

**Wokingham Without Parish Council
Minutes of the Council Meeting
Held on Monday 7th October 2019**

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

Commencing 7:30 pm and concluding at 10:00 pm

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

In the Chairman's absence the Deputy Chair, Cllr Lesley Foxwell Chaired the meeting, in accordance with the council's adopted Standing Orders.

19/105 Welcome

Cllr Foxwell welcomed everyone to the meeting.

19/106 ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Newland. Borough Councillors Bowring and Ross.

19/107 DECLARATIONS OF INTEREST

None

19/108 TO APPROVE AND ADOPT THE MINUTES OF THE MEETING HELD ON 2nd September 2019.

Cllr Foxwell invited comments from the floor. Following a proposal from Cllr Martin and seconded by Cllr Stephens it was:

RESOLVED: Minutes of the 2nd September 2019 were AGREED and signed.

19/109 MATTERS ARISING FROM MINUTES OF 2nd September 2019.

The Clerk and Cllr Rogers have informed WBC of potholes which have appeared in Oaklands Lane. Cllr Helliar-Symons will check whether planned traffic surveys have been carried out. Cllr Helliar-Symons noted that regular meetings are being put in place between WWPC and WBC, with the first to be held on 17th October. Cllr Turtle expressed concern regarding the speed of cars along the resurfaced part of Oaklands Lane. Cllr Helliar-Symons also noted that consideration was being given to the provision of a cycle lane.

Please note as it became apparent not all members of the public had arrived, it was agreed to postpone the questions from the public section to after the Clerk's report. However, for the purpose of these minutes the agenda order has been followed.

19/110 QUESTIONS FROM THE PUBLIC

The following planning matter was brought forward:

Planning application at 23 Linkway (191977)

Members of the public present: SO, KM, HT, MI, MI, AP, TQ and KP.

Cllr Plume provided an overview of the application. It was noted that the applicant had submitted a previous application which had subsequently been withdrawn. It was further noted

that the applicant then went through the process of a pre-application before submitting current plans.

Following a discussion, the council agreed the following comments:

Wokingham Without Parish Council is of the opinion that this development is not in keeping with the current street scene. Properties on this street have a very consistent 1960s style cedar clad design, which is not maintained by the proposed development. The subdivision of plots on Edgcumbe Park would also be in breach of covering covenants attached to the 1960s development. If this application were to be approved it may set a precedence for further plot subdivisions.

The access to the proposed new property is on a bend in the road which will limit sight lines for road traffic and pedestrians and therefore may compromise highway safety. A further safety concern is that the new access is adjacent to the Devil's Highway footpath which is regularly used by families and children.

Members also questioned whether sufficient parking had been allocated to the new development.

A further concern is that the proposed development is in close proximity to several mature trees and may therefore encroach into their root protection areas.

WWPC notes that the kerb has already been dropped to provide access to the proposed development and requests that the planning officer checks that approval for this work has been granted.

19/111 BOROUGH COUNCILLORS BRIEFING

WBC is continuing to develop its climate emergency policy. For example, disposable plastic cups are no longer used at council meetings. The Clerk mentioned that she and Cllr Foxwell attended a meeting with Borough Cllr Gregor Murray to discuss climate emergency work. A public consultation has been opened and a report is due to go before WBC Executive in January. There will be opportunities for the town and parishes to become involved. Cllr Martin noted it was important to base decisions on facts not propaganda.

A triangle forum meeting was held. Cllr Fenny noted the low attendance by members of the public. Cllr Helliars-Symons considered it a useful meeting as messages were received by the relevant people.

Cllr Helliars-Symons is pressing to have another pedestrian crossing on Old Wokingham Road opposite the public space near Ellis Road. This is a Bracknell Forest BC decision – Cllr McKenzie-Boyle is following up.

At the triangle forum Cllr Fenny raised with Connor Corrigan, Project Manager for the SDL that the traffic forecasts had not yet been done. Mr Corrigan was keen for the highways/traffic modellers to speak to WWPC. ACTION: The Clerk to contact Connor Corrigan to organise further liaison regarding traffic forecasting for the SDL.

19/112 CLERKS REPORT

A request has been received from the charity Sense to support the installation of a media recycling bank at the Pinewood Centre recycling area. Following a short discussion this was

AGREED.

The Clerk provided a verbal report on the work required to meet website accessibility standards for the parish council's website. These standards need to be met by September next year. The options are to either update the current site or rebuild the website to be compliant with potentially improved functionality. Cllr Stephens asked whether there was a reference specification for the website. The Clerk stated that there was currently no specification for the website, and encouraged all members to refer to other sites and consider potential functionality for a new website. Cllrs Stephens and Latimer agreed to progress the development of a new website specification.

An issue with an unemptied litter bin in the Oakham Park SANG has been resolved. A meeting with Wokingham United Charities and their contractor, Sennen, has been scheduled for 22nd October.

The Clerk attended a Clerks' forum on 18th September.

