Minutes Approved on:	

Shinfield Parish Council

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DRAFT

Minutes of a meeting of the Development Board held on Thursday 11 November 2021 at School Green Centre commencing 19.30 hrs.

Present: Cllrs N Boyer, E Brown, I Clarke, A Grimes (Ch), L James, I Montgomery, D Peer
Attending: M Balbini (Clerk), Kouy Young (Deputy Clerk)

21/DB/29 **Public Questions**
There were no public questions.

21/DB/30 **Apologies and declarations of members' interests**

30.1 Apologies were received from Cllr. Brown and Clarke.

30.2 There were no declarations of members' interests.

21/DB/31 **Minutes of the Previous Meeting**

31.1 The minutes of the Development Board Meeting held on 8 September 2021 were **APPROVED** as an accurate record of the meeting and signed by Cllr. Grimes.

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

31.2 **Actions from previous minutes:**

28.1.7h Clerk to ascertain from Reading Buses who owned the Black Boy bus stop at Brookers Hill which had no bus stop sign on it on the eastbound side.
The Deputy Clerk confirmed that she had been in contact with Reading Buses but was awaiting further information.

5 5h Cllr Montgomery to arrange a survey of youths in the parish to understand their needs in respect of the community centre.
Cllr. Montgomery confirmed that this would be progressed once the parish youth club had resumed.

11 3a Cllr. James to present options for the operations and buildings management of the community centre to R&A
Cllr. James noted that he was working with Cllr. Clarke on the sports strategy in conjunction with SPC staff to gather quotes for maintenance work that needed to be carried out. Cllr

Clarke was meeting with a sports consultant to obtain advice on how to best utilise the sports grounds in the parish. Cllr. James was working with the Clerk regarding staffing for the new facilities. A discussion had taken place with Mark Redfern WBC who had informed SPC that Red Kite had accepted that service charges could be made for their usage of the new community hall and that SPC would be raising a charge of approximately £25k in respect of library to WBC subject to final agreement.

The Clerk and Cllr. Clarke were scheduled to meet with a representative of WBC to discuss charges for sports facilities. The Sports Strategy group and Facilities Manager would also be invited to attend.

It was noted that the relationship with Stern Consultancy was now complete. The Clerk undertook to obtain a report from them on communication with those that had tendered unsuccessfully for the café.

11 5c Millworth Lane:
Recreation and Amenities Committee review the investment plans for the site.
Clerk to circulate Quadriga report to Cllr. James and Clarke once received.
Cllr. Clarke confirmed that a review of the investment plans was ongoing.

The Clerk confirmed that the report from Quadriga had been circulated.

11 3d Cllr. Lias to investigate how to get the asset at TMX onto the community asset register. AOC to be instructed to research the opportunity.
This item was noted as outstanding.

11 2g Cllr. Grimes to speak to WBC regarding the possibility of SPC funding/co-funding speeding measures.
Cllr. Grimes confirmed that discussions were ongoing with WBC on how to address speeding measures.

11 2k Deputy Clerk to update the committee on progress made to date with the property ownership project.
This item was noted as ongoing but currently on hold due to SPC staff preparing to transfer to the new community centre. The Clerk was not able to commit to a completion date due to the complex nature of the work.

It was **AGREED** that a schedule detailing the land parcels involved in the land registry project and their status would be compiled and presented at the next Development Committee.

31.3 Matters Arising
There were no further matters arising.

21/DB/32 **Major Projects**

32.1 The list of projects was **NOTED** and the following updates given:

1a Community Centre Construction:
Cllr. Grimes gave an update on the community centre construction noting the following points:

- SPC would negotiate the freehold of the School Green Centre with the University of Reading
- Work to resolve a number of snagging issues on the building was ongoing.

2a External Storage Area at Parish Hall
The Clerk confirmed that quotes had been requested for the provision of storage.

3a New Community Centre Management
The license for catering had been agreed internally.

