

**Wokingham Without Parish Council
Minutes of the Council Meeting
Held on Monday 3rd February 2020**

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

Commencing 7:30 pm and concluding at 9:47 pm

Present: Councillors J Cannon, R Fenny, L Foxwell, B Gough, D Latimer, N Martin, K Newland, A Plume, J Rogers, P Stephens and S Turtle. Katy Hughes - Clerk, Sharon Way – Assistant Clerk. Borough Councillors C Bowing, P Helliar-Symons and A Ross. J Stoner.

Apologies: Councillor D Dye and P Stephens.

19/173 WELCOME

Cllr Newland welcomed everyone to the meeting.

19/174 ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Dye and Stephens.

19/175 DECLARATIONS OF INTEREST

None.

19/176 CO-OPTION OF MRS JANET CANNON

Cllr Newland invited Mrs Cannon to make a statement in support of her written application. Following a brief question and answer session a vote was held and all members were in favour of co-opting Mrs Cannon to council.

19/177 TO APPROVE AND ADOPT THE MINUTES OF THE MEETING HELD ON 13TH JANUARY 2020

Cllr Newland invited comments from the floor. Following a proposal from Cllr Fenny and seconded by Cllr Turtle it was:

RESOLVED: Minutes of the 13th January 2020 were AGREED and signed.

19/178 MATTERS ARISING FROM MINUTES OF 13TH JANUARY 2020

None.

19/179 QUESTIONS FROM THE PUBLIC

None.

19/180 BOROUGH COUNCILLORS BRIEFING

Borough Cllr Ross stated that the planned works to the traffic lights at the Heathlands Road / Nine Mile Ride junction were being postponed. Cllr Fenny noted his dismay that despite persistent requests, the Borough Council had not been able to tell him what the plan for this work had been. The Clerk had been informed that the works were 'refurbishment' and would follow this up to determine exactly what was intended. The Clerk reported that she had followed up with Borough officers to keep WWPC in the loop regarding plans for the future works.

Cllr Ross had informed the Borough highways officer that the condition of the road between New Wokingham Road and Old Wokingham Road is poor and should be considered for resurfacing.

The Local Plan update is out for consultation this week for a period of six weeks.

The Rights of Way Improvement Plan has been reviewed and amended following a consultation process. It will be going to Executive to be adopted in March.

Following a meeting at Ravenswood, WBC is progressing plans to adopt a footpath on their land between Kingsbridge Cottages and the traffic lights.

Ravenswood suffer from fly tipping of large items and are looking at the installation of CCTV. Cllr Ross has encouraged them to liaise with WWPC and WBC to ensure that the installed CCTV can be used in law against the fly tippers.

A WBC highways officer will be visiting St Sebastian's school to review measures to improve the safety of pupils entering and exiting the school.

A meeting to approve the WBC budget will be held on 20th February.

Cllr Ross will be arranging a meeting to discuss a three-way approach to resurfacing of Heathlake car park. WWPC will be updated in due course.

A reduction in the volume of big fish in Heathlake is planned in order to maintain its SSSI characteristics. Signs will be erected and WWPC will be kept informed. Signs will also be erected to notify the public that fishing in Heathlake is not permitted.

Cllr Helliar-Symons noted that the new Crowthorne fire station will be opened by mid-summer and encouraged WWPC to check that fire sprinklers were being specified for the new community centre when it gets built. Cllr Newland cautioned that plans for WWPC to manage the community centre were subject to a reasonable business case and suitable terms from WBC.

Cllr Ross noted that the fire station opening ceremony will be held on 17th July 2020. WWPC representatives will be invited.

Cllr Bowring noted that BFC are planning to operate a bus service from Bucklers Park to Crowthorne railway station, starting in February. However the railway timetable is not yet finalised and may not link up with the bus time table. Representations are therefore being made to BFC.

Cllr Fenny questioned the change at Longshot lane recycling centre, which has replaced the car sticker system with a requirement to show official ID, and felt that this would discourage recycling. Cllr Helliar-Symons stated that the sticker system is not workable.

