

**Wokingham Without Parish Council
Minutes of the Council Meeting
Held on Monday 1st July 2019**

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

Commencing 7:30pm and concluding at 21:30 pm

- Present:** Councillors D Dye, R Fenny, L Foxwell, B Gough, N Martin, K Newland, A Plume, J Rogers, P Stephens and S Turtle. Katy Hughes - Clerk, Sharon Way – Assistant Clerk.
Joyce Stoner – Engagement Support Officer plus 5 members of the public L Ferrar, T Truscott, L Truscott, K Kunkel and M Kunkel.
- Apologies:** Councillors C Lancaster and D Latimer. Borough Councillors P Helliard-Symons and A Ross.

19/49 WELCOME

Cllr Newland welcomed everyone to the meeting.

19/50 ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Lancaster and Latimer. Borough Councillors Helliard-Symons and Ross.

19/51 DECLARATIONS OF INTEREST

Cllr Newland informed members of his membership with the Crowthorne and Sandhurst Art Society (ref item 19/64).

19/52 TO APPROVE AND ADOPT THE MINUTES OF THE MEETING HELD ON 3RD JUNE 2019

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

RESOLVED: Minutes of the 3rd June 2019 were AGREED and signed.

Please note that questions from the public and the consideration of the planning/licence applications preceded matters arising from minutes of 3rd June, however for the purpose of these minutes the agenda order has been followed.

19/53 MATTERS ARISING FROM MINUTES OF 3RD JUNE 2019

The Clerk reported that the Annual Return was completed and submitted to the external auditor, and a report is expected later in the summer. We are currently in the period of public inspection of the unaudited accounts – no request has yet been received.

19/54 TO APPROVE AND ADOPT THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 19TH JUNE 2019

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

RESOLVED: Minutes of 19th June 2019 were AGREED and signed.

19/55 MATTERS ARISING FROM MINUTES OF 19TH JUNE 2019

The Clerk reported that herself and Cllr Newland had met to determine the rates on the basis of the criteria specified at the meeting, and that these had now been set.

19/56 QUESTIONS FROM THE PUBLIC

The following planning matters were brought forward:

Planning application at 10 Grange Avenue:

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

This is the fifth application received. Residents noted that the changes presented in the new plans fall short of addressing their concerns over the loss of light and privacy to neighbouring properties, and the lack of design merit. The property is not in keeping with neighbouring properties.

Following a discussion, it was agreed that previous comments relevant to the current application would be reiterated, with additional comments on the new proposals.

The following comments were agreed:

The Council does not agree with this piecemeal approach to planning and objects to this application on the following grounds:

- 1). The front porch and rear loft extensions are too large for the plot.
- 2). Members object to the detrimental impact on the street scene.
- 3). Too close to the boundary line; the gap between properties falls short of the local recommendation of 1 metre.
- 4). Overshadowing / loss of light impact upon neighbouring properties.
- 5). Loss of privacy with regard to the overlooking windows.

Planning application at Glendower, Honey Hill:

Cllr Fenny provided an overview of the application. The applicant spoke in support of the application, citing positive comments from neighbours and the benefits of the proposal, e.g. to the street scene.

Council have no objections to this application.

19/57 BOROUGH COUNCILLORS BRIEFING

Cllr Newland reported that an email had been received from Cllr Helliar-Symons informing the council that there had been incidences of dogs injuring swans at Heathlake. The Parish Office are requested to issue a strong recommendation that dogs are kept on a leash around lakes, particularly during the swan breeding season. The Clerk noted that new larger signage will be installed next week. Cllr Newland requested that the recommendation should also be publicised via social media.

Cllr Helliar-Symons also reported that a member of the public has acted very aggressively towards a dog owner whose dog was off the lead. Cllr Helliar-Symons has requested that anyone who is threatened notifies the police.

19/58 CLERKS REPORT

A meeting was held at the St Sebastian's Memorial Hall site to discuss possible uses for the purchased land. A tree survey was carried out on 17th June which identified one unsafe tree, and the removal of this tree has been organised. The neighbours in the three nearest properties have been informed of the purchase and positive feedback received.

The Clerk attended an SLCC Branch training day, and a Place and Community Partnership meeting.

The bat surveys for the office extension have been completed, and no bats were witnessed entering or exiting the building. Reports will be submitted to WBC and it is hoped the planning application will therefore progress.

