

## FINCHAMPSTEAD PARISH COUNCIL

### MINUTES OF A MEETING OF FINCHAMPSTEAD PARISH COUNCIL HELD AT 7.30pm ON WEDNESDAY 13 APRIL 2016 AT THE FBC CENTRE, GORSE RIDE NORTH, FINCHAMPSTEAD

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**PRESENT:** Cllr Cundy, Chair. Cllr Markham, Vice Chair.  
Cllrs Bowers, Bromley, Mrs Driver, Mrs Hartwell, Marshallsay, May, Pittock, Rampton,  
Veitch, Weeks (part).

Mrs Dagnall, Clerk.  
Mrs Yorke.  
One local resident.

#### **152/2016 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Cornish, Mrs Jennings-Frisby, Pearce, and Woof.

#### **153/2016 DECLARATIONS OF INTEREST**

No declarations were received.

#### **154/2016 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 17 March 2016 were signed as a true and correct record. It was noted that Cllr Bromley was present at the meeting, and that Cllr Mrs Driver had sent apologies.

#### **PUBLIC PARTICIPATION SESSION**

A local resident spoke about the planned recreational facilities at the FBC Centre playing fields and the potential for a skate park, and about access to the new secondary school.

#### **155/2016 CHAIRMANS REPORT**

- Election outcomes  
The closing date for election nominations was 7 April 2016. The Finchampstead Parish election was uncontested and the notices have now been published. All 17 seats are taken, Mrs Sheila Yorke was elected and will be taking the seat held by Cllr Chapman who is leaving the Council in May 2016.
- Litter pick 20 March 2016  
The event was successful with a good number of people involved, including 175 people working from the FBC Centre, the Scout Group in California Country Park and groups in other areas. Some areas previously covered did not have teams this year, including the Golf Club.  
  
Cllr Rampton advised that there is no system in place to track the amounts of rubbish collected, and noted that there is a considerable amount of work involved in the distribution of tools and equipment.
- Plans for the multi-use games area and recreational facilities are now on display at the FBC Centre. The Clerk has received some feedback from local residents about consultation on the project, and also concerns about parking. Wokingham Borough Council (WBC) has advised that it will be writing to local residents about the project.

#### **156/2016 COMMITTEE REPORTS**

##### **PLANNING COMMITTEE**

Cllr Veitch reported on the meeting held on 23 March 2016. Minutes have been circulated.

### Applications

25 applications were considered.

Objections were lodged against the applications for development at:

- Pickeridge House, Sandhurst Road.
- 274 Nine Mile Ride.
- Springdale, The Ridges.
- Mulberry, The Village.
- Manor Farm.
- Two Hoots, Hollybush Ride.

### Decisions

Decisions were in line with Wokingham Borough Council (WBC) decisions with the exception of the following:

- |                                  |                  |              |
|----------------------------------|------------------|--------------|
| • Lambda Cottage                 | FPC objected     | WBC approved |
| • Pineridge Park, Nine Mile Ride | FPC no objection | WBC refused  |
| • Wynora, Soldiers Rise          | FPC no objection | WBC refused  |
| • Manor Farm                     | FPC objected     | WBC approved |
| • Mulberry, The Village          | FPC objected     | WBC approved |

WBC does now provide information on the reasons for decisions not in line with FPC views.

### Appeals

3 new appeals at The Stables, Park Lane, Land to the rear of Wild Acre, Hollybush Ride, and Silverstock Manor.

### Other matters

- 5 new enforcement issues, one enforcement issue closed.
- California Chalet and Touring Park - there are concerns that this is becoming a residential site. WBC has been asked for information on regulations relating to the use of the site.
- 50 Nine Mile Ride – the trial has been rescheduled for 18 May 2016.

## **FINANCE AND GENERAL PURPOSES COMMITTEE**

Cllr Markham reported on the meeting held on 6 April 2016 and the Council's financial position. .

