



## **Minutes - Tuesday 17<sup>th</sup> January 2023**

**Present:** Cllrs Clint, Kaiser, Strong, Stevens, Murphy, also the Responsible Financial Officer and the Clerk

**Absent:** Cllrs Starkey and Hughes.

**Other:** No members of the public were present.

**107/23 To receive and accept any apologies for absence – Received from Cllrs Starkey and Hughes.**

**108/23 To receive any declarations of interest on items on the agenda –** The Clerk declared an interest in the development of the new pavilion to be built on Princess Marina Drive.

**109/23 Minutes of Council Meeting –** The Tuesday 22<sup>nd</sup> November 2022, were approved - proposed by Cllr Murphy, seconded by Cllr Strong, all in favour. Minutes of the Council meeting held on Tuesday 13<sup>th</sup> December 2022 were approved – proposed by Cllr Stevens, seconded by Cllr Kaiser, all in favour.

**110/23 Public Participation** (allotted time - 15 minutes) – **Operational Lead - Development Management – Wokingham Borough Council to attend. Discussion about current planning within the Parish.**  
The individual was unable to attend.

**111/23 Clerk's Report –** for information only

A resident reported footpaths as being blocked by Heras fencing at Hall Farm area – directed to enquire at WBC.

Clerk reported to WBC:

- Fly tipping in Pound Cops layby, late December 2022
- Fly tipping of armchair by bench at War Memorial
- All lamp posts along Sheerlands Road from Nine Mile Ride extension to Baird Road, not working.

Church Lane - resident report of increased traffic and now consider it more dangerous to pedestrians.

**112/23 (a) Reports from external bodies:**

- 1) Borough Council – a report was received which included the Arborfield Village Improvement Scheme, recent planning applications and Gypsy/Traveller sites.
- 2) Police – Arborfield Crime Report was received 16.11.22 – 16.01.23.

### **113/23 (b) Reports from meetings attended by Councillors, if any.**

Cllr Stevens – attended Neighbourhood Action Group Meeting – included Spencers Wood have some new facilities, however they have been graffitied; links for forums – Clerk to circulate this.

Clerk attended Clerks' Forum - Wokingham Volunteer Centre open day at the Town Hall – 28<sup>th</sup> February, Collaborative working with WBC/WTC and Parish Councils.

Cllr Clint, and Murphy along with the Borough Cllr attended a meeting at Reading Football Club – There were 57 outstanding planning conditions that had been reported as not discharged however, except for remaining issues with the new fencing and gates, the other items have been resolved. RFC is submitting a new application to cover the fencing and gates; RFC and the parish council agreed to continue meeting to develop a positive working relationship and ensure good communication between RFC and the local community. RFC were invited to attend the annual parish meeting.

### **114/23 Council Priorities**

#### **1) Anti-social behaviour (ASB)**

The CCTV at Arborfield Park is now fully installed and operational.

#### **2) Planning – covered in 115/23**

#### **3) Council Property – covered in 116/23 (4)**

**4) Community and Communication** – The Thank you tea on January 21st was very successful with over 50 residents attending.

**5) Climate Emergency** – Carry Forward to February meeting.

**6) Cost of Living Crisis** – The Council will invite the CEO of the local Citizen's Advice to speak to the council about how best to support local residents.

### **115/23 Planning**

#### **1) Planning Report – for information only**

Planning Application Decisions – no further decisions to report.

#### **Other – for information**

210777: INFORMAL HEARING - Appeal by: Instalcom Ltd - Woodlands Farm, Wood Lane, Arborfield, RG41 4TS

Breach alleged:

i. Without planning permission, the material change of use of 'the Land' to a sui generis use of a contractor's yard (including the storage of materials, equipment associated paraphernalia and parking of vehicles) and offices.

ii. Without planning permission the erection of two office buildings, the laying of hard surfacing, engineering operations to level the land, erection of security gates and fences.

This is to inform you that the third sitting day for the above informal hearing will take place at 9.30 on 19th January 2023, at the Council offices, Shute End, Wokingham RG40 1BN.

