Wokingham Without Parish Council
Minutes of the Council Meeting
Held on Monday 3rd July 2017

In the Howard Palmer Room, St Sebastian’s Memorial Hall, Nine Mile Ride

Commencing 7.30pm and concluding at 10.10pm

Present: Councillors K Newland, L Foxwell, J Rogers, A Plume, R Gough, J Shill, P Sturgess, R Fenny, S Turtle and L Penn (Deputy Clerk) S Koudijs (Deputy Clerk). Two members of the Public, Rosie Stockwell and John Fletcher were also present.

Apologies: Cllrs G Brown, D Dye and C Lancaster

17/501 Welcome
  Cllr Newland welcomed everyone to the meeting.

17/502 Acceptance of Apologies for Absence
  Apologies were received from Cllrs Brown, Dye and Lancaster.

17/503 Declarations of interest
  None declared

17/504 To approve and adopt the minutes of the meeting held on 5th June 2017
  The minutes for the 5th June 2017 were AGREED and signed.

17/505 Questions from the public
  One of the Covenants from the Conveyance of 1950 when The St Sebastian’s Memorial Hall property was gifted to WWPC was as follows:

"(a) The said property shall be used by the Council for non-denominational and non-political purposes only and generally for the good of the people of the said Parish of Wokingham Without Provided that nothing in this sub-clause shall prevent the Council from hiring out the said property for the purposes of political meetings"

  A member of the public asked: “Does the council intend to wilfully contravene this Covenant which clearly states: and generally for the good of the people of the said Parish”?

  The Chair answered that the decision on whether to convert the hall to a parish office will not be taken lightly and there are still investigations needed and recommendations to be made. The views and needs of the users will be taken into consideration in any decision. However, council believed that the Parish Council will add benefit to being sited within the community and that to do so would not contravene the covenant. It was noted that the Howard Palmer room is currently underutilised. Costs to WWPC parishioners also needs to be taken into account in acquiring a new building. The TRL site’s new Community Hub will also provide other opportunities for hirers.
**Borough Councillors Briefing**

No Borough Councillors were present. Councillor Shill requested that the chairman, on behalf of WWPC write to all Borough Councillors to support us as a Parish and find a way for them to be present at WWPC meetings.

**Clerk's report (and matters arising)**

The Deputy Clerk’s Report had been circulated prior to the meeting.

**Matters arising.**

It was noted that the Hatch Ride school will not be open to hirers over the summer as there are some investigative roof works taking place in the roof of the school.

Cllr Shill suggested WWPC install a sign at Greenwood Road stating that it is maintained by WWPC. **Action: To be discussed at the next Communications meeting.**

<table>
<thead>
<tr>
<th>Item/Min</th>
<th>Date</th>
<th>Subject/Action</th>
<th>Action by/Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>16/324</td>
<td>3 Oct</td>
<td>Communications Working Group</td>
<td>COMMS WG</td>
<td>Two decision papers required for notice boards – one for community and one new parish one.</td>
</tr>
<tr>
<td>17/370</td>
<td>16 Jan</td>
<td>Pinewood map</td>
<td>Cllr Turtle</td>
<td>To circulate to Comms group and report back to Pinewood Steering Group.</td>
</tr>
<tr>
<td>17/413</td>
<td>6 Mar</td>
<td>Fire Assessment Reports</td>
<td>Clubs / PC</td>
<td>Need verification that all ‘red’ items if risk reports have been attended to. Reports due end May 2017.</td>
</tr>
<tr>
<td>17/414</td>
<td>6 Mar</td>
<td>Risk Register / Fire Safety paper</td>
<td>BHF WG</td>
<td>Clerk has written paper – for review by Working Group before bringing to Council.</td>
</tr>
<tr>
<td>17/444</td>
<td>3 Apr</td>
<td>New parish office</td>
<td>BHF WG</td>
<td>Additional information needs to be obtained including measurements of current office as use of replacement council meeting room.</td>
</tr>
<tr>
<td>17/445</td>
<td>3 Apr</td>
<td>Quote for woodland animals at Pinewood</td>
<td>Cllr Turtle</td>
<td>More detailed cost information needs to be provided and be brought Council.</td>
</tr>
<tr>
<td>17/465</td>
<td>8 May</td>
<td>PSA WG Pinewood Map</td>
<td>Cllr Rogers</td>
<td>Short brief as to why community volunteers should be acknowledged and referenced.</td>
</tr>
</tbody>
</table>