### STATEMENT OF ACCOUNTS

Unity Trust Bank	£14,070.93 (including the first precept instalment)
CCLA Public Sector Deposit Fund	£65,508.73

### SCHEDULE OF PAYMENTS FOR APRIL 2016

A copy of the schedule of cheques and other payments totaling £7,140.01 (gross) was circulated to all Councillors for consideration.

The list included a number of payments relating to the 2015/16 financial year which have already been approved. All payments were approved by the Council and it was agreed that Cllrs Bromley and Markham would authorise the electronic payments.

- The Committee reviewed the end of year position, reserves at 31 March 2016 – including those earmarked for specific projects – total £66,500.
- The Committee reviewed the use of direct debits, BACS payments and internet bank transfers in accordance with the Councils' Financial Regulations 6.7, 6.9 and 6.10 and recommended that the use of these methods of payment should continue. This was approved by the Council.
- The Committee agreed that a threshold of £50 should be set for reporting individual payments not made by cheque or BACS, and that future payment lists should include total sums for the petty cash account and the prepaid cards held by the Clerk and the Footpath Warden.

- The Unity Trust Bank has introduced less favourable terms including a £6 monthly fee and £0.15 per transaction. The Bank is efficient and probably still competitive, but alternative accounts will be reviewed.
- The HR Sub Committee met after the Committee meeting and agreed various points relating to staff salaries and terms and conditions.
- Community Infrastructure Levy (CIL) – Cllr Woof and the Clerk plan to review the WBC and FPC project lists before arranging a further meeting of the Working Group.
- Cllrs Bromley, Woof and the Clerk have met to discuss the Business Continuity Plan and progress was made in determining actions to mitigate possible disruption to Council activity.

Cllr Bromley advised that as a public body, any Council email correspondence can be disclosed under the Freedom of Information legislation. If Council business is through private email addresses this can still be discloseable, and ideally the @finchampstead.gov.uk address should be used. Emails are permanent as they can be retrieved even after deletion. An article giving advice and guidance will be circulated with the minutes.

Cllr Bromley also advised that various computer hardware and software options are being looked into in connection with efficiency, security, business continuity and also potential sharing of broadband with the FBC Centre offices. Expenditure of £350 for a DiskStation server was agreed by the Council.

### **AMENITIES COMMITTEE**

Cllr Mrs Driver advised that arrangements for an event to celebrate the 90<sup>th</sup> birthday of Her Majesty Queen Elizabeth II are progressing and the event is being widely promoted.

The event will be held on Thursday 21 April from 6.30pm to approximately 8.30pm. The beacon will be lit at St James' Church around 7.30pm. Cake and drinks will be provided and the Queens Oak Public House is running a barbecue from 6.30pm.

A shuttle bus service is being arranged with pick up points at Woodmoor, the Avery Corner Car Park, and Billing Avenue / Gorse Ride South. This is being funded by the Community Trips Group.

Plaques are being arranged for the 3 oak trees recently planted at Burnmoor Meadow. It was agreed that a 'dedication' ceremony should be arranged for the official birthday of the Queen in June 2016, and that this should involve Cllr Chapman.

Cllr Veitch advised that there was a fly tipping incident on the allotment track recently on a Friday morning while tenants were on site. Fly tipping generally appears to be on the increase.

The allotment site is running well but there are a few vacant plots despite local promotion. At present the site is only open to Finchampstead residents but there are a small number of out of Parish residents on the waiting list. It was agreed that tenants could be accepted from outside the Parish, and that this would be kept under review.

### **RIGHTS OF WAY COMMITTEE**

The Clerk reported on current matters.

- Bridleway 4 – Cllr Woof and WBC Officers have looked into an ongoing problem with a 50 metre stretch which is very wet. The source of the problem appears to be a blocked ditch and the Clerk will be contacting the landowner asking for the ditch to be cleared.
- Bridleway 11 – a further letter has been received from a resident of Warren Lane regarding the bridle gate, signpost and access to the Farmer's field. WBC has suggested a meeting with the Rights of Way Officer, Planning Officer and residents, which may resolve the issues.
- Footpath 8 - the two new kissing gates will be installed by the Ramblers shortly. The landowner has generously paid for both gates.