3c Village Centre Development
SPC was awaiting sight of the planning application for the village centre development.

1a Three Mile Cross Playground
Clerk undertook to liaise with Taylor Wimpey and WBC to understand the latest plans for the playground and surrounding area. Development of the playground would be allocated to Cllrs. Boyer and Lias.

2e Mereoak Crossing
This was now part of the LEP review of the A33 and not a part of a funding request.

2g Village Speed Limits
Ashley Waite, WBC, had provided a report on potential sites for village gates to which Cllr Lias was responding.

3i Development of Parish Brand
This now sat under the remit of the Communications and Policies committee.

21/DB/33 **New Bids**
The Clerk confirmed that no new bids had been received.

21/DB/34 **Correspondence**
There were no items of correspondence.

21/DB/35 **Next meeting Date: TBC**

The meeting ended at X:XX pm

Ref	Action	Action by
28.1 7h	Clerk to contact Reading Buses to arrange for a flag to be sited at the bus stop on Brookers Hill Eastbound. – In progress	Deputy Clerk
5 5h	Cllr Montgomery to arrange a survey of youths in the parish to understand their needs in respect of the community centre once youth clubs had resumed.	Cllr Montgomery
11 5c	Recreation and Amenities Committee review the investment plans for the site.	Cllr. Clarke
11 3d	Cllr. Lias to investigate how to get the asset at TMX onto the community asset register.	Cllr. Lias

11 2k	Schedule detailing the land parcels involved in the land registry project and their status to be compiled and presented at the next Development Committee.	Deputy Clerk
1a	Clerk to liaise with Taylor Wimpey and WBC to understand the latest plans for the playground and surrounding area. Development of the playground to be allocated to Cllrs. Boyer and Lias.	Clerk Cllr. Boyer/Lias

Shinfield Parish Council Project and Task list				Version 18 (12 Jan 2022)	Update	Timescale
No	**Project**	**Lead Councillor / Committee/WP**	**Current Status**	**Categorisation by Dev Board 21 2 19**		
	MAJOR PROJECTS					
	To be performed in sequence not in parallell (a)					
1a	New Community Centre Construction	**Developent Board** Andrew Grimes	Initiate negotiation with the UoR re freehold of SGC Work to resolve a number of snagging issues and work not done	Parish Council to neogotiate the freehold of Community Centre with UoR	Snaging ongoing	Q4 2022
2a	External storage at Parish Hall	**Developent Board** Andrew Grimes	Review storage area behind Grazeley Hall	Complete post completion of SGC	Quotes received and work approved.	Q1 2022
3a	New Community Centre Management	**Development Board** Andrew Grimes	Café fit out ongoing Library fit out ongoing		Catering license agreed	Q1 2022
5a	High Copse Sports Hub	**Development Board** Ian Clarke Laurie James	Development of sports club and fields Work will commence in the near future, to be completed in 2023 - Waiting to hear from Nigel Frankland re the next meeting		Progressing	Q3 2023
6a	Spencers Wood Recreation Area Improvement WP	**R&A Committee** Ian Clarke	Awaiting a Full Business Case to be agreed by R&A and approved by FC to go to Contract Finder		Progressing	Q4 2022
	SPC funded with limited involvement/resourse required as will pass to a contractor (b)					

	Decision awaited then potential for swift delivery or high involvement (c)					
1c	Development of Deardon Field	**R&A Committee** Ian Clarke	Waiting response from WBC over exchange of freehold land Deardon/Ryeish Pitches Solicitors now handling transfer	Awaiting decision on value balance		Q1 2022
3c	Village Centre Development	**Developent Board** Andrew Grimes	AOC have been attempting to contact the consotium. AG to contact consortium. Parish Council to consult with Nigel Frankland re use of undeveloped land bewteen the Health Centre and Beake Ave		Planning Application awaited	Q3 2023
5c	Millworth Lane Recreation Ground	**R&A Committee** Laurie James	R&A to review plans in line with other venues and sports provision to develop specific plans for Millworth Lane		BDS contacted to PM the refurb of the Millworth Lane Pavilion	Q1 2022
	On hold but could be restarted at any time (d)					