**Progress on projects – updates from the working groups, including verbal updates on Working Group meetings:**

**Major Development and Infrastructure Working Group** – paper circulated prior to meeting. Cllr Rogers had attended a meeting regarding South Wokingham Distributor Road and information
leaflets had been circulated prior to the meeting. There are issues with Oakham Park and the replanting of trees and the depth of the boundary between the new estate and Hatch Ride properties.

**Building Halls and Facilities Working Group – BHF WG**— The question had been raised as to whether the proposed Girl Guide building would impact the Tug of War building, which the chairman confirmed it will do. The Guides have now submitted business plans to their head office. The current lease issues with WBC is now stopping this progressing.

Blast Shelter. The scouts have suggested that they would like some alternative storage if WWPC take the building off their Lease. Council are awaiting a formal request.

Gravel Boards are no longer required at the side of the path by the fence. The gap needs to be filled with concrete or tarmac. **Action:** Office to discuss with ESC.

**Public Spaces and Amenities Working Group**— had not met, no major issues to report.

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**17/509**

To engage specialist consultants LGRC (Local Government Resource Centre) to undertake a staffing review to assess overall workloads, review individual roles and responsibilities and, if appropriate, recommend changes aimed at ensuring that staffing is fit for purpose and workloads are appropriate. Paper circulated prior to meeting.

This paper had not previously been discussed by a Working Group. It was noted that the previous locum Clerk had undertaken a review of roles. It is well recognised that changes need to be made to the workload distribution in the office and probable employment of another member of staff. The proposal was considered but it was felt that prior to engaging LGRC with their current proposal that staff meet with a facilitator from LGRC as first steps to discuss possible solutions. This was AGREED up to a cost of £1,000.

**Action:** Councillor Newland to arrange with LGRC.

**17/510**

To receive summary report by LTP for the Route Assessment for assessed walking routes to Oaklands and Hatch Ride Primary Schools. Paper circulated prior to meeting.

Wokingham Without Parish Council (WWPC) commissioned Local Transport Projects (LTP) Ltd to undertake an independent hazardous journey assessment of four walked routes crossing New Wokingham Road to Oaklands Infant and Junior Schools and Hatch Ride School.

The assessment was undertaken in accordance with the Road Safety GB “Assessment of Walked Routes to School” (Road Safety GB, 2012).

For each route, the Assessment Team examined the various crossing points and routes and produced a report using the agreed assessment methodology, Road Safety GB guidelines based upon site observations and using information provided by WBC. The route assessments provided within this report do not constitute a formal Road Safety Audit and have not examined or verified the compliance of the routes to any other criteria.

The four routes assessed were as follows:

- Merryman Drive to Hatch Ride Primary School (via Oaklands Lane)
- Heathermount Drive to Hatch Ride Primary School (via Oaklands Lane)
- Edgcumbe Park Drive to Oaklands Infants & Juniors Primary School (via Ellis Road)
Heathermount Drive to Oaklands Infant & Junior Schools (via Ellis Road)

A meeting had taken place to discuss the report with Cllr Pauline Helliar-Symons, Matthew Gould, WBC, Mike Horton, WBC, Cllr Foxwell, Councillor Rogers and Assistant Clerk, Liz Penn. The feedback from WBC regarding the report was good.

Two routes were advised as ‘hazardous’, the relevant parties have been notified.

The report did throw up some discrepancies, e.g. speed limit signs not correct and poor location of lamp posts. WBC will look at options available for resolving these. School Crossing Patrols are not an option as WBC advised that they will no longer employ them. WBC will report back in three months.