**2) To discuss planning applications received by the date of the meeting.**

**223670 - Full Planning Approval Consultation**

**Address:** Lockey Farm, Sindlesham Road, Arborfield, RG2 9JH

**Proposal:** Full planning permission for the use of part of the land for caravan storage (Sui Generis) and erection of a single storey infill extension to facilitate change of part of an existing building to a Class E building, with associated alterations to fenestration. (Retrospective)

**Deadline:** 08/01/2023

**Agreed Response:** Arborfield and Newland PC remains supportive of Lockey Farm as an important business in the local area and therefore we have no further comments on this application.

**223748 - condition discharge application**

**Address: Arborfield Garrison & Adjoining Land Arborfield Reading**

**Proposal:** Application for submission of details to comply with the following condition of planning consent O/2014/2280 dated 01/04/2015. Condition 14 Hard and Soft Landscaping Scheme 15 Arboricultural Implications Assessment 16a retention and protection of trees 17 Aged and Veteran Tree Strategy 18 Landscape and Ecological Management Plan (LEMP) 19 Hedgerows 20 Bats 21 Reptiles 22 UK BAP Species 23 Non-native Invasive Species 28 Car Parking 29 Cycle parking 35 Travel Plan (Commercial) 40 scheme of compensatory storage 41 design floodplain modelling 42 pedestrian access and egress 43 Foul and Surface Water 44 Foul and Surface Water Drainage Strategy 45 Drainage systems 46 Wetland Features 51 b BREEAM 52 Carbon technologies 53 Lifetime homes 54 Waterbutts/composting 55 Water consumption 56 Storage and refuse 84 facility design

**Deadline:** 13/01/2023

**Agreed Response:** Arborfield Parish Council welcomes the provision of upgraded sport and leisure facilities for residents of Arborfield Green and the neighbouring areas. We note that the plans are suitably landscaped and are in-keeping with the surrounding area and green spaces and we welcome the provision of on-site parking to avoid disruption to local residents when sports fixtures are being played. We also note the proposed design for the pavilion and subject to input from user groups, which we would encourage WBC to take into account, A&N PC supports the proposed pavilion plan. While we note that the allotment area will be surrounded by a new hedge of native species we encourage WBC to impose suitable planning restrictions on the approval to ensure allotment holders are required to maintain their plots to a suitable standard and are only allowed to erect suitable sheds which ideally should be of consistent design and colour to maintain visual cohesion of the site.

**223686 - PN Class Q Agri to Resi Notification**

**Address: The Copse, Eversley Road, Arborfield, RG2 9PN**

**Proposal:** Prior approval submission for the proposed change of use of an existing agricultural barn to 5 no. smaller dwellings, with associated works.

**Deadline:** 18/01/2023

**Agreed Response:** Arborfield and Newland Parish Council does not support this proposed change of use to create five dwellings and believes the basis on which it is being proposed under a General Permitted Development Order (GPDO) is flawed as, to the best of our knowledge, the building has not been used for agricultural purposes within the timescales required. The applicant refers to past enforcement on the site to remove unauthorised uses (breakers/scrap yard) which we understand was the last use of the building and land; we do not agree with the argument put forward by the applicant that absence of other activities is proof of the use of the site for agriculture. Notwithstanding that we believe this development falls outside the remit of a GPDO, if WBC is minded to approve we believe the conditions need to be carefully considered, in particular -- contamination risks on the site given previous known use as a scrap yard; flooding risks -- the adjacent housing development at Poperinghe Way has been subject to flooding in the past and we would propose a full flood assessment would be required; impractical or undesirable location -- the site is adjacent to an industrial estate which is an undesirable location for a housing development. For these reasons A&NPC does not support this application; and if officers are minded to approve, we recommend this is listed for planning committee so that it can be subject to members' scrutiny.

**223657 - Householder Adjoining Parish Consultation**

**Address:** 10 Mole Road, Sindlesham, Wokingham, RG41 5DJ

**Proposal:** Householder application for the proposed erection of a single storey front/side extension following demolition of existing garage/store, part single storey part two storey rear extension, plus changes to fenestration

**Deadline:** 15/01/2023

**Agreed Response:** No Comment.

**223775 - Householder Consultation**

**Address:** Arborfield Court, The Lodge, Swallowfield Road, Arborfield, Wokingham, RG2 9JS

**Proposal:** Householder application for the proposed erection of a single storey rear extension. Raising of the roof to create habitable accommodation, to include 4no. dormers plus changes to fenestration following demolition of existing chimney and garage.

