

**Wokingham Without Parish Council  
Minutes of the Council Meeting  
Held on Monday 1<sup>st</sup> April 2019**

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

Commencing 7:30pm and concluding at 9:27pm

**Present:** Councillors L Foxwell, B Gough, K Newland, J Shill, A Plume, R Fenny, J Rogers, S Turtle and D Dye. Katy Hughes - Clerk, Sharon Way – Assistant Clerk. Borough Councillor A Ross. Joyce Stoner – Engagement Support Office, plus four members of the public (see item 19/904)

**Apologies:** Councillors P Sturgess, C Lancaster. Borough Councillors D Sleight and P Helliari-Symons.

**18/899 WELCOME**

Cllr Newland welcomed everyone to the meeting.

**18/900 ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Sturgess and Lancaster and Borough Councillors D Sleight and P Helliari-Symons.

**18/901 DECLARATIONS OF INTEREST**

None

*Please note that questions from the public (18/904) preceded the approval of the 4<sup>th</sup> March minutes (18/902), however for the purpose of these minutes the agenda order has been followed.*

**18/902 TO APPROVE AND ADOPT THE MINUTES OF THE MEETING HELD ON 4<sup>th</sup> March 2019.**

The Chairman invited comments from the floor. Following a proposal from Cllr Foxwell and seconded by Cllr Turtle it was:

**RESOLVED: Minutes of the 4<sup>th</sup> March 2019 were AGREED and signed.**

**18/903 MATTERS ARISING FROM MINUTES OF 4<sup>th</sup> March 2019.**

Comments on the Crowthorne Neighbourhood Draft Plan were submitted. The Clerk will circulate CPC's response once received.

Following a request from CPC, the Clerk submitted comments on a Defra bottle deposit consultation.

Cllr Ross mentioned that Cllr Sleight is meeting with BFC's Executive Member for Planning and Transport to discuss parking and other issues at Crowthorne station. Cllr Sleight also hopes to discuss the issues along the Old Wokingham Road in terms of the speed and the necessity of a safe pedestrian crossing at the end of Ellis Road to the Sang.

With respect to the Memorial Hall refurbishment, the Clerk met with Cllrs Plume and Turtle and a list of works to consider will be circulated.

With respect to WWPC's request to meet with someone from the WBC highways team; the Clerk emailed Chris Easton and Matthew Gould but did not receive a response. However it was noted that the team are not prepared to meet again until the traffic modelling for the SDL is finalised. The Parish Office will continue to press WBC highways for a response.

## **18/904 QUESTIONS FROM THE PUBLIC**

The following planning matter was brought forward:

Members of the public present: K Kunkel, M Kunkel, T Truscott and L Truscott.

Planning application at 10 Grange Avenue:

This is the fourth application received. Residents again raised concerns over the loss of light and privacy, and how the development is out of keeping with the street scene.

It was noted that the side elevation goes right up to the boundary line, and it does not adhere to the 45 degree rule.

After further discussion, Council took the view that this is yet another piecemeal approach to planning and agreed the following comments:

*The council is of the opinion that this is yet another reiteration of previous (refused) applications which resulted in a number of concerns from local residents, and that this application is of equal concern to those residents. The applicant already has planning permission from a subsequent application (182017) to make significant alterations to his home. This piecemeal approach to planning is against the spirit of the process and WWPC object to this application on the following grounds:*

- *Too large for the plot, the extension does not appear subservient to the main dwelling.*
- *Members object to the detrimental impact on the street scene, of the terracing effect of the side extension and the loft extension.*
- *Too close to the boundary line; the gap between properties falls short of the local policy recommendation of 1 metre.*
- *Overshadowing / loss of light impact upon neighbouring properties.*
- *Loss of privacy with regard to the overlooking windows (does it fail the 45° rule?).*

It was also noted that the applicant has started building work, and that there is much concern that what is currently being built does not adhere to the approved plans. It was further noted that neighbours had received a letter from planning enforcement stating that they were due to visit the site.

Action: The Clerk to contact planning enforcement.

K Kunkel, M Kunkel, T Truscott and L Truscott left the meeting at 7:50 pm.

## **18/905 BOROUGH COUNCILLORS BRIEFING**

Borough Councillor Ross provided a briefing.

