

**DRAFT**

**Minutes of a meeting of the Development Board held on Wednesday 22 November 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/13 Public Questions**

There were none.

**17/DB/14 Apologies and declarations of members' interests**

14.1 There were no apologies

**17/DB/15 Minutes of the Previous Meeting**

15.1 Members considered the minutes of the meeting of 2 August 2017

15.2 It was proposed and **RESOLVED** that, subject to amending 4.2 to read "Spencers Wood", the minutes of the meeting of 2 August 2017 were a correct record of the meeting and these were signed by the chair.

15.3 Matters arising:

- 4.2: Members noted that, to avoid any potential conflict of interest, and subject to formal approval by full Council on 11 December, Cllr Peer was the parish council's representative on Spencers Wood Village Hall Management Committee and Cllr Lias the parish council's representative on Grazeley Village Hall Management Committee, both appointments in place of Cllr Hughes. The Clerk was requested to write to both management committees accordingly. Cllr Hughes and Cllr Peer reported there were still a number of issues to be addressed for Spencers Wood Village Hall regarding the constitution and proof of ownership before any funds are committed. Cllr Grimes highlighted that Grazeley Village Hall Management Committee should also demonstrate proof of ownership of the village hall, that the land is registered and the committee is in the process of setting up a holding company.
- 10.1: WBC's requirements for a library and childrens' centre in the new community centre were still not clear. Members noted there is a legal obligation to deliver these services which to date was unspecified and hence could be adjusted at a later stage. In this context Cllr Hughes reported on his meeting with representatives from Honeysuckle Day Nursery attended also by the Clerk, who had expressed interest in exploring the possibility of organizing both a breakfast club and after school club due to demand. Members agreed this needed further investigation, including the position of the Infant School, and should be discussed at a future meeting.
- 12.3: The Clerk reported there was no further action required.

All other actions had either been completed or were covered in the agenda.

- 16.1 The Clerk reported that following final negotiations with RIBA on the procurement documentation, the OJEU Notice for the design competition had been issued on 1<sup>st</sup> November and indicative timetable for the design competition agreed as follows:

Activity	Estimated Date
Release of memorandum of information and SQ	2 <sup>nd</sup> November 2017
Latest date for queries relating to the SQ	17 November 2017
Deadline for receipt of SQ returns	14:00 4 <sup>th</sup> December 2017
Moderation Meeting and Selection of Shortlist	<b>13<sup>th</sup> December 2017</b>
Shortlist notified. Notification to Unsuccessful candidates	w/c 18 <sup>th</sup> December 2017
Issue ITT to Shortlisted teams	19 <sup>th</sup> December 2017
Site visit & briefing Session for Shortlisted teams	w/c 8 <sup>th</sup> January 2018
Latest date for queries relating to the ITT	23 <sup>rd</sup> January 2018
Memorandum issued in response to queries	30 <sup>th</sup> January 2018
Submission of Tenders	14:00 hrs 23 <sup>rd</sup> February 2018
Clarification Interviews	<b>19<sup>th</sup> March 2018</b>
Notification of Result and start of 10 Day standstill period.	27 <sup>th</sup> March 2018
Public Announcement of result	9 <sup>th</sup> April 2018

- 16.2 The Clerk reported that following approval by full Council on 13<sup>th</sup> November 2017, the District Valuer had been instructed to proceed with negotiations to purchase the land on which the current parish hall is sited from Shinfield United Charities based on the total budget agreed for the transaction by the parish council inclusive of the purchase price, all fees and VAT.
- 16.3 Members noted that the District Valuer's (DVS) fee was originally estimated at £1,750 plus VAT; and that fees to date were **£1,700 plus VAT** for an inspection of the property and written report plus follow-up meeting with the parish council. The Clerk highlighted that the DVS has now been instructed to enter into discussions with Dunster and Morton (Contact - Jonathan Fry) at the hourly rate of £130 regarding proposed heads of terms, and advise the parish council accordingly, with a view to completion by the end of January 2018. The parish council has set a cap for DVS fees in these discussions at **£2,000 maximum inclusive of VAT**. However, members also noted that the DVS works on a cost-recovery base and cannot agree a fixed fee. The District Valuer has confirmed that he will seek to negotiate the best possible price for the parish council but that he will not exceed this cap unless authorised to do so and will not continue to with negotiations if the likelihood of agreement is limited without discussions with the parish council. If agreement is likely to be reached but the overall cap exceeded, then the District Valuer will seek further instruction before proceeding. Members asked the Clerk to contact the District Valuer to ascertain the best starting point for negotiations.
- 16.4 The Clerk reported that as the land is unregistered, the parish council's solicitor may need to review additional documents and a statement of truth for the purchase to apply to register the land, hence the estimated legal fees for the purchase are **£750 - £1,000** plus VAT and disbursements.
- 16.5 Regarding Shared Legal Services' legal costs to date for the negotiations with Shinfield United Charities, these stand at **£2,750** plus VAT and disbursements (obtaining Land Registry OCEs), and include: the Agreement for Lease/Lease file in January; additional advice on SUC as a charity outside the lease negotiations; reviewing draft letters; drafting the initial draft document; drafting and consideration of the first set of HOTS;