A tour of Pinewood was carried out on 13th June for WBC members.

Quotes were received for works to trees located behind the workshop / Nissan hut, which the Groundsman had concerns about. The Clerk will add this work to the August agenda for consideration.

With regard to the Neighbourhood plan, a report has been received from O'Neil Homer and it is proposed that a steering group meeting is held to review the items and decide what will be taken forward. The Clerk will organise a date via Doodlepoll. The Clerk noted that a comment in the minutes of the 13th May 2019 council meeting (minute ref: 19/19) made by Cllr Rogers was with reference to an AECOM report, not an O'Neil Homer report.

Two significant planning applications have been received for the South Wokingham SDL, both outline applications. These are too large to be allocated to a single councillor, so the Clerk is proposing to organise a separate meeting to look at these applications, carry out a collective review, and prepare comments. It will be organised for August / early September, dates to be agreed.

Two councillors attended councillor training and the feedback has been positive.

A WBC housing survey consultation has been circulated.

The Clerk requested Cllrs Fenny and Dye provide a short biographic paragraph for the WWPC website.

As part of the requirements to obtain Quality Council status, the Clerk has prepared a 12 month action plan, which has been circulated to members. If all members are happy with this document the Clerk will progress the application.

Cllr Turtle suggested that the item relating to the tug of war building should be removed.

Following a proposal from Cllr Plume and seconded by Cllr Newland it was:

RESOLVED: That, subject to removal of the item relating to the tug of war building, the 12 month action plan was APPROVED.

19/59 VERBAL REPORTS FROM EXTERNAL MEETINGS

Cllr Rogers attended the Community Minibus AGM – they will shortly be purchasing a new minibus.

Cllrs Dye and Martin attended the CPRE Berkshire Branch AGM. The Clerk confirmed that WWPC are continuing to pay the annual subscription.

Cllr Fenny reported on the South Wokingham Distributor Road exhibition held at St Crispins. There was good attendance, including Borough Cllr John Halsall, leader of Wokingham Borough Council. (Clerk to contact Borough Cllr Halsall with respect to arranging the tour of the Pinewood site).

Cllr Stephens suggested that WWPC consider providing more communication to the public with guidance on methods of providing comment and deadlines. The communications Working Group will progress this with the Clerk.

Cllr Rogers mentioned that Jean Mulovi, WBC Project Manager, has offered to provide display boards and leaflets to the Parish Office. The Clerk will contact Ms Mulovi to organise this.

19/60 COUNCIL RESERVES

The Clerk discussed the transfer of funds from General Reserves to Earmarked project reserves. Cllr Newland noted that earmarked reserves must be supported by an underlying rationale that is reviewed annually by the council and is quantified. The Clerk noted that this process had been carried out by the Working Group.

Following a proposal from Cllr Turtle and seconded by Cllr Plume it was:

RESOLVED: That the proposed transfer of funds from General Reserve was APPROVED.

19/61 GRANTS

The Clerk stated that, with the start of the new civic year, a sum of £17,000 had been budgeted for the grants programme. The proposal was that the grant allocation process should align with the Council's strategic vision and to gather more information on the benefits that the grants have delivered, so this can be used to provide positive news about what WWPC is doing for the parish community.

- Grant form has been updated, with additions to comply with GDPR
- A monitoring form will be introduced for grants of £500 or more

Following a proposal from Cllr Fenny and seconded by Cllr Rogers it was:

RESOLVED: That the proposal with respect to the grants process was APPROVED.

19/62 DISCUSSION – CLIMATE CHANGE AND THE ENVIRONMENT

Cllr Fenny provided an overview of the discussion paper and the possible action that could be taken to improve the environmental sustainability of WWPC and the parish as a whole.

Cllr Fenny would lead a Working Group, to develop a policy and a set of actions to submit for approval at a forthcoming meeting. Cllrs Dye, Foxwell, Stephens and Turtle also volunteered to be on the group.

19/63 PINWOOD CAR PARK

The Clerk provided an overview of the need to provide additional car parking capacity, due to the demand generated by the Pinewood clubs.

Given the likely high cost of the project, the Clerk recommended that an expert consultant be appointed to review the site as a whole and provide an optimal design. Three specialist companies were approached for quotations. Two quotes were received and the

recommendation is that KPG Associates are appointed.