With respect to SDL, Cllr Ross took note that WWPC are looking for a response from WBC Highways to the questions raised. He commented that the planning applications for the SDL are probably not yet imminent.

With respect to consultation exercises - firstly, a landscape character assessment is being carried out. A link to the assessment will be sent to the Clerk. The deadline for submission is 23 April. Secondly, briefings are being carried out on greenways. The next briefing is 5-7pm at WBC offices on 11 April.

Regarding Crowthorne fire station – over Easter the station and fire engine will be decamped to Wellington College and a ground breaking ceremony will be held at 5.30pm on 9th May.

Cllr Fenny questioned whether the possible delay to the SDL will impact the 5 year land supply. Cllr Ross stated that depending on the length of the delay it could become an issue.

#### **18/906 CLERKS REPORT**

The Clerk and Assistant Clerk undertook an elections webinar training event on 6 March 2019.

The Clerk, and Cllrs Newland, Plume, Foxwell and Rogers attended a CIL meeting with borough councillors on Friday 8 March.

The Clerk attended a Neighbourhood Planning training event in London on 12 March.

Cllr Newland and the Clerk met with WBC representatives to review the Fit for Life classes at the Memorial Hall. These have proved very successful and the decision has been made to run a further 12 week course from mid-April.

Cllrs Newland and Foxwell, Borough Councillor Sleight, and the Clerk attended a meeting with Mark Redfearn and Judy Whyte and Borough Cllr John Halsall at WBC on Friday 22 March 2019.

The Clerk attended a Clerks' Forum meeting on 27 March.

The Clerk and Assistant Clerk ran the community litter pick on Sunday 24th March. The event was very well attended, with around 70 people taking part. Thanks to Cllrs Newland, Rogers, Foxwell, Fenny and Turtle for supporting the event on the day.

The first session of the new parent and toddler sessions at St Sebastian's Church Hall was held on Thursday 28th March.

#### **18/907 VERBAL REPORTS FROM EXTERNAL MEETINGS**

Cllr Rogers attended a Bewley Homes site liaison meeting. The cycle path near the Spinney should be completed soon. The play area in Oakham Park estate may be open by the end of May.

Cllrs Rogers and Plume held a meeting with the construction director of the L&G site to discuss the lack of water in the pond at Pinewood. Possible solutions to the problem are being investigated. The Clerk is looking at the possibility of a borehole to provide a water source. Water levels will be monitored for the present and an action plan will be developed if required.

#### **18/908 APPOINTMENT OF AN INTERNAL CHECKER**

A quarterly check is required of the bank statement to confirm that the internal records match the bank statements. It is proposed that a member carries out this check and reports back to council. Following discussion Cllrs Foxwell and Rogers volunteered to undertake this role, covering the next two quarters.

#### **18/909 PINEWOOD CAR BOOT SALES**

Following proposal from Cllr Turtle and seconded by Cllr Foxwell it was:

**RESOLVED: That permission was granted for the Pinewood Judo Club to run car boot sales on the 4 bank holiday Mondays (22 April, 6 May, 27 May, 26 August).**

**18/910 COUNCIL POLICIES AND RISK REGISTER**

(a) CCTV Policy. Several editorial corrections were submitted by Cllr Turtle, and discussed by the Clerk.

No further comments were received on items (a) to (f)

Following a proposal from Cllr Rogers, seconded by Cllr Turtle it was:

**RESOLVED: That policies (a) to (f) of item 13 of the agenda were ADOPTED subject the amendments discussed.**

With respect to Item (g) 'Corporate and Business Service Risk Assessment Register', the Clerk outlined that this is a living document, which is regularly reviewed and updates circulated. Two additions are proposed to the 'health and safety' table, and a record should be made of those members of staff who have received first aid training. Finally a line to be added covering the addition of new items bought and old, obsolete items removed.

Following a proposal from Cllr Foxwell, seconded by Cllr Plume it was:

**RESOLVED: That subject to the comments made, the updated Risk Register was ADOPTED.**

**18/911 REVIEW OF WOKINGHAM BOROUGH COUNCIL'S RIGHTS OF WAY IMPROVEMENT PLAN ("ROWIP")**

The Clerk and Cllr Plume have discussed this issue and concluded that the actions required of WWPC are insufficiently defined. The Clerk has written to Andrew Fletcher (WBC rights of way officer) advising that either the previous comments could be re-submitted, or WWPC could respond to a set of specific questions (i.e. a questionnaire) posed by WBC. Cllrs Rogers and Fenny will review the plan outside the meeting and prepare comments for circulation prior to a meeting. WBC are looking for 'high level' strategic future requirements.

