

**Wokingham Without Parish Council  
Minutes of the Council Meeting  
Held on Monday 4<sup>th</sup> April 2022**

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

Commencing 7:30pm and concluding at 9:08pm

**Present:** Councillors J Cannon, L Foxwell, C Lancaster, N Martin, J Rogers, K Whitehead  
A Plume and S Turtle. Katy Hughes - Clerk, Sharon Way – Deputy Clerk.  
Borough Councillors P Helliars-Symons and A Ross, plus one member of the public.

**Apologies:** Councillors K Newland, R Fenny, P Jordan and Borough Councillor C Bowring.

**21/208 WELCOME**

Cllr Plume welcomed everyone to the meeting. A one-minute silence was held in remembrance of former Cllr Peter Sturgess and Cllr Doreen Dye.

**21/209 ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Fenny, Jordan and Newland, and Borough Cllr Bowring.

**21/210 DECLARATIONS OF INTEREST**

None.

**21/211 MINUTES OF COUNCIL MEETINGS**

- a) Cllr Plume invited comments on the minutes of the meeting held on Monday 7<sup>th</sup> March 2022.

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

**RESOLVED: Minutes of Monday 7<sup>th</sup> March were AGREED**

- b) Matters arising from the minutes of Monday 7<sup>th</sup> March.

The Clerk updated members on the contact made with parish primary schools regarding the Platinum Jubilee celebrations. The Clerk reported that the only feedback to date had been received from St Sebastian's Primary School which had positively received the idea of a commemorative gift. The agreed actions from the last meeting were discussed. It was agreed that the Deputy Clerk would call the schools that had not yet responded. Cllr Helliars-Symons stated that WBC are waiving the usual charges for road closures over the Platinum Jubilee weekend.

**21/212 PUBLIC QUESTIONS**

None.

**21/213 BOROUGH COUNCILLORS' BRIEFING**

Cllr Helliars-Symons stated that the steps between New Wokingham Road and Edgcumbe Park will be rebuilt between 20<sup>th</sup> – 27<sup>th</sup> April. Cllr Turtle suggested that a light is provided to assist pedestrians to use the steps.

Cllr Helliars-Symons stated that Andrew Fletcher anticipates that the Oaklands Lane works will be completed by the end of April.

Cllr Helliar-Symons stated that a site meeting on Nine Mile Ride will be held with a WBC highways engineer on Thursday 7<sup>th</sup> April. Cllr Plume stated that he may attend this meeting and that a Freedom of Information request has been raised to obtain the road surface condition report. Cllr Turtle noted the history of sink holes along NMR; Cllr Helliar-Symons agreed to remind the highways engineer of these issues.

Cllr Ross stated that Cllr Helliar-Symons is working to generate interest within WBC for the provision of a pedestrian crossing in the vicinity of the Memorial Hall.

Cllr Ross noted the enormous contribution of Peter Sturgess to the parish council.

Cllr Ross discussed the ward boundary review consultation and stated that there will be an 'all out' election at the end of the boundary review in 2024.

Cllr Ross discussed the SDR and stated that it was now anticipated that the whole road (from the bridge to the junction at Tesco) would be completed by 2026.

Cllr Ross noted that this was the last time he would be present at a meeting in his capacity as a borough councillor and wished the parish well. Cllr Plume noted Cllr Ross's long and much appreciated service and presented Cllr Ross with a token of thanks on behalf of the parish.

#### **21/214 CLERK'S REPORT**

Cllr Plume referred members to the Clerk's report circulated as appendix 7 of the agenda.

The Clerk stated that the year-end had been reached and the intention is to bring the annual return paperwork to the May meeting for sign-off.

A response has been issued to the Freedom of Information request.

The asbestos removal works will commence on 5<sup>th</sup> April and the adjacent play area will be closed for the duration of the works.

The Clerk thanked Cllrs Cannon, Rogers and Foxwell for their attendance at Sunday's successful litter-pick event.

The Clerk confirmed that the first section of Byway 28 resurfacing is expected to be completed on Wednesday 6<sup>th</sup> April.

Cllr Plume invited members' questions on the Clerks report; no questions were raised.

#### **21/215 REPORTS FROM OUTSIDE / OTHER MEETINGS**

A. Building and facilities working group meeting with Creative Project Services – 17<sup>th</sup> March  
Cllr Foxwell stated that the meeting was constructive.

