

Minutes approved on:	
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Draft

Minutes of a meeting of Shinfield Parish Council held on Monday 16 March 2020 at Three Mile Cross church centre, commencing 19.30 hrs.

Present: Cllr's E Brown, I Clarke, P Darley, P Emmet, A Grimes (Ch), L James, D Lias, I Montgomery, M O'Brian.

Attending: Mike Balbini (Clerk), Jo Skidmore (Committee Secretary), B/Cllr. Patman, B/Cllr. Frewin and several residents, A Narayanan, P Alexander (prospective members) and Emily Temple, ET Planning

20/30 Public Questions

30.1 A resident from Three Mile Cross raised concerns about sewage spilling into gardens as a result of a leaking pipe on a new housing development stating that she was unaware of the ongoing issue when she purchased the house. The resident had sought a remedy from the parties involved but none had been forthcoming. It was requested that SPC support a group of residents in finding a solution.

30.2 Cllr. Clarke noted that a new pumping station had been installed and was due to be commissioned on 4 April. It was acknowledged that a solution needed to be found before then by the developers, Taylor Wimpey, and Thames Water.

30.3 It was **AGREED** that a working group would be set up with representation from Enforcement (WBC), SPC, Locality and a B/Cllr with the aim of looking at this and other issues relating to the management of local developments.

20/31 Reading Buses Presentation

31.1 Robert Williams, Chief Executive Officer, Reading Buses, gave a presentation explaining the structure and focus of the company. It was noted that Reading buses was owned but not run by Reading Borough Council. It was confirmed that whilst the main network covered Reading, services had been expanded to cover other areas to enable them to create a joined-up service across the wider Thames Valley.

31.2 Its commitment to running an environmentally friendly fleet that was carbon neutral was noted as was the size of the fleet which was approximately 285 buses.

31.3 Members and other attendees questioned the level of service in the parish which most considered unsatisfactory. Mr Williams acknowledged that there were gaps in the service but noted the challenges that existed in trying to make routes viable.

31.4 Members expressed the importance of the number 7 bus route to the community and its desire to

ensure that the route was sustainable. It was noted that SPC was trying to build a community that was not car reliant. Mr. Williams confirmed that all routes were kept under review.

31.5 B/Cllr. Frewin asked who was consulted when routes were designed. It was confirmed consultation included bus drivers, customer services, and community engagement.

31.6 Cllr. Grimes asked whether the Reading bus fare zone could be extended to cover the whole parish. Mr Williams noted that costs were based on the cost to run the service and the number of people using it and stated the need for the organisation to break even. It was suggested that the decision of residents to use the bus was based on fares, frequency and the quality of service but that in order to increase the service the bus company would need financial support from another party. It was noted that all routes within Reading were fully commercial and outside of Reading the ones that weren't were subsidised by S106 funding. It was important to review services but also to protect existing services. Reading Buses had approached WBC previously to develop the service however they had stated that there was no funding available.

31.7 A resident queried the location of bus stops in the parish noting the long distance between some of them. Mr Williams acknowledged the issue of bus stop locations and confirmed that he had been working with WBC to resolve the issue.

31.8 It was **AGREED** that detailed questions for Mr Williams would be collated by the Clerk and submitted to Mr Williams for feedback.

31.9 Cllr. Grimes thanked Mr Williams for attending.

20/32

Reports from Borough Councillors

32.1 B/Cllr Patman confirmed the postponement of the local elections due to the Coronavirus outbreak and that WBC was focusing on finding different way of working to manage the crisis.

32.2 B/Cllr Frewin noted that he was pushing WBC to organise a co-ordinated response to helping those in the parish aged over 70 through the use of volunteers and asked if SPC would support the initiative.

32.3 Members supported the proposal subject to safeguarding measures being addressed. It was **AGREED** that B/Cllr Frewin would work with Cllr. O'Brian on the initiative.

32.4 Cllr. James suggested the recruitment of a staff member to co-ordinate the community effort against Coronavirus on a six to twelve-month basis and undertook to work with the Clerk on this.

32.5 The update by B/Cllr Frewin circulated to members prior to the meeting was **NOTED**.

20/33

Apologies and declarations of members' interests

33.1 Apologies were received from Cllrs. Jahromi. Peer and Boyer

33.2 There were no declarations of interest.

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

33.4 Co-option of A Narayanan

The candidate, Arathy Narayanan, gave an overview of her background and noted her interest, skills and experience in family and mental health counselling, woman and youth empowerment and life coaching.

It was **PROPOSED** that A Narayanan be co-opted to the Council.

Proposed: Cllr. Montgomery

Seconded: Cllr. Lias

Unanimously Agreed

31.5 Co-option of P Alexander

The candidate, Philip Alexander, gave an overview of his background noting his interest, skills and experience in business and the not for profit sector, mental health, food poverty and empowering grass roots projects.