considering the alterations provisions of the current lease regarding proposed works to the hall; communications with SPC and Blandys over the past year; and the charities advice.

- 16.6 Regarding the purchase of the land at the rear of the Hall from the University of Reading: the parish council's legal costs currently stand at £750 plus VAT and disbursements as the land was not registered, hence the unregistered title deeds and statement of truth for registration needed reviewing, and also that the land sold was not including a ransom strip. Confirmation is still awaited from the University's solicitors, Field Seymour Parkes, that the statement of truth is agreed with an updated plan in order to proceed to final completion and registration of the purchase at the land registry. Total costs are not expected to exceed **£1,000**.
- 16.7 Members discussed the current position regarding service utilities at the Legion site. The Clerk was asked to seek quotes for the removal of gas, electricity, water, telecoms, sewage, drains etc, capping services at the boundary of the site. In addition, quotes should be sought to demolish the whole building, with costs to be considered at the February meeting.

#### 17/DB/17 **Community Facilities in Spencers Wood**

- 17.1 Cllr Hughes informed members that following on from council's decision in September 2017 to allocate up to £30,000 from the council's existing reserves to fund a comprehensive investigation into options for both Spencers Wood Village Hall and Spencers Wood Pavilion, Cllr Hughes and the Clerk had drawn up a specification for developing: (i) a formal business case for community facilities in the Spencers Wood area and (ii) a community engagement plan to consult, engage and involve local people (previously circulated). In this context BDS had supplied measured plans for Spencers Wood Village Hall, and also been asked to investigate costed options for refurbishing/extending both this building and Spencers Wood Pavilion or developing the alternative of a new building. Members agreed that both schemes could be funded through a quality approach on a phased basis, but a cost/benefit analysis was required to determine needs and properly consult the community so that fully costed plans could be presented to the management committee.
- 17.2 Two organisations had responded to the brief: Community Council for Berkshire and Locality (responses previously circulated). Members discussed both bids, and on balance preferred the Locality approach, but expressed some concerns that the Locality contract for neighbourhood planning is coming to an end and their future is uncertain beyond 31<sup>st</sup> March 2018. The Clerk was therefore asked to invite Locality's Head of Services for the South, Phil Tulba, to present their bid to the next meeting of the Development Board on 11<sup>th</sup> January commencing 7pm, to allow for further questions and clarification. In addition, the Clerk was asked to contact John Wilkinson, Locality's Neighbourhood Planning Programme Officer with a view to organising a separate presentation at the same meeting, one-hour maximum, on the national context for neighbourhood plans generally.
- 17.3 In terms of loans or capital grant funding for community projects to external organisations by the parish council, members agreed that in the interest of due diligence, for amounts over £5K certain conditions and legal obligations should be met as a pre-requisite, including charges being placed on recipients. The Clerk was asked to contact the parish council's solicitor to assist with the drafting of a capital grants process for the awarding of substantive grants over £5K.

#### 17/DB/18 **Community Infrastructure Levy**

- 18.1 Members noted the latest report from WBC which detailed the amount of CIL paid to the parish council to date and further monies anticipated (previously circulated). The Board reviewed the current arrangements for managing CIL, and it was noted that the parish council is not obliged to produce a 1-2-3 list. Members felt that overall, CIL guidance should be SMARTer, and the eligibility criteria much tighter based on cause, impact, and mitigation of infrastructure. The Clerk was requested to produce better guidance and methodology for the allocation of CIL funds for presentation to the next meeting and thereafter full council.
- 18.2 Members considered the 3 projects identified to date for potential CIL funding (previously circulated) and agreed the following:
- Waste bins – agreed for CIL funding;
  - Bulbs – not eligible for CIL funding;
  - Power supply at School Green – not eligible for CIL funding.
- 18.3 Following a discussion, the Board felt there should be scope for a fixed budget allocation within the overall CIL funds, suggest £25k per committee, for minor projects, provided they met CIL criteria. Project proposals would be considered by the Development Board as gatekeeper for CIL compliance as being the best of 3 quotes, and then approved by the Finance and General Purposes Committee for recommendation to full Council. The Board **RESOLVED** to recommend the principle to full Council as a pilot project from 1<sup>st</sup> April 2018 with a review after 6 months.

