

DRAFT

Minutes of a meeting of the Development Board held on Tuesday 15 November 2016 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs N Boyer, A Grimes, P Hughes (Ch), I Montgomery and D Peer.
Attending: S E Roberts (Clerk); Mr T Grover, BDS Surveyors Ltd.

16/DB/10 Public Questions

There were none.

16/DB/11 Apologies and declarations of members' interests

- 11.1 There were no apologies
- 11.2 There were no declarations of interest.

16/DB/12 Minutes of the Previous Meeting

12.1 It was proposed and **RESOLVED** that the minutes of the meeting of 17 May 2016 were a correct record of the meeting and these were signed by the chair.

12.2 Matters arising:

- 5.1 Members approved the revised terms of reference for the Board (previously circulated)
- 5.2 Following the resignation of Mr David Purton as an independent community representative on the Board, the vacancy had been advertised in the Loddon Reach magazine and the parish council newsletter. As reported at the November parish council meeting, Mr John Peer had come forward to represent project management, design and construction interests. Members therefore agreed that Mr Peer should be co-opted onto the Board and put forward as an independent non-voting representative on the Joint Community Centre Management Committee. The Clerk would confirm Mr. Peer's position with WBC. The Clerk also agreed to follow up and confirm the co-options to the Board of the other community representatives /stakeholders for the remainder of the civic year.
- 5.2 Following the resignation of Jacqueline Greenway, it was noted that at the October parish council meeting Cllr N Boyer had been appointed to the Development Board and also as one of the four council representatives on the joint SPC/WBC Shinfield Community Centre Management Committee.
- 8.3 Members noted that draft heads of terms with Shinfield United Charities for extending the lease had still not been received, although the charity had appointed Blandy and Blandy solicitors and a survey undertaken by Dunster and Morton on the charity's behalf. The parish council had appointed WBC's Shared Legal Services to act as its legal representatives. A copy of the charity's constitution had also been received.

- 8.4 BDS surveyors had been approached to act as project /construction managers for the building to compare the estimated fee anticipated from WBC. A representative from BDS, Mr. Tony Grover, had therefore been invited to this meeting.

All other actions had been completed.

16/DB/13 **Land to the rear of Shinfield Parish Hall**

- 13.1 The Clerk introduced the draft Heads of Terms prepared by Haslams Surveyors on behalf of the University of Reading (previously circulated) for the purchase of land to the rear of the parish hall (shaded red on the plan) by the parish council for the sum of £3,000 plus surveyors fees of £800 plus VAT and legal fees upon completion. Field Seymour Parkes had been appointed solicitors to the University.
- 13.2 It was noted that at the September parish council meeting, the council had resolved that the Development Board be delegated to negotiate and complete this purchase on behalf of the Council, and a budget of up to £10,000 had been approved.
- 13.3 The Development Board therefore agreed to accept the draft Heads of Terms, and instructed the Clerk to proceed with the transaction and advise Shared Legal Services accordingly. Members noted the intention to align the parish hall lease with Shinfield United Charities with the University lease for the Royal British Legion.

16/DB/14 **Shinfield Community Centre**

- 14.1 Members received the draft minutes of the Shinfield Community Centre Management Committee meeting on 20th June, 14 September and 12 October 2016. It was noted there were a number of actions for WBC to follow up, including a communications strategy for the new community centre. The issue of governance and controls, in particular the chairing of the committee, still needs to be addressed.
- 14.2 A number of relevant meetings had subsequently taken place:
- 17th October: meeting with the Shinfield West developers;
 - 31st October: meeting with WBC's Community Assets Manager, Dee Maddox-Hinton, which had included a discussion on parking at School Green;
 - 9th November: Shinfield SDL Forum meeting at Three Mile Cross Church Centre.

The Clerk was following up the feasibility of the parish council taking on the public car park from WBC as a community asset, and would report back to the next meeting.