It was **PROPOSED** that P Alexander be co-opted to the Council.

Proposed: Cllr. Darley

Seconded: O'Brian

Unanimously Agreed

20/34

SPC Response to Local Plan Update

34.1 Members considered the draft response to the Local Plan update which had been circulated prior to the meeting.

34.2 Emily Temple, ET Planning gave an overview of the draft response. The following issues were highlighted as areas of concern:

- Given the current state of retail it was unlikely that a new town centre would be sustainable
- The amount of infrastructure needed for the project questioned the viability of it. Most infrastructure development committed was in the east of the borough so it may be more sensible to build the development there.
- The proximity of the planned development to AWE was considered a major issue even noting that there were no plans to build residential property on the area that would require a detailed emergency plan.

34.3 Cllr. Montgomery noted that he was attending a meeting at AWE on Wednesday 18 March and would notify members if there were any critical changes being made to rules relating to building in the area.

34.4 It was **PROPOSED** that the recommendations in ET Planning's report, the transport report and the SPC position statement were **AGREED** subject to any update from Cllr. Montgomery after his meeting with AWE.

Proposed Cllr. O'Brian

Seconded Cllr. Brown

Unanimously Agreed.

34.5 The Clerk undertook to place the final version on the SPC website on Friday.

Cllr. Lias left the meeting at 9:15pm

20/35

Presentation from Website Developer

It was noted that this item had been postponed.

20/36

36.1 Council Minutes 17 February 2020

The minutes of the Council meeting held on 17 February 2020 that had been circulated prior to the meeting were **APPROVED**.

Proposed: Cllr. James

Seconded: Cllr. Emmet

Unanimously agreed

36.2 Matters Arising from Previous Meeting

23.3.2.3 Spencers Wood Pavilion Business Case

See agenda item 20/37

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.

83.2.4 Cllr. Grimes to write to enforcements copying in B/Cllrs. and Wayne Smith regarding the storage of vehicles at a Carneys.

This item was noted as ongoing.

92.3.3 Clerk required to obtain costing and design of new village gateway signs from WBC

This item was noted as in progress.

114.4.2 Cllr. McDowell to research options for an electronic solution for documentation access and storage to reduce paperwork.

It was **AGREED** that this item would not be progressed.

128.0 Clerk to write to Sarah Hollamby requesting an update on Ryeish pavilion and remediation of rates.

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 noted that the event was unlikely to go ahead due to restrictions imposed as a result of the Coronavirus pandemic. It was **AGREED** that Cllr. Brown should proceed with the purchase of banners for the SPC stand as they could be used for future events.

144.1 Cllr. Boyer to submit a proposal for the Volunteer Event 2020 to January Full Council and look at honors process.

This item was noted as ongoing.

13.6 Cllr. Lias to progress issue of speed camera on Mortimer road through Planning and Highways and in conjunction with WBC.

This item was noted as ongoing.

16.1 Clerk to obtain a supply of bus timetables to hold at the Parish Council.

This item was noted as complete.

16.2 Clerk to send details of drainage work being undertaken at Deardon Allotments to Cllr. Emmet

This item was noted as complete.

16.2 Clerk to speak to drainage people to ask them to ensure drains on Hyde End Road bend where flooding occurred are clear.

The Clerk confirmed that the drains were clear but that some work needed to be carried out on the land around them to make drainage more effective.

17.6.2 Clerk to arrange for list of groups in parish working to reduce isolation to be added to the SPC website

This item was noted as complete.

17.6.5 R&A to discuss availability of the community hall for the Welcome club to enable them to have guest speakers

This item was noted as complete

18.3 Clerk to arrange special meeting for members to discuss plans for the junction at Basingstoke Road and Church Lane with B/Cllr Patman being invited.

This item was noted as complete

23.0 Clerk to change title of AOC meetings to Community Centre Planning meetings on meeting schedule

This item was noted as complete

28.1 Cllr. Emmet to investigate the need for flood wardens in the parish

This item was noted as complete.

20/33

Reports

33.1 Chair's Report

The Chair noted that due to his employment with the NHS his activity as Chair of SPC this month had been restricted however he noted his attendance the Thames Valley Science Park meeting regarding proposals to put a film studio on site.

