

**Minutes of a meeting of the Development Board held on Thursday 22 October 2015 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 18.30 hrs.**

Present: Cllrs J Greenway, A Grimes, P Hughes, I Montgomery and D Peer.  
Attending: S E Roberts (Clerk)

**15/DB/1 Election of Chair**

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

**15/DB/2 Public Questions**

There were none

**15/DB/3 Apologies and declarations of members' interests**

- 3.1 There were no apologies.
- 3.2 There were no declarations of interest.

**15/DB/4 Terms of Reference**

- 4.1 Members reviewed the committee's terms of reference (previously circulated) and asked the Clerk to make the following amendments:

Under Purpose: "act as an advisory committee to **full** council";

Under Membership: delete "and up to five independent residents representing local interest groups; further independent members may be coopted but will have no voting rights." and replace with "**and up to five co-opted community representatives in the civic year for their advice and expertise, as and when appropriate, but with no voting rights. Wokingham Borough Council will be invited to nominate two Borough Councillors to the Board for the civic year but with no voting rights.**"

Under Delegated powers:

- 1<sup>st</sup> bullet: delete wording "to include (but not limited to) Wokingham Borough Council, University of Reading and developers". Add "**The Board will report to full Council**";
- Add new bullet point 2: "**To manage the development of the Neighbourhood Plan and monitor its implementation, including the budget**";

- Delete “ In conjunction with the Planning and Highways Committee and Recreation and Amenities Committee, review and monitor s 106 and CIL monies in relation to SDL development” and replace with: “*To review and monitor s 106 and CIL monies in relation to all large development within the parish, in conjunction with the Planning and Highways Committee and Recreation and Amenities Committee, and make recommendations to the Planning and Highways and Recreation and Amenities Committees;*”
- Bullet 3: delete “elected members” and replace with “**parish councilors**”;
- Add new bullet point 5: “**The Board will set up Working Groups for specific projects as and when appropriate**”.

## 15/DB/5 Shinfield Community Centre

- 5.1 The four parish councillors nominated to represent the Council on the SPC/ WBC Joint Committee for the Shinfield Community Centre were agreed to be Cllrs. Greenway, Grimes, Hughes and Peer. The Clerk would also attend and take the minutes of the meeting.
- 5.2 It was noted that the first meeting of the Joint Committee was scheduled to take place on Tuesday 27 October, 7.30 pm at the Parish Hall. The agenda for the meeting had not been confirmed, although a list of matters to be addressed had been emailed by Dave Allen at WBC to the Clerk. Members requested the following issues should be notified to WBC on behalf of the parish council in advance of the meeting:
- Chairing of the committee: suggested to be rotated quarterly between SPC and WBC;
  - Budget management and agreed split;
  - Information to be supplied by WBC to support the business case;
  - Whether a representative from the Consortium should be invited to act as coordinator between the Community Centre committee and the developers in regard to design and the overall look of the village centre of which this will be a key part;
  - Formalising the waiving of current timescales for WBC Executive
- 5.3 Members noted that following SPC entering into the lease, the RBL building had been insured and access to the site closed off with fencing securing the entrance. The council had instructed contamination consultants to take core samples inside the existing building and report back on the extent of the contamination together with recommendations for dealing with the problem. This work will be carried out w/c 2 November with a draft report available the same day. An invasive asbestos survey had been done on 21<sup>st</sup> October, as the original asbestos survey did not cover any enclosed areas.

Members also noted there had been early discussion regarding the possibility of saving building costs by using the existing outer fabric of the building, extending as necessary. The council was therefore planning to commission a full structural survey of the building, which will be carried out immediately results of the contamination survey are available, whilst at the same time the foundations will be examined. These reports will indicate whether there is any merit in considering at least part-use of some of the existing structure, or whether the

building should be demolished completely. This information should be available for the second meeting of the joint committee, hopefully mid-November.

15/DB/6 **Correspondence**

6.1 There were no items of correspondence.

*The meeting ended at 19.35*

**List of actions**

<b>Ref</b>	<b>Action</b>	<b>Action by</b>
15/DB/4	Amend terms of reference and circulate for further comment	Clerk
15/DB/4	Invite community representatives to join Board	Clerk in conjunction with Chairman
15/DB/5	Attend WBC's Joint Partnership Committee for Community Centre and report back to Board	AG, DP, JG, PH
	Set meeting dates and times for remainder of the civic year	Clerk