A public spaces and amenities working group meeting was held on 19th September. Notes of this meeting have been circulated.

L&G supplied a delivery of water to the pond, which was welcomed.

The Clerk attended a workshop with other borough clerks at Shute End, to look at the working relationship between the borough and parishes. Work will be done to help the borough understand the work undertaken by town and parish councils.

Progress has been made with plans to enhance the toddler play area, as discussed at the last meeting. The Clerk hopes to bring a developed proposal to the November meeting. The Tug-of-War club have confirmed that they no longer need the grass area for their competitions, which provides greater scope for improvement of the play area.

Cllrs Newland and Foxwell and the Clerk met with WWPC solicitors to progress the leases and a further meeting is scheduled for 5th November.

The Autumn newsletter has been published and has been well received.

Cllrs Stephens and Plume and the Clerk have met with a pond maintenance company to consider options for making the pond area more sustainable.

The Clerk and Cllr Foxwell will this week undertake a fire risk assessment for the Memorial Hall and report back at the next meeting.

The joint litter pick with CROW will take place on the morning of Sunday 13th October and councillors are encouraged to attend.

An update meeting will be held with Borough Cllrs Bowring, Helliar-Symons and Ross at 2:00pm on 17th October in the Howard Palmer Room.

Two initial design proposals have been received for the Pinewood car park project. These have been printed to large scale and are available to view at the Parish Office. The Clerk has raised

some queries and the proposals will be circulated once a response has been received. ACTION the Clerk to circulate proposals once received.

The Parish Office Planning Application is still outstanding. The planning officer required further information, which is being provided.

The Quality Council application has been submitted, and the outcome is expected to be received by the end of the year.

19/113 VERBAL REPORTS FROM EXTERNAL MEETINGS

- i) The Public Spaces and Amenities Working Group held a meeting on 19th September. The possibility of installing a borehole to supply water to the pond was discussed. Cllr Foxwell outlined the view that it would be better to improve the pond area, e.g. by removing silt to deepen the pond, to establish whether this solved the issue before considering a borehole. Cllr Rogers noted that a borehole may not work in this area due to the geology.
- ii) Meeting with Johnson & Johnson (J&J) regarding the Pinewood Pond area. Cllr Stephens reported that J&J had agreed to donate six picnic benches and two park benches made of recycled coffee cups. The equipment will be stored by J&J over the winter, and the locations will be prepared for installation in the spring. It may also be possible to use the J&J car park for special events, subject to further discussions.
- iii) Citizens Advice Wokingham AGM. Cllrs Foxwell and Rogers attended this event to celebrate 100 years of Citizens Advice, with the Princess Royal in attendance. Cllr Foxwell reported that four MPs were also in attendance, Philip Lee, Matt Rodda, Sir John Redwood and Theresa May. Following the departure of the Princess Royal there were two presentations, however the AGM could not proceed because there was not a quorum.
- iv) Borough Parish Liaison Forum, attended by Cllr Foxwell. WBC reported that they had not received WWPC comments on transport plan LTB4. WWPC had not been sent the plan because the meetings were not attended by WWPC, due to a regular clash with the council meetings. Following a discussion it was agreed that where there is a clash, and the meeting agenda appears to be worth attending, then consideration should be given to one member attending the BPLF. The minutes of the BPLF are available please contact the Assistant Clerk (requested by Cllrs Latimer and Martin).
- v) Scouts AGM, attended by Cllr Foxwell. Attendance in Berkshire is up 9% and at Pinewood up 16%. The group scout leader has resigned and a new leader appointed. With respect to the Scout hut, all the windows need to be replaced and they are seeking funding. Cllr Turtle stated that as this hut was the only one remaining in its original condition, then for historical reasons it should be ensured that no internal alterations are made without permission. A discussion followed regarding the importance of maintaining the 'integrity' of the buildings on the Pinewood site for aesthetic and historical reasons. It was noted it may be possible to keep the original frames and just replace the glass. The Clerk noted that tenants are required to request permission from WWPC for any works and WWPC are therefore able to require the use of certain materials, but may be required to pay for costs in excess of a 'standard' modern solution.

19/114 TREE WORKS AT PINEWOOD

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

RESOLVED: the tree works as quoted in Appendix 10a of the agenda was AGREED.

19/115 LITTER ITEMS

- (a) Community Litter Pick. (i) The date of the next Community Litter Pick of Sunday 13th October 10:00am till noon was noted (ii) The budget to cover the cost of refreshments for those participating in the event was discussed.

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

RESOLVED: The budget for refreshments was AGREED

- (b) Extending the Adopt-a-Street Initiative. A proposal was considered, including a request for budget, to extend the adopt-a-street scheme to local teenage residents taking part in the Duke of Edinburgh Award Scheme. Cllr Plume proposed that the budget be specified as 'up to' £500 – this was agreed. The Clerk discussed the purpose of the initiative which was to provide an opportunity for those undertaking the Duke of Edinburgh award scheme to undertake voluntary work in their community, which was flexible in terms of time and availability. Following discussion it was agreed that the Amazon voucher for individuals would not be adopted. The budget would be used to purchase hi-viz jackets clearly marked to show that these are volunteers working as part of the Duke of Edinburgh award scheme.