There is now a need to communicate with the schools to instil good practices regarding road safety.

The refuge near Merryman drive will be repositioned and lengthened by WBC. Speeding is still a major issue. Overgrown vegetation is to be trimmed back and the 30 MPH VAS (flashing sign), is to be prepared.

WBC have asked some questions of LTP and these are being addressed. **Action: Cllr Rogers to report feedback as provided and to provide information to Police.**

**17/511** To purchase a new phone system for the Parish Office, to improve call handling and customer service. Paper circulated prior to meeting.

This item was AGREED at a cost of £1515.97 + VAT  **Action: Parish Office to order.**

**17/512** To receive discussion paper regarding Pinewood Hall. Paper circulated prior to meeting.

Paper was received. Following comments from users two things were brought to council’s attention. A request for a bi-annual paint redecoration, which is not considered unreasonable. Also for a new heating system. This is in process of getting quotes.

**Action: Councillors to give any feedback to Cllr Plume.**

**17/513** Financial information

- a) Report on outstanding balances was received
- b) Cheques for signature and payments to be made were approved
- c) To receive detailed income and expenditure report and financial performance against budget report

**17/514** Planning

The following responses were AGREED:

<table>
<thead>
<tr>
<th>No</th>
<th>Site</th>
<th>Proposal</th>
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4
<table>
<thead>
<tr>
<th>Ref</th>
<th>Address</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>171532</td>
<td>73 New Wokingham Road, Crowthorne, Wokingham RG45 6JG</td>
<td>Recommend that WBC be requested to add an informative to the decision notice drawing attention to considerate building. See full submission</td>
</tr>
<tr>
<td>171411</td>
<td>43 Linkway Road, Crowthorne RG45 6ES</td>
<td>No comments or objections</td>
</tr>
<tr>
<td>171524</td>
<td>47 Ellis Road, Crowthorne RG45 6PR</td>
<td>No comments or objections</td>
</tr>
<tr>
<td>171619</td>
<td>52 Lupin Ride, Crowthorne RG45 6UR</td>
<td>No comments or objections</td>
</tr>
<tr>
<td>171647</td>
<td>2 Dukes Wood, Crowthorne Berkshire RG45 6NF</td>
<td>No comments or objections</td>
</tr>
<tr>
<td>171755</td>
<td>Kirkwood Redlake Business Centre, Redlake Lane, Wokingham Berkshire RG403BF</td>
<td>Highway safety concerns</td>
</tr>
<tr>
<td>171762</td>
<td>Trl Ltd Form Site Nine Mile Ride, Crowthorne Berkshire</td>
<td>See Appendix B</td>
</tr>
<tr>
<td>171761</td>
<td>Trl Ltd Former Site Nine Mile Ride, Crowthorne Berkshire</td>
<td>See Appendix C</td>
</tr>
<tr>
<td>171560</td>
<td>Land West of Old Wokingham Road</td>
<td>See Appendix A</td>
</tr>
<tr>
<td>171556</td>
<td>19 Belmont Road, Crowthorne, Wokingham RG45 6SA</td>
<td>No comments or objections</td>
</tr>
<tr>
<td>171765</td>
<td>63 Old Wokingham Road, Crowthorne RG45 6SS</td>
<td>Overdevelopment of the site and overbearing, too large to be adjacent to neighbouring property. Loss of light to neighbouring property.</td>
</tr>
<tr>
<td>171305</td>
<td>27 Hatch Ride, Crowthorne, Wokingham RG45 6LF</td>
<td>No comments or objections</td>
</tr>
</tbody>
</table>
17/515 Update on Pinewood Leases

A progress report was given by Cllr Ken Newland. WBC has now completed their consideration of the historical records and have proposed terms for a new head lease. Once council’s solicitors have been consulted a formal response will be made. Cllr Newland welcomed the proposal as a positive step and hopes that the remaining issues can be resolved in the near future.