Cllr Turtle suggested that the number of cars using the site could be counted. There may also be relevant reports from previous car park work. Finally Cllr Turtle proposed that this work should be discussed at a Pinewood Forum.

Cllr Stephens expressed concern that increasing the number of parking spaces could result in a negative environmental impact.

Cllr Newland proposed that a resolution should be made with respect to the expenditure on the car park planner, but that a small Working Group comprising Cllrs Fenny, Stephens and Turtle, should be formed to review and if necessary amend the brief.

Following discussion it was agreed that the proposal would be amended to permit an expenditure of up to £4000, to allow for the possibility of changes to the brief.

Following a proposal from Cllr Plume and seconded by Cllr Turtle it was:

RESOLVED: That the proposal as amended above was APPROVED.

19/64 REQUEST FROM CROWTHORNE AND SANDHURST ART SOCIETY TO PURCHASE ADDITIONAL SMALL TABLES FOR THE MEMORIAL HALL

The Crowthorne and Sandhurst Arts Society have requested that WWPC purchase additional small tables. The Clerk noted that the proposal was that the tables would be stored in the lock-up to ensure they were available for the Arts Society.

Following a discussion it was agreed that WWPC may consider purchasing the tables provided they are stored in a shared location and for general use. The Clerk will discuss this further with the Arts Society.

19/65 SOUTH WOKINGHAM SDL COMMUNITY HUB

A meeting attended by Cllrs Foxwell, Newland, Plume and Rogers was held at WBC to discuss the proposed Community Hub. The purpose was to firm-up on WWPC's commitment to involvement in the running of the Community Hub. A list of the issues raised by the members at the meeting is included in the Clerk's paper appended to the agenda.

The proposal is for the Clerk to write to WBC confirming the continued intention to participate, subject to the satisfactory resolution of the issues identified.

Following a proposal from Cllr Turtle and seconded by Cllr Plume it was:

RESOLVED: That the proposal was APPROVED.

19/66 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 May 2019 was received and noted.

19/67 PLANNING/LICENCE APPLICATIONS

The following responses were **AGREED**:

No	Site	Comments
190343	Glendower, Honey Hill Crowthorne RG40 3BB	See minute 19/56
191303	54 Ellis Road Crowthorne RG45 6PT	No comment
191170	Enchanted Barn, Redlake Lane Wokingham RG40 3BF	No comment
191056	29 The Brackens Crowthorne RG45 6TB	No comment
191367	2 Corsham way Crowthorne RG45 6NN	No comment
191334	Treetops, Circle Hill Road Crowthorne RG45 6RN	No comment
191203	Pinewood Gymnastics Club Unit 6, Old Wokingham Road Crowthorne RG40 3AQ	No comment
191467	10 Grange Avenue Crowthorne RG45 6QG	See minute 19/56
191467	21 Bramblegate Crowthorne RG45 5JA	No comment
PR0344 (Minor variation of premises licence)	Heathlands Garden Centre Heathlands Road RG40 3AS	No comment

19/68 CHAIRMAN'S COMMUNICATIONS

With respect to the Pinewood lease, the head lease is currently with WWPC solicitors. The Clerk has carried out a comparison between the current head lease, the heads of terms and the 2005 lease (currently lodged with the Land Registry) and produced a commentary sheet which has been sent to the solicitor.

Cllr Newland stated that he will not attend the August council meeting and conveyed his apologies.

19/69 ITEMS FOR INFORMATION AND DISCUSSION AT FUTURE MEETINGS:

Cllr Dye raised the issue of unnecessary maintenance visits to the pond causing damage and focusing on fish rather than invertebrate life. The Clerk has notified the maintenance company that the pond biodiversity is a key priority for the pond.

Cllr Martin requested that his report on 5G and its implications be added to the September meeting agenda (since the August meeting is for urgent items only).

Cllr Newland stated that, given that planning permission for the office extension may shortly be forthcoming, preparatory work will need to be carried out so that a decision paper can be brought to council at a forthcoming meeting.

19/70 MEETING CLOSED AT 21.30 PM

Date of next meeting – Meeting of the Parish Council at 7.30pm in the Howard Palmer Room on Monday 5th August 2019.

Signed:

Date: 5th August 2019