	Other (e)		

1e	Three Mile Cross Playground and linked to this is: The nacent Green Space at Taylor Wimpey's "South of Church Lane" development - to be made to Parish Council specification instead of	**R&A Committee** Darrell Lias Nigel Boyer	Planning Application submitted by Taylor Wimpey. Investigate whether there is a possibility for SPC to pay for traffic calming measures - Discuss in Full Council	Allocate to Nigel and Darrell to progress	Progressing with plans developed by WBC Clerk to liaise with TW and WBC for current and future plans.	Q2 2022
3e	Shinfield Future View	**Working Party** I Montgomery, P Alexander, A Narayanam, MO'Brien, M McDowell	Future view of Shinfield Parish TOR written			Q2 2022
3d	TMX asset purchase	**Working Party** D Lias, M McDowell, P Jahromi	Need to find out how we can get get The Swan Pub on the WBC Asset Register.			Q2 2022
	PROJECTS					
	Within committee remit (f)					

1f	Development of pre and after Schools clubs **(scoping stage)**	**CSC WP** Ian Montgomery	Operational after School Club at Shinfield term time only review periodically	CSC remit		
	Ongoing with Cllr lead (g)					
2g	Village Speed Limits	**R&A Committeee** Darrell Lias	Include Pedestrian access from Shinfiled Meadows as further support for a 20 miles past the school and 30 mile from Shinfield Meadows vehicular access all way through village. Ongoing discussion being had with Andy Glencross	Darrell as lead	Ashley Waite has produced a report on suggested sites. D Lias responding	Q1 2022
3g	Village Gateway signs	**R&A Committeee** Darrell Lias	Discussions had with A Glencross	Integrate with speeding 2g	as above	Q1 2022
7h now 4g	Disabled Facilities **(scoping stage)**	**CSC WP** Peyman Jahromi	Early days project just started	Peyman as lead	Moved to ongoing with Cllr lead	Q2 2022
	TASKS					
	Within committee remit (h)					
4h	Create maps of SANG walks for all abilities and parents with	**CSC WP** Eddie Brown	In progress with SPVG and WBC. Ian Young aware. Awaiting completion of the Ridge SANG - History Walks being	P&H remit	Langley Mead is complete. Other SANG walks onging.	

	Allocated to Cllrs/Committee (i)					
3i	Development of Parish Brand	Nigel Boyer and consultants			Now part of communication in C&P committee	Q4 2022
5i	Community Integration Roadshow	**CSC WP** Eddie Brown			Progressing as planned	
6i	Cycle Paths	**CSC WP** Eddie Brown	Cycle Path map is in preparation. (With a separate Walking map for "You are Here" boards, etc.)		Progressing as planned	
	Allocated to Staff (j)					

	Allocated to Clerk/Office (k)					

2k	Property Ownership	Mike Balbini	Clerk to ascertain all SPC property is properly registered with Land Registry - Need to confirm what properties have been registered so far and what percentage this totals	Remit of Clerk / asset management	Progressing as planned but slowed due to COVID	Q2 2022
	SPC funded with limited involvement/resourse required as will pass to a contractor (l)					

	COMPLETED OR NEARING COMPLETION (m)					
1m	Air Polution	Laurance James	Awaiting decision - LJ to update	Completed apart from	16 April 2019 Locations	Completed