17/516 Chairman’s Communications

Cllr Newland had met with Les Stevens from the Boxing Club. The Club will not be progressing with their new building but the current building is not fit for purpose, the toilets and showers require work and the building is not big enough to meet demand. Cllr Newland requested that the Boxing Club write to council with their ambitions for the future.

17/517 Items for information and discussion at future meetings

- SDWR
- Pinewood Festival, an AGM should take place each year and this will need to be discussed with the organising committee
- Management plan review
- ‘WWPC’ sign that is missing by Star Lane Crossing.

17/518 Date of next meeting – Meeting of the Parish Council at 7.30pm in the Howard Palmer Room Monday 7th August 2017.

Signed: .......................................................... Date: 7th August 2017
1. Full details of the hard and soft landscaping have been provided (in line with existing Condition 4 requiring details of hard/soft landscaping to be approved by the LPA prior to any building).

Required Information that is currently missing or unclear:

- confirmation of the 9m buffer on the southern boundary (particularly around the apartment block) [as per BEW18827-11] and in particular that the distances between the apartment block (plots 79-81) and southern Hatch Ride properties exceed standards in Borough design Guide / Design SPD App 13 P46
- Details of substantial tree to be retained in the buffer behind plot 82 (we believe this has already been felled, so would need to be replaced)
- Details of buffer security given that previous dense vegetation that "protected" Hatch Ride back gardens has been removed and the new planting will take at least 5-10 years before maturity. Bewley have already suffered one break-in via this route and once houses are occupied the security exposure will increase. [Re-instating the 50 year old boundary fence would be one solution to this]
- confirmation that the bulk, mass and scale of the apartment block (3 storeys) is sufficiently screened to avoid overbearing nearby properties
- details of landscaping for "parking court"
- details of what goes in the space of removed garages (hard or soft or mixture or both?)
- assessment of drainage impact and whether surface drainage is sufficient particularly on the boundary edge, where the parking court now exists
- details of lockable bike storage for replaced garages / car barns

2. We understand that these changes are driven by engineering challenges with the "levels" on the site - specifically flooding in the south west corner (and others), visible on Monday 27th June (i.e. before the recent rain). This would indicate that the drainage management calculations need refreshing, particularly if additional hardstanding is to be created as a result of the garage amendments
Appendix B

171761 WBC = 1700401REM BFC (Residential Layout)

1. “Respecting Old Wokingham Rd” (Design & Access Statement)
   • As a tree-lined “green route”, Old Wokingham Rd (OWR) plays an important part in defining the separation between Wokingham and Bracknell on both West (Wokingham) and East (Bracknell) sides of the road.
   • Street view along Old Wokingham Road – needs to be screened in line with existing local landscape character i.e. as an established ‘green route’ (e.g. West side of OWR). NOT a Jennett’s Park view from the A329.
   • Maintaining the integrity of the Tree protection / Retention Plan is essential along OWR. We are concerned that already these plans are being amended (increased removal e.g. 1700126COND) but without details of planting / soft landscape features

2. Crowthorne Approach / Gateway – all other approaches to Crowthorne start with (max) 2 storey buildings, together with high level of wooded cover – e.g. existing OWR Green Route. This site is unusual in that high density housing is planned on the edge of both the development (Buckler’s Park) and the settlement (Crowthorne) and without suitable tree screening will cause serious harm to the settlement character (In addition to the landscape character and separation between Bracknell and Wokingham reference above.) NB this is a completely different character to e.g. Jennett’s Park frontage onto Peacock Lane / A329
1. Spine Road – concern that this will become a “rat run” from Nine Mile Ride to Old Wokingham Road, particularly whilst Pinewood roundabout will be shut for upgrade...
2. Can buses cope with speed calming measures?
3. Relocating bus stop from Nine Mile Ride / Pinewood Roundabout [to the centre of the estate] means that the heavily used Pinewood Centre will now be >400m from a bus stop > essential that footpath / cyclepath options from the TRL site (North West Corner) are included to facilitate sustainable transport. Phasing of the development means that the cyclepath north of Hatch Green is delivered in the later stages. What interim solutions are possible?