- Footpaths 6 and 8 – the Clerk wrote to thank the owner of Rectory Farm for the improvements made to the paths. He has responded by suggesting a meeting with FPC and the WBC Rights of Way Officer to discuss further improvements to the footpaths on his land. This will be arranged for the near future.
- Bridleway 26 – Cllr Woof will discuss potential improvements with Cllr Mrs Hartwell's husband, prior to this being discussed with WBC.
- The National Trust is holding an open day at Simon's Wood on 28<sup>th</sup> May and has invited the Council to have a stand. This has been agreed and details will be confirmed.

Cllr Veitch mentioned the potential for the re-designation of FP29 as a Bridleway, and for improvements to be made in conjunction with the Cemex Ltd. restoration works at Fleet Hill Farm. Cllr Weeks advised that the WBC Rights of Way Team has asked that he make an informal approach to landowners about this and this is being progressed. The very poor condition of the FP29/FP33 junction was noted.

### **ROADS & ROAD SAFETY COMMITTEE**

Cllr Bromley reported on current matters.

- The Avery Car Park project was put on hold following a decision to include it in the California Cross scheme. However, this scheme has now been delayed so a meeting will be arranged with WBC Officers to see if elements of the proposed improvement plan can be implemented.
- The SID and SDR units are being well used in several areas. There have been additional complaints about speeding recently and Cllr Bromley and the Clerk plan to write a standard procedure outlining our approach to issues reported, and which can be used to respond to the resident(s) concerned.

The SID is particularly helpful for use in areas where the traffic speeds do not warrant Police attention, and demonstrates the proactive approach being taken by the Council. 3 sessions are being held a month at present, but this can be increased if additional volunteers are available – this will be included in the procedure noted above to encourage residents to get involved.

- Major Projects - a meeting was held on 22 March 2016. There are no major projects in the Parish at present. Information on unscheduled works can be found at [www.roadworks.org](http://www.roadworks.org)

### **157/2016 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

#### **Finchampstead Park Management Committee (FPMC)**

Cllr Markham advised that the Committee met on 23 March 2016. Notes have been circulated. The AGM will be held on 25 April 2016.

Cllr Veitch raised the matter of records of memorial trees in the Park. Cllr Markham confirmed that this is being looked into.

#### **Gorse Ride**

Cllr Bowers advised that the next Community Forum is on 25 March 2016. The WBC Community Development Worker is setting up a new Multi Agency Group and will confirm if a Parish Council representative can join the Group.

#### **Wokingham Area Housing Society (WAHS)**

At the February Council meeting Cllr Mrs Driver advised that the Chair of WAHS had forwarded a letter stating that with the adoption of a new set of rules following the lease of Warren Close to Housing Solutions Ltd, the make-up of the Management Committee would be changed and a Parish

Council representative would no longer be required. Cllr Mrs Driver has met the Chair of WAHS to discuss this and is now a shareholder, but is not on the Management Committee. The organisation no longer has a specific Finchampstead connection, but it is hoped that projects in Finchampstead will still be a priority for funding.

#### Borough Parish Liaison Forum

Cllr Cundy and the Clerk attended the Forum on 4 April 2016. Items included an update on the Local Plan, information on the new Grounds Maintenance contract, and plans for engaging residents and Parish Councils in the budget setting process. The Clerk will circulate minutes of the meeting and the presentations.

#### Finchampstead Neighbourhood Action Group (Finch NAG)

The next meeting of the NAG will take place on 26 April 2016 at 7.30pm at the FBC Centre Library.

#### **158/2016 ARBORFIELD STRATEGIC DEVELOPMENT LOCATION (SDL)**

The Steering Group meeting on 12 April 2016 was attended by Cllrs Bromley, Pittock and Veitch.