B. Parish and ward members meeting – 17<sup>th</sup> March  
Cllr Plume referred members to the minutes of meeting included as appendix 8B of the agenda. Cllr Foxwell stated that matters such as planning and road surfacing were discussed and referred members to the minutes.

C. Parish maintenance meeting with WBC officers – 30<sup>th</sup> March  
The Clerk reported that a meeting had been planned for Wednesday 30<sup>th</sup> March with Paula Malone, a WBC highways cleansing officer and Mark Morris, PROW officer. Ms

Malone did not attend so PROW issues were discussed, and a separate meeting has been organised with Ms Malone for Wednesday 13<sup>th</sup> April. The Clerk noted that the gap in the gate at Bigshotte park will be addressed at the meeting on 13<sup>th</sup> April.

## 21/216 PINWOOD HALL REFURBISHMENT

- A. To approve the stage 1 works recommended by the Buildings and Facilities Working Group for the Pinewood Hall refurbishment project.
- Cllr Plume provided an overview of the background for the planned refurbishment and referred members to appendix 9A – scope for refurbishment of Pinewood Hall. Cllr Plume requested members' questions or comments on the stage 1 proposals. Cllr Whitehead stated that there was a need to ensure that the provisions of the contract protect the council and that health and safety legislation is complied with. Cllr Whitehead noted that a contract does not appear to be in place between the council and Creative, and a Principal Designer does not appear to have been appointed. It is also necessary to ensure that the correct insurances and indemnities are in place, together with a health and safety plan. The council needs to establish that Creative are acting as Principal Designer and are competent to do so.

Members discussed the works described in appendix 9A, stage 1. Cllr Rogers queried the scope of works for Creative Project Services stage 2 and 3 for £6000. Cllr Plume referred to the total design and project management cost of £9800, of which £3800, for stage 1, was approved at the November 2021 meeting. The Clerk provided a description of the works proposed to be undertaken by Creative Project Services as stage 2 and 3.

Cllr Turtle proposed that the £6000 for Creative Project Services stages 2 and 3 be removed from the works to be approved under agenda item 9A.

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

**RESOLVED: An amendment to appendix 9A stage 1 works to remove the Creative Project Services stages 2 and 3 and associated cost of £6000 was AGREED.**

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

**RESOLVED: The works proposed in appendix 9A, stage 1, subject to the above amendment, were AGREED.**

Cllr Whitehead suggested that the appointment of Creative Project Services for their proposed stages 2 and 3 professional services should be considered as a separate decision item, and that responses should be sought from Creative regarding their competent person, Principal Design role, PI insurance etc prior to approval.

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

**RESOLVED: The appointment of Creative Project Services for stage 2 and 3 professional services for £6000 was AGREED in principle, subject to satisfactory answers being received on matters such a professional indemnity, Principal Designer role etc, full list of questions to be submitted to Creative Project Services by the Clerk.**

- B. To note the method recommended by the Buildings and Facilities Working Group proposed for delivering the refurbishment works, including stage two and stage three expenditure estimates provided by Creative Project Services.
- The Clerk stated that document in appendix 9B of the agenda was provided to update members on the current proposals for delivering the refurbishment works. The Clerk noted that the proposal was that the hall itself would be refurbished over the summer

holidays so that the building could be used by the nursery during term time. The front end of the building could be closed for a longer period to facilitate the construction of a new kitchen and toilets. Cllr Rogers noted that the plans would maximise rental income.

- C. To approve the creation of a Pinewood Hall Refurbishment Committee with delegated authority to spend within an approved budget (yet to be confirmed)  
The Clerk outlined the reasons for establishing a committee rather than a working group and stated that the purpose of this agenda item was to obtain approval in principle to establish a Pinewood Hall Refurbishment committee at the May meeting.

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

**RESOLVED: The amendment of item 9C of the agenda to the approval *in principle* of the creation of a Pinewood Hall Refurbishment Committee was AGREED.**

#### **21/217 STAINED GLASS WINDOWS – ST SEBASTIAN’S MEMORIAL HALL**

Cllr Plume referred members to the decision paper given in appendix 10 of the agenda and invited comments from members.

The Clerk stated that following clarification of the number of windows requiring repair, the quote given in appendix 10B was being revised but the amended quote had not yet been received. Cllr Whitehead stated that these windows are of historic value and should be restored appropriately. Cllr Whitehead stated that the repair principles underlying the quote given in appendix 10B of the agenda was the correct approach and discussed the reasons for this.