The Clerk referred to the traffic / safety issues along Nine Mile Ride to St Sebastian's school, and noted that the recent WWPC community work had cleared approximately 1t of leaf mulch from the pathway in this area. The Clerk requested that WBC clear the remaining soil and leaf mulch that runs up to the fence as this has not been done for several years. Cllr Helliar-Symons recommended that the Clerk contact Mark Tomlinson at WBC. The Clerk had already done this and asked that the Borough Councillors also contact Mr Tomlinson to support the WWPC request.

Cllr Foxwell thanked the Clerk, members, staff and their families who had cleared the path.

Cllr Latimer asked when the pedestrian crossing at Bucklers Park would be opened. Cllr Ross did not know and would request this information from BFC.

Cllr Latimer also asked about traffic management along Oaklands Lane. Cllr Helliar-Symons stated that bollards have been installed but that the untarmacked middle section is causing problems and is being monitored by Andrew Fletcher. With regard to the potential cycle lane – no more progress has been made, however the traffic survey indicated an average speed of 18mph which may have a bearing on the decision. There is insufficient evidence to support the installation of bollards to shut the lane off.

Cllr Newland provided an update on Pinewood leases. Ten subleases have been confirmed as issued to Craig Hoggeth and it is hoped that feedback will be received as soon as possible. WWPC are also waiting for a response from the clubs.

19/181 CLERKS REPORT

The interim audit report has been received and noted by members (Appendix 8 in the agenda pack). The findings of the audit confirm that the council's financial records are well maintained and appear complete and fit for purpose, and that the control systems and procedures appear efficient and effective.

The Clerk thanked the staff team for their hard work in achieving a positive report.

A legionella risk assessment report has been received and is being reviewed by the Clerk and Cllr Foxwell, who are now putting together the data that needs to be issued to the tenants.

WWPC passed the assessment and have received the Local Council Award Scheme – Foundation level award. It is valid until January 2024, however the Clerk will look to move to the next level award once the feedback has been worked-through.

On 14th January the Clerk attended the South Wokingham SDL Community Forum with Cllrs Stephens, Plume, Rogers and Foxwell. Members spoke to residents about the community hub and neighbourhood plan.

On 15th January the Clerk and Cllr Plume met with Domhnall McFarlane (WBC officer for sustainable transport) to discuss cycle parking at Pinewood (reported later in the meeting).

On 17th January the Clerk met with Ian Haggerty (L&G) to understand the water issues on Buckler's Park for plans going forward regarding the works at Pinewood pond. L&G have undertaken significant measures to prevent water running off from their site onto the Pinewood site. Good communications are being maintained between L&G and WWPC in order to manage these issues going forward.

On 20th January the grants award event was held. It was successful and letters of thanks have been received from –

- Crowthorne Community Minibus
- Careers Springboard Bracknell
- MS Therapy Centre
- Me2 Club
- Sue Ryder

- COATS
- Link Visiting Scheme
- Berkshire Maestros
- Wokingham Job Support

Further letters of thanks continue to be received.

Cllr Newland noted that a significant majority of the attendees expressed a preference for the event to be held in the afternoon rather than the evening. The Clerk will also be encouraging these groups to attend the Annual Parish Meeting.

The CPC and WWPC liaison meeting was held on 20th January. It was a productive meeting with several follow-ups on shared issues including the joint guide, speeding on the Old Wokingham Road, and lighting provision of the Old Wokingham Road.

On 29th January the Clerk attended a Wokingham Clerks' Forum meeting. A presentation was given on the climate emergency work being undertaken by WBC.

The Clerk thanked everyone who attended the Community Clean-up day, held on 2nd February.

The Borough-wide Big Litter Pick event will be held on 29th March. WWPC will be working in collaboration with CPC and CROW and are hoping to cover as much of the two parishes as possible.

The next Borough-Parish catch-up meeting will now be deferred by one week to 24th February.