#### **17/DB/19 Local Plan Update**

- 19.1 Members received a verbal update on the Local Plan and the draft site assessments presented at the meeting with Wokingham Borough Council on 17<sup>th</sup> November 2017. Following the various meetings with John Halsall and David Lee, members noted the joint letter to Ministers prepared by Barkham Parish Council in particular, on the Government's housing policy and apparent flawed methodology for the 5-year land supply.
- 19.2 However, members felt there should be a more controlled, personalized approach from Shinfield Parish Council which was bespoke to Shinfield parish, hence felt the parish council should not support the Barkham approach but write its own letter. Cllr Grimes agreed to prepare a first draft and circulate to members for comment.

#### **17/DB/20 Locality Conference 2017**

- 20.1 Cllr Grimes gave a verbal report on the 2017 Locality Convention in Manchester, which had been attended by himself and Cllr Montgomery. The convention had been much bigger than previous events, with between 300-400 delegates from other types of community groups, although noticeably more politicised, and some disparities between the other parishes attending. The parish council had been recognized for its neighbourhood planning work, although Cllr Grimes commented that the future of neighbourhood plans generally is unknown and there was little, if any, consideration of the fundamental changes to parish council and how to make best use of resources. Particular highlights of the convention were the various small lectures and organized visits: Cllr Montgomery visited the Stretford Road Public Hall which has recently been purchased from the local Council by a local community group for £10.00! There were developers interested in the sale but the Council wanted a Community "feel" to the future of the hall. The local group is now raising £250,000 to renovate the hall and bring it into full use again. They currently have local artists and crafts people working in studio areas – paying rental – as well as hiring the basement area to an animation film company and for actual live action filming. They also run "Wellness2 and Art classes on a regular basis for the public in the area. This venture employs one person in a

gatekeeper, cleaner role. Cllr Montgomery also attended a break out session on the future of localism. A new report on “The Future of Localism” will be published in January 2018. There was also an informal meeting of trustees for various groups and it was agreed that delegates would contact each other and possibly meet up in local regions to exchange ideas, learning opportunities and war stories. (For a full report on the convention see <http://locality.org.uk/blog/locality-convention-17-edited-highlights/>).

## 17/DB/21 Correspondence

- 21.1 The Clerk reported on the invitation to Shinfield Parish Council representatives to a meeting with borough councilors at Shute End by Leader of the Council BCllr Charlotte Haitham-Taylor on Friday 1<sup>st</sup> December 2017 at 10.45. Cllr Hughes agreed to coordinate the agenda for this meeting with the Clerk.

*The meeting ended at 22.00 hrs.*

## List of actions

Ref	Action	Action by
16.7	Seek quotes for the removal of gas, electricity, water, telecoms, sewage, drains etc, capping services at the boundary of the British Legion site and also to demolish the whole building	Clerk
17.2	Invite Locality representatives to next Board meeting on 11 <sup>th</sup> January to (i) present general summary of neighbourhood planning nationally; and (ii) present bid for community engagement in Spencers Wood	Clerk
17.3	contact the parish council’s solicitor to assist with the drafting of a capital grants process for the awarding of substantive grants over £5K.	Clerk
18.1	Produce SMARTer guidance and methodology for the allocation of CIL funds for presentation to the next meeting and thereafter full council.	Clerk/Deputy Clerk
18.3	As part of budget-setting process, present recommendation to full Council for 6-month pilot project for fixed budget allocation within the overall CIL funds, suggest £25k per committee, for minor projects, provided they met CIL criteria, with a review in June 2018.	Cllr Hughes
19.2	Draft letter on behalf of parish council regarding government’s housing policy and impact on Shinfield Parish, both now and in the future	Cllr Grimes
21.1.	Finalise agenda for meeting with borough councilors on 1 <sup>st</sup> December	Cllr Hughes