- A planning application for Parcel T will be submitted to WBC in May 2016.
- There will be a public exhibition on plans for Parcels A – G on Sunday 23 April 2016 at the Garrison Community Centre.
- A planning application for the Arborfield Cross Relief Road is expected in March/April 2017.
- The Nine Mile Ride cycleway will be completed by September 2017.
- The northern part of the Nine Mile Ride Extension is at the technical approval stage. Design work for the southern part is underway and a planning application is expected soon.

The Council's FAST members are meeting Curtin & Company / Crest Nicholson on 21 April 2016 for a preview of proposals for parcels A – G (residential), before these go to public exhibition on 23 April 2016 as noted above.

The next Community Liaison Forum is on 18 April 2016, Cllr Pearce will be attending.

Cllr Weeks advised that legal matters relating to the Hogwood Farm/ Marino Family Trust site are progressing.

Cllr Veitch noted the increased pressure which will be placed on the California Country Park by residents from the new development, particularly given the planned improvements to access to the Park, and suggested that improvements to the Park should be progressed to cater for this increased use. It was agreed that the Council should be involved in the plans for improvement to the Park and that the current position should be followed up with WBC.

Cllr Weeks advised that the new Suitable Alternative Natural Green Space (SANGS) to be created as part of the Arborfield development will provide additional areas for informal recreation.

#### **159/2016 COUNCIL COMMUNICATIONS**

The Clerk advised that following discussions with Cllrs Bromley, Cundy and Woof it was agreed that given the importance of communications a report on progress should be presented at Main Council meetings. This would also provide an opportunity to suggest items for future promotion.

A report was circulated including some background to each of the various methods of communication, future reports will be shorter.

- The e distribution list, used primarily for e newsletters, has around 500 members but information is also forwarded on to others by some schools and groups.
- E newsletters are produced approximately monthly and include regular updates such as on the Arborfield SDL, local events and information, and information on Council activities.

- The website has around 1000 views per month. Local Walks and Councillor details are consistently the most popular views.
- Facebook coverage is increasing steadily with 83 likes, and some posts being shared by others so reaching a wider audience.
- Other communications include the Annual Report, Annual Gathering, Wokingham Paper, Noticeboards and Welcome Packs.

Plans for the next period

- E newsletter week commencing 18 April 2016 – to include an Arborfield SDL update, Royal Birthday event 21 April 2016, Finch NAG and FPMC meeting dates, walks, allotment plots, and FPC information focusing on Roads and Road Safety.
- Facebook – 2 or 3 posts per week.
- Saturday 28 May 2016 – National Trust event at Simons Wood – FPC stand.
- Sunday 12 June 2016 – Village Fete – FPC stand.

### **160/2016 WOKINGHAM DISTRICT ASSOCIATION OF LOCAL COUNCILS (WDALC)**

The Council and 14 other member Councils in Wokingham district had received a letter from the Chairman of WDALC requesting views on the future of the organisation. The letter had been circulated to all Councillors.

The Council agreed that due to changes in the way the Wokingham Local Councils work with WBC and also with each other, WDALC no longer had a useful role and should therefore be disbanded. The Clerk will respond to the Chairman.

Cllr Rampton was thanked for his work with WDALC

### **170/2016 CORRESPONDENCE**

- BALC Training Opportunities  
Chairmanship skills Wed 27 April 2016, 6pm – 9.30pm Calcot.  
Councillor Training 29 June 2016, 6pm – 9.30pm.

Items circulated by email over previous month:

- NALC newsletters and bulletins.
- Public Sector Executive online.
- Local Government News
- WBC news/media releases including street lighting, Elms Field, car parking.
- Re3 press releases (recycling)
- WBC traffic management notices.
- CCB Action for All e bulletin

### **171/2016 FORUM**

- Cllr Mrs Driver advised that the toilets in the California Country Park are staffed by the café and are therefore locked at 4pm when the café closes. The Clerk will ask WBC for confirmation of the current arrangements and of arrangements when the kiosk is also open.

### **172/2016 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL**

The next meeting will take place on Thursday 12 May 2016 at 7.30pm at the FBC Centre (not the Memorial Hall).

The meeting closed at 9.40 pm.

*These minutes are subject to confirmation at the next meeting of the Council.*