

**Wokingham Without Parish Council
Minutes of the Council Meeting
Held on Monday 4th July 2022**

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

Commencing 7:30pm and concluding at 9:35pm

Present: Councillors J Cannon, R Fenny, L Foxwell, J Montgomery, A Plume, J Rogers, S Turtle and K Whitehead. Borough Councillor D Davies. Katy Hughes - Clerk, Sharon Way – Deputy Clerk.

Apologies: Councillors P Jordan, C Lancaster, N Martin, J Millett and K Newland and Borough Councillors C Bowring and P Helliard-Symons.

22/41 WELCOME

Cllr Plume welcomed everyone to the meeting.

22/42 ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Jordan, Lancaster, Martin, Millett and Newland and Borough Cllr Bowring and Helliard-Symons

22/43 DECLARATIONS OF INTEREST

None.

22/44 MINUTES OF COUNCIL MEETINGS

- a) Cllr Plume invited comments on the minutes of the meeting held on Monday 20th June 2022.

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

RESOLVED: Minutes of Monday 20th June were AGREED

- b) Matters arising from the minutes of 20th June.

None.

22/45 PUBLIC QUESTIONS

The Clerk stated that a request had been received from a member of the public to plant a memorial tree in the vicinity of the Raceway building. A discussion was held regarding the type of tree and location. It was agreed that the Clerk would get in touch to discuss alternative locations and tree options as magnolia and willow are not preferred trees for the Pinewood site.

22/46 BOROUGH COUNCILLORS' BRIEFING

B/Cllr Davies provided a briefing with respect to highway works in the parish. B/Cllr Davies stated that he was in discussion with WBC officers to ensure that communications with the parish are improved. B/Cllr Davies stated that he would come back to the next meeting with details of the actions that had been taken or an action plan. A discussion was held on the planned works on Nine Mile Ride and at the traffic light junction with Heathlands Road. Members expressed their frustration at the lack of clear information about when this work will take place. B/Cllr Davies stated that he would be pursuing these matters with the relevant WBC officers.

B/Cllr Davies noted that a planning enforcement training session was planned for 2nd August with Jason Vardy, and that B/Cllr Bowring would be in attendance.

22/47 CLERK'S REPORT

The Clerk referred members to the report circulated as appendix 7 of the agenda.

The Clerk stated that trees for the WBC Garden Forest project would be stored at the parish office for parish residents to collect. Around 70 trees were expected to be delivered.

The Clerk stated that the annual return has been submitted.

The Clerk stated that planning enforcement training had been booked for the 2nd August.

The Clerk and Deputy Clerk are proposing to organise some basic planning training for members, as there does not appear to be appropriate training readily available. Members discussed possible sources of training, with reference to interesting planning applications in the parish. The Clerk asked members to confirm their interest in this training and a suitable date would then be advised. Cllr Rogers stated that a member of CVAG may be interested in attending. Members discussed whether the training should be restricted to members or open more widely. The Clerk stated that Cllr Lancaster would be approached to assist with the training.

The Clerk stated that building works at Pinewood Gym have commenced and are expected to last 6 weeks.

The Clerk is in receipt of a freedom of information request relating to the installation of bollards on Oaklands Lane. The Clerk explained the process of complying with the FOI and requested that all members only undertake council correspondence using their parish council email addresses.

Regarding the stained-glass window project, the Clerk stated that the contractor was half-way through the re-leading and a fitting date would be provided as soon as possible.

The Clerk confirmed where WWPC was with the electricity contract renewal period and discussed the very large increases in electricity costs. Members discussed the available rates, and the possibility of switching to a 3-year, 2-year, 1-year or variable rate contract. The overall consensus was that due to uncertainty in the market it would be better to switch to the variable rate at the end of the existing contract, and that the situation would be monitored. The Clerk agreed to write to the clubs accordingly.

The Clerk discussed the maintenance issue at Greenwood Road. The Clerk has located correspondence from 2015 which was sent to the landowners determined from the land registry, but seemingly without any response. Based on correspondence from 2019 it was determined that the units had originally been intended as housing and that the commercial units owned the parcel of land down to the pavement. Cllr Plume has contacted Tesco to ask whether they would consider using their community fund to pay for a gardener to maintain the shrubbery. Members discussed the maintenance which had previously been undertaken by WWPC. Cllr Fenny stated that WWPC employ staff to carry out this type of work. With respect to the grounds team undertaking this work, the Clerk stated that the Kubota was not suitable for transportation of maintenance equipment to the site, as it is not secure. Secondly, because the council do not own the land, the grounds staff may not be insured to carry out these works. Cllr Turtle stated that if the council no longer intended to maintain the shrubbery it should be returned to its original condition. Cllr Turtle stated that responsibility for the area in front of the shops had not been determined, and that the identity of the freeholder was not known. The Clerk confirmed that the

land registry search had identified different freeholders for each shop. The option of sponsorship of the maintenance (e.g. by a local business) was discussed. Cllr Plume stated that the leaseholders were interested in meeting councillors and a meeting would be organised by the Clerk with the interested parties. It was agreed while these matters were being pursued, that in the interim the Clerk would obtain a quote from a gardener to tidy-up the site.

22/48 REPORTS FROM OUTSIDE / OTHER MEETINGS

A. Buildings and Facilities Working Group – 27th June 2022

With respect to the Pinewood Hall refurbishment, the Clerk stated that the acoustic panelling had been agreed. The Clerk stated that the nursery had confirmed that there was no issue with the proposed toilet provision.