The Clerk suggested that the decision could be delegated to the Clerk and Cllr Whitehead subject to receiving a satisfactory updated quote.

Following a proposal from Cllr Foxwell and seconded by Cllr Martin it was:

**RESOLVED: The delegation of authority to the Clerk and Cllr Whitehead for the approval of a revised appendix 10B quotation up to a maximum value of £5870 + VAT was AGREED.**

#### **21/218 CIRCLE HILL & WALTERS RECREATIONAL GROUND BUDGET**

- A. To approve an additional £2,000 budget to meet costs incurred to March 31st 2022 by the Circle Hill and Walters Recreation Ground Trust

The Clerk stated that the trust looks after an area of land that straddles the boundary between Crowthorne and Wokingham Without which is held in trust with four representatives from each parish. The costs of managing the land are shared equally between the two parish councils.

The trust is administered by CPC which also manages the contracts for works on the land. WWPC is invoiced quarterly for any works carried out and the latest invoice is approximately £2000 over the remaining budget. Following discussion, it was confirmed that the tree works were urgently required as advised by the latest tree survey.

Following a proposal from Cllr Cannon and seconded by Cllr Whitehead it was:

**RESOLVED: The additional £2000 budget to meet costs incurred to March 31st 2022 by the Circle Hill and Walters Recreation Ground Trust was AGREED.**

- B. To approve the virement of funds from general reserves to meet the additional costs outlined above.

Following a proposal from Cllr Foxwell and seconded by Cllr Lancaster it was:

**RESOLVED: The virement of funds from general reserves to meet the additional costs outlined above was AGREED.**

**21/219 CIL PROJECTS UPDATE**

Cllr Plume referred members to the document include as appendix 12A of the agenda. The Clerk noted progress on the Memorial Hall windows and Byway 28 projects.

**21/220 PLANNING**

- A. To receive and confirm comments from members on current planning applications (circulated 10<sup>th</sup> 21<sup>st</sup> and 30<sup>th</sup> March 2022).  
The comments were received and confirmed.
- B. To note comments submitted and updates received on planning applications previously circulated via email to members on 10<sup>th</sup> 21<sup>st</sup> and 30<sup>th</sup> March 2022 (as given in appendix 13B of the agenda).  
The comments were noted and no further comments were made.

**21/221 FINANCIAL INFORMATION**

- A. To receive a report on outstanding balances (as given in appendix 14A of the agenda).  
The report was received.
- B. To approve payments both made and still to be made (as given in appendices 14B(i) and 14B(ii) of the agenda).
- C. To receive a detailed income and expenditure report and financial performance against budget report to 28<sup>th</sup> February 2022 (as given in appendix 14C of the agenda).  
The report was received.
- D. To receive a report of salary expenditure year to date (as given in appendix 14D of the agenda).  
The report was received.
- E. To note completion of the third quarter checks completed by Cllrs Rogers and Martin on 18<sup>th</sup> March 2022  
Cllr Martin confirmed that the checks had been completed and no issues were raised.
- F. To approve the transfer for funds from the council's CIL account to the council's current account to reimburse authorised CIL expenditure for the 2021-22 financial year

The Clerk noted that the income and expenditure for the year end will be brought to the May meeting and that the expected income will be exceeded due to the prudent budget set during Covid restrictions. The Clerk noted that the breakdown of CIL spend to date had been provided. Cllr Rogers noted that if the CIL expenditure is excluded there is likely to be a budget surplus in 2022.

Following a proposal from Cllr Foxwell and seconded by Cllr Martin it was:

**RESOLVED: The financial information as described in items A-F above was AGREED**

**21/222 CHAIRMAN'S COMMUNICATIONS**

Cllr Plume stated that the Pinewood lease negotiations were progressing well. Cllr Plume also noted the pre-election period.

**21/223 DATE OF NEXT MEETING – 7.30 PM ON MONDAY 9<sup>th</sup> MAY 2022**

The Clerk noted that the Annual Parish Meeting will be held on 16<sup>th</sup> May. Cllr Whitehead stated that he was unable to attend either meeting and offered his apologies for absence.

**21/224 MEETING CLOSED AT 9:08 PM**

**Signed:** .....

**Date:** 9<sup>th</sup> May 2022