**18/912 PINWOOD BUILDING SURVEYS AND CONDITION REPORTS**

The appointed contractor has been incapable of carrying out the work. An alternative contractor has been found to carry out the condition report, who is also able to provide a 10 year schedule of required maintenance. A decision paper submitted as appendix 15 was discussed.

Following a proposal from Cllr Rogers seconded by Cllr Plume it was:

**RESOLVED: That the recommendations of the decision paper were APPROVED.**

**18/913 FINANCIAL INFORMATION - papers circulated prior to meeting**

- a) Report on outstanding balances was received and noted.
- b) Cheques for signature and payments both made and still to be made were approved and signed. No queries were raised.
- c) A detailed income and expenditure report and financial performance against budget report was received and noted.
- d) A report of total salary expenditure for March 2019 was received and noted.

**18/914 PLANNING/LICENCE APPLICATIONS**

The following responses were **AGREED**:

No	Site	Comments
190505	35 Butler Road Crowthorne RG45 6QZ	No comments or objections
190558	38 Edgcumbe Park Drive Crowthorne RG45 6HY	No comments or objections
183017	Newlands Farm Old Wokingham Road Crowthorne RG450 3BU	No comments or objections
190405	1&2 East Lodge Ludgrove Wokingham RG40 3AD	Objection from WWPC on the grounds of overbearing, out of character and not subservient to the main dwelling. Detrimental impact to street scene.
190562	1 Leith Close Crowthorne RG45 6TD	No comments or objections
190671	34 Ellis Road Crowthorne RG45 6PN	No comments or objections
190348	92 Ellis Road Crowthorne RG45 6PN	Members raised concerns on how close this extension is to the adjacent property and boundary line. The Council have no comments regarding detached garage providing that the planning officer is satisfied on where it has been sited.
190566	10 Grange Avenue Crowthorne RG45 6QG	See 18/904 for comments.
190730	44 Lyon Road Crowthorne RG45 6RT	Members raised the following concerns: <ol style="list-style-type: none"> <li>1. Loss of light to flat in Dowding Court.</li> <li>2. The bathroom and hall windows seem overly large. Are they frosted?</li> <li>3. Is there sufficient parking given the additional bedroom.</li> </ol>

## 18/915 CHAIRMAN'S COMMUNICATIONS

Members were reminded of the candidate application deadline, and that the applications had to be submitted to Shute End by hand.

The bottle bank has been relocated to resolve fly tipping, reduce noise nuisance and free up parking. A notice has been placed giving the new location.

The CIL meeting with borough councillors, attended by the Clerk, and Cllrs Newland, Plume, Foxwell and Rogers provided an opportunity to inform the borough councillors of WWPC ideas for use of CIL funding.

At the localities meeting the WBC localities officers explained that they were seeking to understand the needs of different parishes, in order to tailor actions accordingly. Feedback was sought on the effectiveness of the borough / parish liaison meeting. The point was made that it is treated as a 'show/and tell' session by WBC. The SDL was discussed, including reference to the community hub, for which Mr Redfearn is the responsible officer. A meeting will be held on the morning of 3<sup>rd</sup> April to discuss the South Wokingham SDL community facility. The CIL spending plan was also discussed. The head lease was discussed in detail and was of particular interest to Cllr Halsall who will work to resolve the issues.

Regarding the head lease, Sport England have rejected the 'lift and shift' clause, but this has not been recognised by the WBC Estates Department and the issue is ongoing.

**18/916 ITEMS FOR INFORMATION AND DISCUSSION AT FUTURE MEETINGS:**

A folder of information for new councillors is under preparation, members are requested to take a look and let the Parish Office know if there are any particular items of information that should be included, for distribution late May / early June.

**18/917 MEETING CLOSED AT 21.34 PM**

**Date of next meeting** – Meeting of the Parish Council at 7.30pm in the Howard Palmer Room on Monday 13<sup>th</sup> May 2019.

**Signed:** .....

**Date:** 13<sup>th</sup> May 2019