Following a proposal from Cllr Plume and seconded by Cllr Latimer, subject to the agreed changes above it was:

RESOLVED: The proposal to extend the adopt-a-street initiative was AGREED

19/116 BOREHOLE PROPOSAL FOR DICKIE'S POND

It was agreed that this item had been discussed under item (i) of Verbal Reports from External Meetings.

19/117 CONCLUSION OF AUDIT (ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN)

The Clerk informed members that the annual return had been received, no matters were raised as concern and in accordance with regulation the conclusion of audit has been published on the website, notice boards and has been displayed in the parish office.

19/118 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.

19/119 PLANNING/LICENCE APPLICATIONS

The following responses were **AGREED**:

No	Site	Comments
192244 & 192245	Heathlands Farm, Honey Hill Wokingham RG40 3BG	No comment
191645 & 191827	Heathlands Farm, Honey Hill Wokingham RG40 3BG	Wokingham Without Parish Council has considered this application and has the following comments: 1). The need for the agricultural worker houses needs to be established. If approved appropriate legally binding conditions should be applied such that the houses can only be occupied by agricultural workers.

		2). Access onto Honey Hill needs careful review, for example with respect to sight lines. 3). The expansion of the business needs to be reviewed in the context of traffic movements on both Heathlands Road and Honey Hill. This is particularly important with respect to articulated trucks and other HGVs.
191827	Heathlands Farm, Honey Hill Wokingham RG40 3BG	Wokingham Without Parish Council has considered this application and has the following comments: 1). The use of the proposed agricultural building needs to be determined and the adequacy of the existing track access which leads onto Heathlands Road. 2). Concern was raised with respect to the visual impact of this large building. 3). The expansion of the business needs to be reviewed in the context of traffic movements on both Heathlands Road and Honey Hill. This is particularly important with respect to articulated trucks and other HGVs.
192092	52 Pinewood Avenue Crowthorne RG45 6RP	No comment
192475	24 Pinewood Avenue Crowthorne RG45 6RP	No comment
192049 & 191983	Holme Grange School Heathlands Road Wokingham RG40 3AL	No comment
192411	Land at Chapel Green House Chapel Green Wokingham RG40 3ER	No comment
192503	29 The Brackens Crowthorne RG45 6TB	No comment
191977	23 Linkway Crowthorne RG45 6ES	See minute 19/110 for comments.
191891	Shamrock Villa Nine Mile Ride Crowthorne RG45 3DY	No comment
191904	87 Easthampstead Road Wokingham RG40 3HH	No comment
192314	White Horse Easthampstead Road Wokingham RG40 3AF	There should be harmony in the colour and type of construction materials for their suitability and appropriateness in a public house garden. In order to limit the detrimental impact of this proposal on local residences we request that the use of the outside area, the playing of music and the use of lighting are reviewed accordingly. In theory there are no objections to this with the proviso that the enjoyment of their properties for the neighbours are considered and protected and that this development does not contribute excessive noise or light pollution.

- An application from Wyvale Garden Centre, Heathlands Road (192349) for advertisement consent was noted.

19/120 CHAIRMAN'S COMMUNICATIONS

Cllr Foxwell stated that the draft Heads of Terms for the sub-leases are being drawn up and a

further meeting with the solicitor will be held on 5th November.

Annual staff appraisals will shortly be held, and members are encouraged to comment to the Chairman about what office staff are doing well and what can be done better. The Clerk will put together a template for comments which will be sent out by Cllr Foxwell.

19/121 ITEMS FOR INFORMATION AND DISCUSSION AT FUTURE MEETINGS:

Cllr Latimer suggested as an addition to the 'adopt a street' scheme a 'street flower in bloom' initiative might be developed.

Cllr Fenny raised the issue of the lack of planning enforcement by WBC. Cllr Foxwell proposed that this issue should be raised at the liaison meeting with Borough Councillors on 17th October.

Cllr Stephens requested that WWPC enforce the rules at the Pinewood Centre. He stated that clubs are not upholding their responsibilities as the condition of the site is deteriorating. The Clerk agreed to draft a general letter, which could then be adapted for each club, giving a timescale according to the lease within which the work must be completed.

Cllr Gough raised this issue of newsagents sending delivery children out on bikes without adequate lights. The Clerk confirmed this had been raised with the PCSO when raised previously but no response had been received, and that newsagents have a duty of care towards their employees.

19/122 MEETING CLOSED AT 10:00 PM

Date of next meeting – Meeting of the Parish Council at 7.30pm in the Howard Palmer Room on Monday 4th November

Signed:

Date: 4th November 2019