

DRAFT

Minutes of a meeting of the Development Board held on Wednesday 2 August 2017 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

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

17/DB/1 Election of Chairman

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

17/DB/2 Election of Vice-Chairman

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

17/DB/3 Public Questions

There were none.

17/DB/4 Apologies and declarations of members' interests

- 4.1 There were no apologies
- 4.2 Cllr Hughes reported he was the parish council's representative on both Spencers Village Hall Management Committee and Grazeley Village Hall Management Committee.

17/DB/5 Terms of Reference

5.1 Members reviewed the Board's 2016-17 terms of reference and asked the Clerk to make the following amendments for 2017-18:

5.1.1 Under Membership: delete the current wording and replace with the following:
"The Board shall have a minimum of five parish councillors. Up to five community representatives/stakeholders with relevant skills may be co-opted in the civic year for their advice and expertise, as and when appropriate, but with no voting rights. The quorum is three parish councillors. The Board will elect its chair and vice-chair annually from amongst the parish councillors."

5.1.2 Under Delegated powers:

- Bullet point 2: delete "the development of";
- Bullet point 4: delete first "Joint";
- Bullet point 5: delete current wording and replace with: "To appoint members to joint working parties with WBC as they arise".

5.2 Subject to those changes, members agreed the Board's terms of reference for 2017-18.

17/DB/6 **Community Representatives for 2017-18**

6.1 Members agreed the Clerk should invite the following community representatives to be co-opted onto the Board for their specific skills and areas of expertise: Richard Hatton, Jane Mason, John Peer and Ian Young. A fifth representative could be co-opted in due course.

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

7.1 Members considered the minutes of the meeting of 18 May 2017 and agreed one change to the resolution approved under 26.6, which should read as follows: "For these reasons, the Development Board **RESOLVED** to recommend to full Council that *in the interim*, in the exercise of due diligence, and in the best interests of the community as a whole, the parish council *should instruct solicitors* to cease forthwith all negotiations for a new lease with Shinfield United Charities until these matters are properly determined."

7.2 It was proposed and **RESOLVED** that, subject to this change, the minutes of the meeting of 18 May 2017 were a correct record of the meeting and these were signed by the chair.

7.3 Matters arising:

- Membership of the Board: Cllr Ian Montgomery has resigned from the Development Board following his appointment as trustee to Shinfield United Charities on 17 July 2017.

13.3 The purchase of land to the rear of the parish hall is currently being finalized.

25.2 The parish council had approved the Royal Institute of British Architecture (RIBA) competition approach at its May meeting, and subsequently the Joint Management Committee at its meeting on 4th July. Members requested the Clerk to advise the Consortium

25.3 Cllr Hughes reported he had contacted the Consortium regarding potential opportunities for leasing land, but to date had there had been no response.

17/DB/8 **Shinfield Parish Hall Update**

8.1 Members considered a report on the land ownership and governance of Shinfield Parish Hall (previously circulated). Members suggested a number of changes, and agreed the revised report be sent to WBC as a briefing note before the next meeting of the Joint Management Committee.

8.2 Members also agreed that the Clerk should contact the District Valuer to request an update of the survey report undertaken for the parish council in August 2013 and also to request representation of the parish council in negotiating the proposed new lease.

8.3 Members considered the draft Heads of Terms received from Shinfield United Charities via the parish council's solicitors for a new lease for 125 years for the parish hall. Cllr Hughes reported that a meeting had been suggested for the Clerk and himself to meet with the new chair of SUC, the Reverend Chris Leslie, and Mr. David Purton in the near future to share information and discuss working together to the benefit of the parish. Members agreed this to be a good way forward, and that a date for the meeting should be sought as soon as possible. The details of the draft lease would therefore remain under review pending the outcome of this meeting.