33.2 Clerks Report

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

- The Arboricultural Impact Survey had been completed but not received. A quote for a parish-wide tree survey had been provided.
- A 5-year guarantee letter for drainage at Deardon allotments was being sought from the University of Reading. Maintenance work would commence on footpath 11 week commencing 27 April.
- Air Quality /TRL: Analysis had taken place work commencing on assessment of the times of maximum values. In general air quality in the parish was very good.
- Space Care: The Clerk had negotiated a cost reduction for work at Millworth Lane Halved from 14 to 7k
- Youth Club: The club had reopened with three staff and two volunteers. 16 children attended the first night.
- Internal audit: This had been completed and there were no substantial findings
- Website: The resident survey had been completed.
- "Happy to chat bench": A full discussion and recommendation would take place at the next Recreation and Amenities committee meeting about the idea of the bench designed to combat loneliness.

33.3 Updates from Recent Committee Meetings

33.3.1 Recreation and Amenities Committee 27 February 2020

The minutes were **NOTED**. It was requested that the Clerk invite David Hare, WBC, to attend the next Full Council meeting to discuss some ongoing issues in the parish.

33.3.2 Planning and Highways Committee 5 March 2020

Cllr. Grimes confirmed that the expansion of Crosfields School had been approved and that Cllr. Peer had requested confirmation from WBC on how the decision had been reached.

The minutes circulated prior to the meeting were noted.

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

There were no further reports.

33.4 Reports from Outside Bodies

33.4.1 Brambles (Red Kite) Partners Board meeting

Cllr. Brown gave an overview of the minutes circulated prior to the meeting.

It was noted that the Citizens Advice Bureau had given feedback about a recent session that they had hosted at the parish hall which they had deemed successful.

33.4.2 Borough Parish Liaison Minutes

The minutes of the Borough Parish Liaison meeting circulated prior to the meeting were **NOTED**.

33.4.3 Other

Cllr. Montgomery confirmed that the youth club committee had met and that they were pleased so far with the direction of travel with the club reopening.

20/34

SPC Project listing

The SPC project listing was **NOTED**.

20/35

Neighborhood CIL Report

A query arose about which developments had resulted in the increase in income from CIL. The Clerk undertook to ask WBC for a breakdown.

The CIL allocation report for January 2020 was **NOTED**.

20/36

Invoices for Payment

It was **PROPOSED** that the report of invoices for payment for March 2020 was **APPROVED**.

Proposed: Cllr. O'Brian Seconded: Cllr. Emmet Unanimously Agreed

20/37

Spencers Wood Pavilion Replacement

Cllr. Clarke gave an overview of the report on the status of the Spencers Wood Pavilion replacement circulated prior to the meeting. It was **PROPOSED** that members give approval for a planning application to be made for the project.

Proposed: Cllr. Montgomery Seconded: Cllr. James Unanimously Agreed

20/38

Dearden Allotments Lease

It was **PROPOSED** that members approve signing of the lease from the University of Reading for Deardon Allotments subject to the provision of a 5-year guarantee from the University that they would carry out any work needed in the event of further flooding.

Noting the difficulties in obtaining this from the University of Reading it was **AGREED** that the Clerk would ask Spadeoak for a warranty for the work that they had previously carried out which if obtained would make the need for the guarantee from the university obsolete and that the lease would be signed.

Proposed: Cllr. Emmet Seconded: Cllr. Clarke Unanimously Agreed

20/39

Correspondence

39.1 The Clerk noted a survey that he had received from NALC who were carrying out research into how local councils could tackle dementia.

Cllr. Emmet undertook to complete the survey.

39.2 Corona virus: It was **AGREED** that the Clerk would put together a contingency plan to deal with management of SPC during the Coronavirus outbreak.

39.3 There were no further items of correspondence and no other business.

20/29

Next Meeting: 20 April 2020 Three Mile Cross Church Centre

The meeting was closed at 22:00

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 brought 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
128	Cllr. Grimes awaiting response 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
13.6	Cllr. James to progress issue of speed camera on Mortimer road through Planning and Highways and in conjunction with WBC.	Cllr. James
30.3	Working group to be set up with representation from Enforcement (WBC), SPC, Locality and a B/Cllr with the aim of looking at this and other issues relating to the management of local developments.	Clerk
31.8	Questions for Mr Williams, Reading Buses, to be collated by the Clerk and submitted to Mr Williams for a response.	Clerk
32.3	B/Cllr Frewin to work with Cllr. O'Brian on the Coronavirus community response initiative.	Cllr. O'Brian
32.4	Cllr. James/Clerk to consider the recruitment of a staff member to co-ordinate the community effort against Coronavirus on a six to twelve-month basis	Cllr. James/Clerk
33.3.1	Clerk to invite David Hare, WBC to attend the next Full Council meeting	Clerk
35.0	Clerk to ask WBC for a breakdown of which developments had led to an increase in CIL money for SPC	Clerk
39.1	Cllr. Emmment to complete the NALC survey on action to tackle dementia	Cllr. Emmment
39.2	Clerk to put together a contingency plan for managing SPC during the Coronavirus outbreak.	Clerk