

Minutes of a meeting of the Development Board held on Thursday 26 November 2015 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 10.30 hrs.

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

15/DB/7 **Public Questions**
There were none

15/DB/8 **Apologies and declarations of members' interests**
8.1 Apologies were received from Ian Young and Richard Hatton.
8.2 There were no declarations of interest.

15/DB/9 **Minutes of the Previous Meeting**

9.1 It was proposed and **RESOLVED** that the minutes of the meeting of 22 October 2015 were a correct record of the meeting and these were signed by the chair.

9.2 Matters arising:

4.1: Under terms of reference/membership: **add** the word **“/stakeholders”** after “and up to five co-opted community representatives; **delete the sentence:** Wokingham Borough Council will be invited to nominate two Borough Councillors to the Board for the civic year but with no voting rights.”

4.1: Community representatives/stakeholders involved with the draft Neighbourhood Development Plan (and Community Plan prior to that) had been invited to join the Development Board for the remainder of the civic year, and Ian Young, Jane Sellwood, and Richard Hatton had accepted. Patricia Green had indicated she would continue to take an interest in environmental/biodiversity matters for completing the Neighbourhood Plan, but was in contact with Elaine Butler regarding attendance at meetings.

5.1: It was noted that, unlike the normal course of council business, minutes of Joint Management Committee meetings will not be circulated to full Council, but referred to in Development Board minutes and available to members and the public on request.

15/DB/10 Shinfield Community Centre Management Committee

- 10.1 Members received the draft minutes of the first meeting of the Management Committee on 27 October 2015 (previously circulated).
- 10.2 It was noted that the next Management Committee meeting was taking place on Tuesday 1st December 2015, 7.30pm at the Parish Hall, and WBC had sent a draft agenda for the meeting. Also invited to join the Committee and planning to attend were: Nick Paterson-Neild from Barton Wilmore; Dave Purton, representing St Mary's Church/Shinfield United Charities; and Jane Mason, representing Pound Green Womens Institute.
- 10.3 The Board also discussed the need for SPC to write to WBC before 31st December 2015 to outline what progress is being made in delivering the new community facility in order to meet the requirements of WBC's Executive in July 2015. The Board noted that Mark Redfearn from WBC had indicated this could be done through an exchange of letters. Mark had sent a draft letter for SPC to consider (tabled at the meeting) which gave an update on progress to date and covered the necessary points from the Executive report. Members agreed the letter should include details of SPC's work and spend to date on the RBL site and also set out SPC's requirements/expectations from WBC regarding community use as referred to previously by WBC, i.e. police hub, childrens centre and library. It was agreed that all members would consider the letter and send any comments to the Clerk by Monday 30 November

15/DB/11 Shinfield Community Centre

- 11.1 Cllr Hughes summarized works to date: all surveys done, (including structural survey, contamination reports and invasive asbestos report (all circulated). These would be reported to the Management Committee meeting on 1st December.
- 11.2 It was noted the surveyors would require written assurances regarding limited use of these reports to SPC only to meet their insurance obligations. This would offset expectations of sketches at this stage.
- 11.3 Cllr Hughes reported on quotes now being sought for minimum feasibility study with costings for 2 scenarios: (i) demolition and rebuild of community centre; and (ii) embracing part of existing structure and extending. Submissions would be circulated as soon as received.
- 11.4 Cllr Hughes reported on a letter from Shinfield United Charities dated 21st November 2016 referring to advice from the Charity Commission that there seems to be no reason why a new lease should be 60 years duration. The charity had advised that when the parish council is in a position to commence the extensive work on the RBL site, they would be prepared to discuss terms of a new lease. All agreed there should be a meeting arranged with SUC as soon as possible, attendees to be Cllrs Hughes, Peer and Greenway, and the Clerk.

15/DB/12 Correspondence

12.1 Cllr Hughes reported on recent feedback received from WBC on the draft Neighbourhood Development Plan. Cllr Hughes will ask the Assistant Clerk to circulate these comments and then review with the Assistant Clerk. It was also noted that WBC has asked for a timetable. J Selwood commented on the likely future of neighbourhood plans nationally and in particular cited Loxwood Parish Council, and Chichester as examples.

Dates of future meetings:

To be confirmed, and will be business-led; but likely to be every 4-6 weeks towards the end of the month

The meeting ended at 11.45

List of actions

Ref	Action	Action by
9.2	Further amend the terms of reference and send to full Council	Clerk
10.2	Attend next meeting of Joint Management Committee	Cllrs Greenway, Grimes, Hughes, and Peer; plus Clerk for minutes
10.3	Incorporate comments on draft letter to WBC's Executive regarding variation of timescales for business case and then submit to WBC	Clerk
11.2	Obtain assurances from quantity surveyors regarding ownership of reports	Clerk
11.3	Circulate proposals for feasibility options for future of RBL site	Cllr Hughes, Clerk
11.4	Arrange meeting with Shinfield United Charities	Clerk on behalf of Cllrs Hughes, Greenway and Peer plus Clerk
12.1	Review and circulate WBC comments on draft neighbourhood plan and action as appropriate	Cllr Hughes
	Arrange dates and times of future meetings to end of civic year	Clerk