17/DB/9

Design of the new Community Centre

- 9.1 Members received an update report from RIBA on the principles and proposed timetable for the parish hall design competition (previously circulated), together with a draft contract of appointment between RIBA and the parish council.
- 9.2 Following a discussion, members **RESOLVED** to approve the terms of the contract, but asked the Clerk to check if the timing of the competition could be improved to permit a September launch. It was noted that as approval to proceed had been given by full council at its May meeting based on an initial cost of £53,500 plus VAT to the parish council, Cllr Hughes was able to sign the contract; but that it would remain undated pending confirmation of timescales. Cllr Hughes therefore signed the contract and instructed the Clerk to advise RIBA accordingly. It was also agreed the Consortium should be informed.

17/DB/10

Joint Shinfield Community Centre Management Committee

- 10.1 Members reviewed the draft minutes of the last meeting of the Joint Management Committee meeting on 4th July and noted the various actions. Members noted that further clarification was still required on WBC's requirements for the library and children's centre, and requested the Clerk to contact Mark Redfearn for this information.
- 10.2 Members noted the next meeting of the Joint Management Committee is on 15th August 2017, and proposed the agenda for that meeting should include confirmation of the library and children's' centre requirements, plus transition to the delivery phase of the project and appointment of new chair.

17/DB/11

Community Infrastructure Levy

- 11.1 Members received the latest report from WBC on the Community Infrastructure Levy, which identified an amount of £155,007 to be paid to the parish in October. Members discussed the projects identified so far through the "9 Box Matrix" model and those which had scored the highest at the June workshop. A number of other projects were also emerging, for example future community facilities in Spencers Wood, and that surveys were currently being undertaken of Spencers Wood Village Hall and Spencers Wood Pavilion.
- 11.2 Following a further discussion on the principles of CIL and how funds might be applied to community assets, it was agreed that Spencers Wood Carnival presented a good opportunity to engage public opinion. This would be taken forward to the next meeting of the Communications and Policies Committee on 3 August.

17/DB/12

Correspondence

- 12.1 The Clerk reported there had been 2 letters addressed to Cllr Hughes from Mrs. Rosemary Taylor, dated 17th July and 18th July, regarding her situation with Shinfield United Charities, one of which was a Freedom of Information request. Given the sensitive nature of the correspondence, however, the Clerk advised that the discussion should continue as a closed meeting.

EXCLUSION OF THE PUBLIC AND PRESS

- 12.2 It was proposed by Cllr Grimes and seconded by Cllr Peer and **RESOLVED** that, in view of the sensitive nature of the matter about to be discussed, it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.
- 12.3 Members considered both letters from Mrs. Taylor. It was noted these would be finalised and sent within the timescales required for a Freedom of Information request.

The meeting ended at 22.00 hrs.

List of actions

Ref	Action	Action by
5.2	Amend the Board's Terms of Reference for 2017-18 as agreed	Clerk
6.1	Write to the nominated community representatives to invite their co-option onto the Board	Clerk
8.1	Amend the briefing note on the land ownership and governance of Shinfield Parish Hall and send to WBC	Clerk
8.2	Ask the District Valuer for a copy of the 2013 valuation report for the parish hall and seek cost estimate and timescale for report to be updated	Clerk
8.3	Confirm date, time and venue of meeting between Cllr Hughes and the Clerk and representatives from Shinfield United Charities	Clerk
9.2	Ask RIBA to improve timescales for launch of design competition for new community centre	Clerk
10.1	Ask Mark Redfearn for further clarification on WBC's requirements for the library and children's centre	Clerk
10.2	Draft agenda for next meeting of Joint Shinfield Community Centre Management Committee	Clerk
11.2	Discuss ideas for engaging public opinion on community facilities in Spencers Wood at Spencers Wood Carnival with the C&P committee	Cllrs Hughes and Peer
12.3	Respond to Mrs. Taylor's letters within the timescales required for a Freedom of Information request (8 th August 2017 including Saturdays)	Cllr Hughes