19/182 VERBAL REPORTS FROM EXTERNAL MEETINGS

A 'Design our Neighbourhoods' meeting was held on 22 January and attended by Cllrs Plume and Foxwell. Cllr Foxwell advised that this was a local consultation workshop, where attendees were split into four groups – North, South, East and West. Each group prepared a list of actions that would improve their area. These were collected and discussed.

A Local Plan Update meeting was held on 28 January, attended by Cllrs Plume and Rogers. Cllr Plume stated that WBC advised that a consultation was starting, and positive feedback is requested.

A CROW special committee meeting was held on 28th January, attended by Cllr Rogers. An artist (Cllr Cannon) is creating a Union Jack from red, white and blue crisp packets.

Cllrs Foxwell and Martin met with the residents on Honey Hill on 3rd February. The meeting was called by Mark Hall due to concerns about the roadworks at the traffic lights and to find more information about the Neighbourhood Plan. A list of names was taken of residents who are interested in making an input to the Neighbourhood Plan.

Cllr Turtle advised that the Orchard Group met on 3rd February and tidied-up and pruned the orchard.

19/183 DICKIE'S POND

Members discussed the recommendation from the Public Spaces and Amenities Working Group to commission an ecological survey of the Dickie's pond at Pinewood, as presented in Appendix 11 of the Agenda.

The Clerk stated that following three meetings with pond companies one of the recommendations was to have an ecological survey. This would determine what was living in and around the pond and a set of actions and timing in the year in order to protect and enhance the aspects WWPC wish to retain. The Clerk obtained two quotes for this work, which were not comparable due to a different approach being taken. The Clerk therefore tried to contact Simon Bartlam, the countryside services officer based at Dinton Pastures. Unfortunately due to leave and illness it has not been possible to contact Mr Bartlam.

The Clerk requested the members to decide whether to (1) Proceed with the John Wenman survey (which was the consensus of the Working Group), (2) Wait to speak to Mr Bartlam to obtain an alternative recommendation, (3) To proceed with the alternative quote involving a paid visit, which would then result in a comparable quote for the survey work itself.

Cllr Fenny asked whether the current pond management company had been approached. The Clerk advised that they had quoted for pond works but had not been approached to do the ecological survey.

Cllr Rogers noted that L&G undertake significant pond management. Cllr Plume suggested that after WWPC had completed this survey it would be more effective in discussions with L&G.

Cllr Rogers stated that an issue that must be covered is the impact of rubbish going into the pond.

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

RESOLVED: The recommendation from the Public Spaces and Amenities Working Group to commission an ecological survey of Dickie's pond at Pinewood as presented in Appendix 11 of the Agenda was AGREED.

19/184 PINWOOD CAR PARK

(a) To consider a proposal for the purchase and installation of cycle parking at Pinewood as presented in Appendix 12a of the Agenda.

Cllr Plume stated that this was one of the 'quick wins' agreed among the Working Group. He and the Clerk subsequently met with Domhnall McFarlane (a WBC officer for sustainable transport) for a site visit to review possible locations for the cycle parking. His recommendation was for location 2. Cllr Plume and the Clerk then reviewed the options for type and amount of cycle parking required. In consideration of provision of 10 or 20 cycle places – it was considered there would be significant cost and disruption if an initial provision of 10 spaces was subsequently increased to 20. It was therefore deemed to be more cost effective and time-efficient to build a base suitable for 20 cycles. A second location closer to the café was identified by Mr McFarlane should additional spaces be required in the future.

Cllr Turtle expressed doubt regarding the number of parking places required as users of the clubs, e.g. gym, football, scouts, will not cycle to Pinewood.

Cllr Rogers supported the proposed location, and appreciated that the larger size will make it more visible to potential cyclists.

In support of option 1 location, Cllr Latimer noted that it would be immediately visible to people entering the Pinewood site. When the car park is full, the Option 2 location may not be visible

from the entrance. Option 1 is overseen by the office, close to the work sheds with lighting and camera provision. Finally the Option 1 location does not require cyclists to cross the car park.

