

Minutes Approved on:	
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DRAFT

Minutes of a meeting of the Development Board held on Wednesday 13 November 2019, Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs N Boyer, I Clarke, A Grimes (Ch), L James, D Peer, and D Lias

Attending: M Balbini (Clerk), Jo Skidmore (Committee Secretary), Nigel Frankland, University of Reading

19/DB/31 Public Questions

There were no public questions

19/DB/32 Apologies and declarations of members' interests

32.1 Apologies were received from Cllr. Jahromi

32.2 There were no declarations of members' interests

19/DB/33 Minutes of the Previous Meeting

33.1 The minutes of the Development Board Meeting held on 12 September 2019 were **APPROVED** as an accurate record of the meeting and signed by Cllr. Grimes.

33.2 Actions from previous minutes:

22.3 Cllr Grimes to ensure the dual fuel and flat roof vs "peg" be included as options in the tenders received for the Shinfield Community Centre.

Cllr. Grimes confirmed that this would be dealt with as part of the tender process.

28.1 3a Banners and exhibition about new community centre to be in place outside the current hall for remembrance Sunday.

The Clerk confirmed that the banner had been put up.

28.1 1e Clerk to check with land registry ownership of the allotment and playground space in the Three Mile Cross development plan.

This was noted as work in progress.

28.1 4h Cllr. Brown to review whether the walking route and SANG maps showed all exit routes, destinations and local facilities and also reviewed physical signage within the SANGS and on public paths.

This item was noted as ongoing.

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
The Clerk confirmed that he had contacted Reading Buses and was awaiting a response.

28.1 7h Cllr. Grimes to write to Reading Buses regarding fares and boundaries
Cllr. Grimes confirmed that this was now being picked up as a borough issue rather than a parish council issue.

28.1 2 Clerk to provide details of land ownership details identified to date
This item was noted as complete.

33.3 Matters Arising

Cllr. Lias requested an update on the issue with the caravan on Millworth Lane. Nigel Frankland confirmed that the issue was being discussed with the Universities in-house legal team. There was a need to understand the situation of the tenants who had been sub-letting from Shinfield Association. It was **AGREED** that Cllr. Clarke would forward a copy of the tenancy agreement to Nigel Frankland to share with the University's in-house lawyers.

It was noted that the following action had not appeared on the action log:

2g Clerk would lodge a request via the WBC website for a consultation on speed limit reduction to 30mph on Hyde End Road from Appleton Way to just before the new pedestrian exit from Shinfield Meadows and then 20mph to just beyond the school.

The Clerk confirmed that he had spoken with WBC who had confirmed that they did not anticipate an issue with starting the 30mph zone at the first zebra crossing at Shinfield Meadows and that the matter would be taken forward.

With regard to improving safety at the access from Shinfield Meadows by installing barriers it was suggested that the Clerk discuss the issue with the Highways Authority.

19/DB/34

Presentation on Shinfield West Sports and Pavilion

Nigel Frankland, University of Reading, gave an overview of plans for a pavilion and sports facilities in Shinfield West noting the requirement to construct facilities prior to construction of the 900th dwelling. Although this milestone had not yet been reached the University of Reading had decided to proceed with plans.

A need in the future for sports pitches for Three Mile Cross and Spencers Wood had been identified but these would not be delivered at present.

Nigel Frankland shared details of the programme for the pavilion noting the key milestones between 30 Oct 2019 and Oct 2021. Clarity was sought from SPC on its operational interest.

SPC confirmed that it would potentially be interested in operating and managing the building under a 50 year fully repairing insurance lease. The capability to extend the building would need to be fitted into the lease and thought needed to be given to how plans may fit with aspirations for a neighborhood park.

A draft plan of the building, which was 400sq meters, was shared with members. It was noted that SPC would have the option to fund additions to the building should it wish to. The planning condition required that it was a single-story building.

It was **AGREED** that SPC should give consideration to:

- Whether a licensed bar was required
- What kitchen facilities were needed

A proposal would be presented at the February Development Committee meeting.

Nigel Frankland suggested that there was an opportunity for an educational community growing space in the north of the green space in Shinfield West. SPC supported the idea in principle.

19/DB/35

Major Projects

28.1 Consider the list of projects

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

1a Community Centre Construction:

The deadline for the submission of tenders was 18 December. It was intended that they would be adjudicated in January by a panel of five with a view to gaining authority from WBC and SPC to sign contracts in February 2020 and commence work in April 2020.

3a Community Centre Management:

Cllr. Grimes and Cllr. Peer had met with Susan Tildsley regarding a marketing strategy for the community centre. Proposals would be submitted to the Joint steering group meeting in January.

1b Spencers Wood Village Hall Refurbishment:

It was **AGREED** that no further action was required in respect of this item.

4a Spencers Wood Pavilion:

Cllr. Clarke confirmed that quotes were being obtained from three companies and once obtained the proposals would be presented to Council.

Cllr. Grimes reminded members of the need to secure project managers in order to protect SPC from liability. This was acknowledged.

It was suggested that the services of a company were secured to handle the legal management of projects on a retainer basis.

It was **AGREED** that the High Copse sports hub and Mere oak crossing should be added to project list.

19/DB/36

Consortium Meeting Update

Cllr. Grimes gave a verbal update of the consortium meeting held on 13 November 2019 and shared with members the proposal that had been presented of plans for the area surrounding the new Community Centre.

It was confirmed that a further consortium meeting would be held prior to the January Development Board meeting at which it was hoped clarification would be received on

some outstanding issues.

19/DB/37

Correspondence

29.1 There were no correspondence items received.

19/DB/38

Next meeting Date: 15 January 2019

The meeting ended at 10:16pm

Ref	Action	Action by
22.3	Cllr Grimes to ensure the dual fuel and flat roof vs “peg” be included as options in the tenders received for the Shinfield Community Centre.	Cllr Grimes
28.1 2g	Clerk to speak to Highways authority about safety at exit from Shinfield Meadows and the possibility of installing a gate.	Clerk
28.1 1e	Clerk to check with land registry ownership of the allotment and playground space in the Three Mile Cross development plan.	Clerk
28.1 4h	Cllr. Brown to review whether the walking route and SANG maps showed all exit routes, destinations and local facilities and also reviewed physical signage within the SANGS and on public paths.	Cllr. Brown
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	Clerk
34	Proposal to be presented to February development committee on facilities at Shinfield West pavilion	Cllr. Grimes
35	High Copse sports hub and MereOak crossing should be added to project list.	Clerk