2m	Finalise Parish Hall Upgrade	Mike Balbini	Finalise last items and complete by February Recommend Kitchen Equipment, new china etc	Pass to Clerk and office	16-Apr-19	Completed
2j	School Green Upgrade	**R&A Committee** Ian Clarke	Make plan for School Green improvements	Luke to progress with N Boyer		Completed
3m	New CCTV for sites	**R&A Committee** Ian Clarke	Estimates agreed DCS appointed as contractors, insatllers	Awarded to DCSC	16 April 2019 Completed for office and SWP. Now doing Millworth lane	Completed
4m	S.H.I.N.E (Some Health Issues Need Effort) exercises etc	**CSC Committee** Eddie Brown	In progress. Agreed with WBC but question of Parish Hall capacity and six mths free use to establish	Approved and bookings made	16-Apr-19	Completed
2b	Refurbish Grazeley Village Hall	**Chair of Council** Village Hall Committee	Waiting grant/loan application from Village Hall committee after Surveyors report. Currently finalising and costing	Funding only- limited involvement/resource required	Almost complete. Jane has visited to check how grant was spent.	Completed
1j	Patio Upgrade	**R&A Committee** Ian Clarke	Refurbish Parish Hall patio area	Luke to obtain three quotes	16 April 2019 Now part of SCC build. Luke to maintain	Completed
1k	Office management	Mike Balbini	Review on-going specific staff responsibilities, training and development	Remit of Clerk		Completed
1h	Newsletter re OAP/Toddler Groups	**CSC WP** Eddie Brown	In progress. Contributors invited	CSC remit		Completed

3h	Publicise community activity on SPC Facebook plus Spencer Wood and Shinfield Community Facebooks	**CSC WP** Eddie Brown	In progress. Contributors invited	CSC remit		Completed
4a	Replacement of Spencers Wood pavillion	**SWP Working Party** Ian Clarke Laurie James	SWP WP to take on. Now looks like single story due to roots. Not big enough for library use. M Redfern discussing proposal with property services WBC. Agreed on single storey, no library. Planning granted and work started 21 July 2020.	Modulek appinted		Oct-20
2f	Chapel Lane Pre-School	**CSC WP** Ian Montgomery	Pre school very happy with new facilities at SWP	CSC remit		Q4 2020
2c	Deardon Field Allotments	I Clarke L James			Completed. Water system upgrade approved and UoR informed	Q1 2021
2h	Community activity page to be added to SPC website	**CSC WP** Eddie Brown	In progress. Contributors invited	CSC remit	Specified action has been completed but website review is ongoing separately	Q4 2020

1d	Hartley Court Allotments	**R&A Committee** Ian Clarke	Consider whether affodable Homes built by SPC due to its location within the EPZ	Place on hold. We can restart at any time	Unable to proceed - Closed	
1l	Parish Footpaths Surfacing and Gates'	Ian Young	On-Going sub contracted to Ray Sharp and Ian Young	SPC allocate funds as work requests come through		
1i	Take over management of WBC land	**R&A Committee** Ian Clarke Laurie James	New Project waiting for further details of requirements - Land offered by Nigel Frankland (at junction of Dearden Way and Chrurch Lane)	Longterm project	Cllr. Clarke confirmed that Taylor Wimpey would be creating two football piches and creating an orchard Lter in 2021 Cllr.Grimes confirmed that UoR had offered land at the junction of Deardon Way and Chuirch Lane to SPC	closed 11 Nov 2021
2i	Pride in our Parish Parish 5 sites	**R&A Committee** Ian Clarke	Alongside taking over management of WBC land, priority for this work to start soon. IC to talk with Nigel Frankland	Longterm project and merge with 1i above		closed 11 Nov 2021

	REMOVED FROM LIST (n)					
1n	SOS Save our Villages	**SOS** Andrew Grimes	On-Going project but at early days needs more integrated marketing	Not an SPC project		
4i	Change name of parish	**Communication & Policies** Peter Hughes	Consideration of changing Parish Name to incorporate individual villages in one non controversal name	C&P remit		

4c	Empty Bungalows at Ryeish Green	Ian Clark **Development Board** possible acquisition by SPC and refurb	Look at acquistion of two buildings close to Ryeish for re-furbish and rental by SPC	Awaiting decision then we can start work		

	Removed
	Ongoing
	Completed
	Merged
	Closed / On Hold