Cllr Turtle stated that these points reflecting discussion at the Working Group, have not been included in the paper, and it should therefore not have been presented to the meeting. Papers should be circulated to the Working Group for agreement prior to being submitted to the meeting. This was noted and agreed.

Cllr Foxwell considered that Option 1 is too close to the entrance / exit roads which would present a particular risk to families with young children parking their cycles.

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

RESOLVED: The proposal for the purchase and installation of cycle parking at Pinewood as presented in Appendix 12a of the Agenda (option 2 location and 20 unit cycle shelter) was AGREED.

(b) To consider a proposal to commission research, preparation of a specification and schedule of work to progress two key areas for car park improvement; review of the speed humps and widening of the exit lane.

Cllr Newland noted that the paper did not include all the points, for example comments from users of Pinewood regarding widening of the exit – in particular the concern that if more people are turning left the sightline for those turning right is obscured. Cllr Plume stated that the paper was for the commissioning of research which would include those issues. On this basis Cllr Newland was content with the paper.

Cllr Turtle questioned the reference to ‘replacement and relocation of the speed humps’, since it had been agreed to look at ‘alternative / other calming measures’ which are not limited to speed humps. Cllr Newland proposed that ‘...and alternative calming measures’ be added to the paper at the end of the sentence.

Cllr Fenny noted that the current wording implied a decision had been made to widen the exit.

Cllr Newland stated that research was required to advise WWPC on possible measures to improve vehicle exiting from Pinewood. Widening is only one suggestion, so the paper needs to be revised to reflect that.

It was agreed that the paper would be re-written and submitted at a future meeting.

19/185 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 to date for the year was received and noted.

Following a discussion regarding a Member’s expense claim, it was requested that the Clerk put together an expense policy for the parish.

19/186 PLANNING/LICENCE APPLICATIONS

No	Site	Comments
193371	1 Thornbury Close Crowthorne RG45 6PE	No comment.
193417	Squires Garden Centre Heathlands Road Wokingham RG40 3AS	No comment.
200055	1 Conifers Crowthorne RG45 6TG	WWPC request, should the application be approved, a condition is added to ensure the TPO'd trees are protected during construction. Members also raised concern that the extension would not appear subservient to the main dwelling.
200064	1 Holme Close Crowthorne RG45 6TF	No comment.
200093	16 Highway Crowthorne RG45 6HE	No comment.
200035	22 The Chase Crowthorne RG45 6HT	No comment.

19/187 CHAIRMAN'S COMMUNICATIONS

CLlr Newland noted that in the recent past emails have been sent which have been excessively negative, and expressed points which are factually incorrect. Members were reminded that Internal communications may be made public. CLlr Newland requested that all members are more careful, particularly with written communications, when a negative view is being expressed. Additionally, very long emails are being prepared – CLlr Newland requested that emails be kept succinct. Long communications may be written in a separate paper and attached to a shorter email. CLlr Turtle suggested that it may not be necessary to copy all members on emails.

19/188 ITEMS FOR INFORMATION AND DISCUSSION AT FUTURE MEETINGS:

CLlr Latimer suggested that a topic for discussion was the possible provision of a skateboard / scooter ramp at Pinewood / another site. Also the provision of play facilities at Bigshotte Park. The Clerk will consider how best to progress these suggestions.

CLlr Martin suggested creating a stand at Squires to facilitate sign-up for the Neighbourhood Plan. The Clerk will consider how to progress this.

CLlr Martin will discuss the Honey Hill pond as an agenda item at the next meeting.

CLlr Turtle stated that the Pinewood Booklet is nearly complete; the final quote for printing will be received soon.

19/189 MEETING CLOSED AT 9:47 PM

Date of next meeting – Meeting of the Parish Council at 7.00pm in the Howard Palmer Room on Monday 2nd March 2020.

Signed:

Date: 2nd March 2020