- 14.3 The Clerk was asked to set up a meeting with WBC's Mark Cupit to discuss various SDL matters, including lack of coordination on the development sites west of Shinfield, and potential access/traffic issues along the Basingstoke Road.
- 14.4 The Board discussed the draft communications plan circulated by Mark Redfearn, and commented this still needed significant work, for example, there were no key messages or priorities. The Board's views would be reported to the next joint meeting with WBC.
- 14.5 In terms of next steps, Cllr Grimes suggested the Board should acquire paid professional assistance for the procurement phase. There are a whole range of issues to be taken into account, for example the fixed budget, the size/style/shape of the building, VAT implications, and overall management and sustainability requirements. The Board agreed there was a need to appoint an agent to the project board.

- 14.6 Cllr Hughes then invited Tony Grover from BDS to present to the Board, who outlined the BDS approach. This included a detailed analysis of the two most appropriate procurement options for the project: either traditional procurement; or design and build.
- 14.6 Following a discussion, the Board agreed their preference for the traditional route for a variety of reasons: it would allow for greater control over the design and cost process, greater use of local firms, and a more bespoke local community focus, rather than a generic “cookie-cut “approach, lacking in originality. The traditional route would allow the Joint Committee to take the lead in specifying exactly what was wanted; allow an easier comparison of tender returns (because offers would be based on providing a known entity); and greater flexibility for introducing design amendments/variations once work was underway (as there is a direct contractual link with the design team). Including a QS within the design team would mean a value engineering exercise could be undertaken at the design stage, and hence ensure architects’ proposals did not contain any unnecessary costs. The design and build route is aimed at being least-cost, but the risk is overall loss of control. BDS would follow the architectural route and bring in a QS/engineers as required to determine the optimum solution.

The Board agreed that Mr. Grover should present this business case to the next meeting of the Joint Committee on 23rd November. Cllr Hughes would meet with Mr. Grover prior to the meeting to agree the presentation.

The Board agreed the agenda items for the next Joint Committee should therefore include: communications, governance, and the BDS presentation.

16/DB/15 **Budget proposals for 2017/18**

- 15.1 Members considered the Board’s budget requirements for 2017/18, including a proposal for a new community fund budget and the activities to which it might relate under statutory powers granted to parish councils.
- 15.2 The Board considered a paper summarising the powers and duties of parish councils (previously circulated), and noted that a duty is an activity that must be carried out (i.e. is mandatory); whereas statutory powers, granted by Parliament, give local councils the choice or opportunity to take action and are therefore discretionary. Members noted in particular that the Local Government (Miscellaneous Provisions) Act, 1976 s. 19 gives parish councils the power to provide and equip community centres and village hall premises for the use of clubs having athletic, social or educational objectives. In terms of other community facilities in the parish, Members considered there could be 2 forms of support, both subject to member approval of a proper business case: via a loan and capital agreement thus creating a charge; or via CIL monies coming into the parish which must be spent on infrastructure.
- 15.3 The Clerk reported that WBC produces monthly infrastructure reports by town/parish council on potential CIL funds and actual CIL receipts across the borough. The Clerk agreed to circulate these reports to the Development Board as soon as available and also to confirm that the CIL amounts quoted in the reports were the amounts definitely being paid to the parish council.
- 15.3 The Board agreed that for the time being funding for community projects and capital infrastructure should be anticipated as coming from CIL and not the precept. However, the powers of parish councils should be revisited at a future meeting.

16/DB/16 **Correspondence**

- 16.1 There was no correspondence.

The meeting ended at 21.10.

List of actions

Ref	Action	Action by
12.2	Confirm co-options to the Board and Joint Community Centre Management Committee of community representatives/stakeholders for the remainder of the civic year, including John Peer.	Clerk
13.3	Proceed with purchase of land to the rear of the Parish Hall	Clerk
14.2	Take forward feasibility of transferring School Green Car Park as a community asset from WBC to parish council and report back to next meeting	Clerk
14.3	Arrange meeting with Mark Cupit	Clerk
14.6	Meet Tony Grover to prepare presentation for next Joint meeting with WBC	Cllr Hughes
15.3	Circulate WBC's monthly CIL reports to Development Board	Clerk