposed Cllr. Boyer Seconded Peer Unanimously Agreed

There were no further items of correspondence.

20/12 **Next Meeting:** 17 February 2020

The meeting was closed at 21:50

Action Items:

Minute Ref	Details	Action By:
23.3.2.3	Spencers Wood Pavilion Business Case Business Case to be presented for the provision of new facilities at Spencers Wood.	Cllr. Clarke

49.3.2.2	Website proposal to be bought back to Council	Cllr. Brown
49.3.3.3	Decision making policy and framework to be developed. Cllr Grimes to bring to Council a policy for developing assets in the parish	Cllr. Grimes
83.2.4	Cllr. Grimes to follow up on writing to enforcements copying in B/Cllrs. and Wayne Smith regarding the storage of vehicles at a Carneys.	Cllr. Grimes
92.3.3	Clerk to discuss siting of new village gateway signs with Cllr. Lias and notify WBC.	Clerk
114.4.2	Cllr. McDowell to research options for an electronic solution for documentation access and storage to reduce paperwork.	Cllr McDowell
124.3.2	Clerk to set up meeting between himself, Cllr. Lias and B/Cllr Frewin to discuss speeding reduction in the area	Clerk
128	Cllr. Grimes to brief John Halsall on written proposal to WBC on Ryeish Green pavilion sent to WBC.	Cllr. Grimes
131.2	Cllr. Brown and Lias to give regular update to Council on plans to celebrate 75 years since VE day in 2020	Cllrs Lias/Brown
144.1	Cllr. Boyer to submit a proposal for the Volunteer Event 2020 to January Full Council	Cllr. Boyer
147.2	Clerk to ascertain whether it was compulsory for partners declarations to be made public on SPC website.	Clerk
137.3	SPC to send proposal for relocation of playground at Three Mile Cross to WBC	Clerk
3.5	Members to submit comments on the SPC objection letter regarding Grazeley to Cllr. Grimes	All
5.2	Clerk to share details of WBC climate emergency meeting with members	Clerk