

DRAFT

Minutes of a meeting of the Development Board held on Tuesday 17 May 2016 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs J Greenway, A Grimes, P Hughes, I Montgomery and D Peer.

Attending: S E Roberts (Clerk); Cllr I Clarke; local residents Mr N Boyer, Mr R Hatton, and Mr G Hewett.

16/DB/1 Election of Chairman

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

16/DB/2 Election of Vice-Chairman

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

16/DB/3 Public Questions

There were none.

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

- 4.1 There were no apologies
- 4.2 There were no declarations of interest.

16/DB/5 Terms of Reference

- 5.1 Members reviewed the committee's terms of reference and asked the Clerk to make the following amendments:

Under Membership: add

- Up to five co-opted community representatives/stakeholders in the civic year **with the relevant skills** for their advice and expertise, as and when appropriate, but with no voting rights. **Co-optees to the board should demonstrate a proven track record in their particular skills base and also show they have no possible conflict of interest.**
- The quorum is six members. The board will elect its chair **and vice-chair** annually from amongst the elected councillors.

Under Delegated powers: add

- 3rd bullet: at the beginning: **In liaison with the Finance and General Purposes Committee**, to review and monitor s 106 and CIL monies etc...
- 3rd bullet: at the end: **for decision by full Council.**

- 5.2 Members agreed the four council representatives for the joint SPC/WBC Shinfield Community Centre Management Committee for 2016-17 should be Cllrs Greenway, Grimes, Hughes, and Peer. This would be confirmed at the June Council meeting.

- 5.3 Members agreed that Mr. Richard Hatton should be co-opted onto the Board to represent sport and leisure interests.

16/DB/6 **Minutes of the Previous Meeting**

6.1 It was proposed and **RESOLVED** that the minutes of the meeting of 18 February 2016 were a correct record of the meeting and these were signed by the chair.

6.2 Matters arising:

- 11.4: Meeting with Shinfield United Charities still outstanding;
- 12.1: Neighbourhood Plan: approved by WBC Executive on 31st March 2016. An independent Examiner is currently being appointed by WBC and the parish council, and the examination anticipated to take place in the summer.

All actions had been completed.

16/DB/7 **Sport and Leisure Hub**

7.1 Members discussed events since the last Board meeting, including the public meeting with Andy Glencross and the sports clubs at Three Mile Cross on 20th April. It was noted that to date there had been no formal response back to the parish council's expression of interest for operating the Ryeish Green sport and leisure hub, other than the bid had failed due to lack of any capital investment into the project and a fairly tight revenue position compared with the other bids. Members noted subsequent information that the successful bid from the Berkshire Junior Badminton Association would not be proceeding.

7.2 Members also discussed the full planning application submitted by WBC for the proposed construction of a new full sized fenced and floodlit artificial grass pitch and associated access and car parking improvements. The Clerk distributed copies of the associated design and access statement.

7.3 In the absence of any further update about the sports hub, Cllr Grimes suggested that one way forward may be to form an "arms length" company under the general power of competence and have a profitable enterprise which would trade separately to the parish council with multiple shareholders. Members agreed that the parish council should write to WBC's Chief Executive Andy Couldrick to this effect, highlighting the benefits to the community through this positive partnership by working together, and requesting a meeting to discuss further.

16/DB/8 **Shinfield Community Centre Management Committee**

8.1 Members received the draft minutes of the Shinfield Community Centre Management Committee meeting on 11th April 2016 (previously circulated). It was noted there were a number of actions for WBC to follow up, including a community engagement plan and timeline. This could include the setting up of a "user group" for the existing hall. Members also noted that chairmanship of the Management Committee should now transfer to Cllr Grimes on behalf of the parish council.

8.2 There remained the issue of conflict of interests for the independent members on the committee. The Clerk was asked to investigate whether the two current independent members wished to continue serving on the joint management committee.

8.3 Members noted there had been no real progress with Shinfield United Charities for extending the lease and revising the terms. The board therefore agreed there should be a further letter sent to all the trustees with a target date of 30 September 2016 for completion of the new lease.

- 8.4 Members agreed that BDS surveyors should now be approached to act as project /construction mangers for the building in order to compare the estimate that we are due to receive from WBC.

15/DB/9 **Correspondence**

9. There was no correspondence.

The meeting ended at 21.10.

List of actions

Ref	Action	Action by
5.1	Amend terms of reference for approval at next meeting	Clerk
7.3	Draft letter to WBC's Chief Executive proposing Arms' Length company for operating the Ryeish sport and leisure hub and circulate to members for comment	Cllrs Grimes, Hughes and the Clerk
8.1	Contact WBC to develop a community engagement plan for the new building.	Clerk
8.2	Contact the independent members on the Joint Management Committee to see if they wish to continue on the joint management committee for the new community centre.	Clerk
8.3	Write to Shinfield United Charities to request completion of new lease by 30 September 2016.	Cllrs Hughes, Greenway and Grimes and the Clerk
8.4	Write to BDS for a quote to act as project/construction managers for the new community centre building	Cllr Grimes
	Arrange date and time of next meeting - to follow next meeting of joint community centre management committee in June.	Clerk