The Clerk stated that the only outstanding issue is the nursery's request for a confidential meeting space. Members discuss the options, and it was agreed that the plans could not be changed to accommodate this request, as this would result in the loss of the open plan design for the lobby space.

B. Staffing Committee – 28th June 2022

It was agreed to postpone this report to a Part 2 meeting.

C. Byway Maintenance Meeting – 29th June 2022

The Clerk reported that this meeting was held with Andrew Fletcher to discuss establishing an ongoing maintenance agreement for managing and quickly addressing smaller footpath issues, e.g. scalping, minor repairs. It had been agreed that a quarterly meeting would be held with the PROW team so that programmes of works could be established, and information on contractors and expertise could be shared.

D. Honey Hill Speed Limit Meeting – 30th June 2022

Cllr Plume reported that Cllr Martin had met with James Sunderland MP and B/Cllr David Davies, and there appeared to be positive movement towards a reduction in the speed limit along Honey Hill.

E. Circle Hill and Walters Recreation Trust Meeting – 1st July 2022

Cllr Cannon reported that she was now the vice-chair of the trust and that a good meeting had been held. Most of last year's costs were the result of tree maintenance. In the current year the main activity is the provision of replacement fencing. A site meeting was held to review the location of the new footpath, which will be covered by grant funding. A tree will be planted in memory of Cllr Dye.

22/49 CIL PROJECTS UPDATE

The Clerk provided a short update on CIL projects. The last piece of work for Byway 28 has been commissioned.

22/50 MEMORIAL HALL LAND CAR PARK EXTENSION

Cllr Plume stated the members were being asked to consider a proposal to approve the submission of a planning application to extend the car park at the St Sebastian's Memorial Hall, and referred members to the decision paper given in appendix 10 of the agenda.

The Clerk discussed the decision paper, and the planning restrictions on the site relating to TPO trees and the principal of 'no development north of Nine Mile Ride'.

Cllr Fenny supported the proposal and suggested that the council is proactive in communicating the proposals for the Memorial Hall land to the public.

Following discussion, it was agreed that the new building on the plan should be described as 'indicative community building'.

Cllr Cannon stated that there was currently a long waiting list for the allotments at Pinewood and suggested that this might be a possible use for the Memorial Hall land.

Cllr Foxwell asked what justification was required for the car park extension, and whether the potential to relocate the polling station from the school to the Memorial Hall would provide a suitable justification.

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

RESOLVED: The proposal to approve the submission of a planning application to extend the car park at the St Sebastian's Memorial Hall was AGREED

22/51 PLANNING

- A. To receive and confirm comments from members on current planning applications (circulated 22nd June 2022).
Comments were received and confirmed.
- B. To note comments submitted and updates received on planning applications previously circulated via email to members on the dates specified above (as given in appendix 11B of the agenda).
The comments were noted, and no further comments were made.

22/52 FINANCIAL INFORMATION

- A. To receive a report on outstanding balances (as given in appendix 12A of the agenda).
The report was received.
- B. To approve payments both made and still to be made (as given in appendices 12B(i) and 12B(ii) of the agenda).

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

RESOLVED: The payments both made and still to be made were AGREED

- C. To receive a detailed income and expenditure report and financial performance against budget report to 31st May 2022 (as given in appendix 12C of the agenda).
The report was received.
- D. To receive a report of salary expenditure year to date (as given in appendix 12D of the agenda).
The report was received.

22/53 PINWOOD HALL – PHASE TWO (FRONT END OF THE BUILDING)

Cllr Plume referred members to the decision paper given in appendix 13 of the agenda, to approve three decisions relating to the Pinewood Hall Phase 2 refurbishment project.

Cllr Plume discussed the overall concepts behind the design and invited members to comment on the proposed design for the front of the hall. Members discussed various aspects of the design. Cllr Turtle stated that the changing table would be situated in the disabled toilet and stated that

the storage room was sized to accommodate the nursery storage. The design in principle as indicated in Appendix 13A of the agenda was agreed.

Cllr Plume then referred members to the budget document circulated to members before the meeting and it was noted that this was an indicative budget without preliminaries. The Clerk stated that 'top end' prices had been presented and there should be scope to bring costs down.

Cllr Whitehead proposed that the budget figure to be approved should be amended to £160k, including a 20% contingency and preliminaries.

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

RESOLVED: The budget for the phase two works to be amended to £160k, and to include preliminaries, professional fees, contractors' costs, contingency and VAT was AGREED.

Cllr Plume stated that fortnightly evaluations of the works will be carried out by Cllr Whitehead and the Clerk and/or Deputy Clerk once the works commence, and that payments would be made fortnightly on this basis. All payments are required to be signed-off by Cllr Whitehead, Cllr Plume and either the Clerk or Deputy Clerk with further delegation of responsibility in Cllr Plume's absence. The Clerk noted that payments would still be subject to Finance Regs 6.10 sign off.

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

RESOLVED: The delegation of the approval of works is amended such that in the event of Cllr Plume's absence his delegated responsibility is transferred to one of the Working Group Councillors - Cllrs Cannon, Foxwell, Jordan or Turtle, was AGREED

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

RESOLVED: The budget and delegation of responsibility for the Phase 2 works, as amended above, was AGREED.

22/54 CHAIRMAN'S COMMUNICATIONS

Cllr Foxwell stated that the Crowthorne Carnival was a great success and was well attended.

Cllr Plume updated members on the Pinewood leases and advised that all matters are progressing well.

22/55 DATE OF NEXT MEETING – 7.30 PM ON MONDAY 1ST AUGUST 2022

22/56 PART 1 MEETING CLOSED AT 9:35 PM

Signed:

Date: 1st August 2022