**Deadline:** 31/01/2023

**Agreed Response:** Arborfield and Newland Parish Council has no objection to this application.

**223764 - Approval of Reserved Matters Consultation**

**Address:** Sports and Community Infrastructure, West and East of, Princess Marina Drive, Reading, RG2 9BH

**Proposal:** Application for approval of Reserved Matters pursuant to O/2014/2280 for the refurbishment of the existing rugby, football and cricket pitches, the demolition of the existing Pavilion building and the erection of a new Pavilion building, the provision of two play areas, Multi-Use Games Area (MUGA) and allotment, with associated internal access roads, parking, landscaping, footpaths and drainage. Access, appearance, landscaping, layout and scale to be considered.

**Deadline:** 31/01/2023

**Agreed Response:** Arborfield Parish Council welcomes the provision of upgraded sport and leisure facilities for residents of Arborfield Green and the neighbouring areas. We note that the plans are suitably landscaped and are in-keeping with the surrounding area and green spaces and we welcome the provision

of on-site parking to avoid disruption to local residents when sports fixtures are being played. We also note the proposed design for the pavilion and subject to input from user groups, which we would encourage WBC to take into account, A&N PC supports the proposed pavilion plan. While we note that the allotment area will be surrounded by a new hedge of native species we encourage WBC to impose suitable planning restrictions on the approval to ensure allotment holders are required to maintain their plots to a suitable standard and are only allowed to erect suitable sheds which ideally should be of consistent design and colour to maintain visual cohesion of the site.

**230020 - Full Planning Approval Consultation**

**Address: Lockey Farm, Sindlesham Road, Arborfield, RG2 9JH**

**Proposal: Full planning permission for 2 no. Class E buildings. (Retrospective)**

**Deadline 01/02/2023**

**Agreed Response:** Arborfield and Newland PC remains supportive of Lockey Farm as an important business in the local area and therefore we have no further comments on this application.

**3) Update from engagement from Planning Lawyer**

An update was given by Cllr Murphy.

**4) Any Planning matters considered urgent. - None**

**116/23 F&GP**

**1) F&GP report**

- VAT Return submitted for Q4 2022. Refund of £3,669 due
- Grants. Deadline for submission of grant applications is Friday 3 February. Leaflet put up in the Village Hall. February PC meeting to discuss grant applications.

**2) Accounts - To agree and sign payments for January – a hard copy of invoices was signed at the meeting. Cllrs Murphy and Stevens to authorise online payments.**

The RFO advised that the end of November bank reconciliations had been completed with no outstanding items. Cllr Murphy signed the reconciliation.

**Arborfield & Newland Parish Council**

**January 2023 Payments**

<b>Payee</b>	<b>Amount</b>	<b>Description</b>
British Gas Lite	63.87	Pavilion Gas 8-10 to 8/12/2022
Security Control Systems	5,895.40	Final instalment on CCTV installation
SLCC	199.00	Annual membership subscription
Parish Noticeboard company	1,296.00	50% deposit on three new noticeboards
OPUS Energy	45.15	Electricity 19/11/22 to 19/12/22
BT	63.40	Office telephone December 2022
Gigaclear	36.00	44927
Waste Managed	120.00	Park Bin Emptying 21/12 to 20/1/23

EE	19.20	Parish mobile phone
SCS	1,197.85	Grounds Maintenance - December
Tivoli	119.22	Dog bin emptying December 2022
SSE	233.60	Street lighting 27-9-22 to 30-11-22
Parish Online	96.00	Annual subscription to 28-12-23
Viking Direct	62.98	Stationery
Lloyds Bank	6.00	Card Fees
HSBC	5.00	Bank account charges
<b>Subtotal - Bills &amp; Invoices</b>	9,458.67	
<b>Subtotal Wages</b>	3,559.70	
<b>Total</b>	<b>13,018.37</b>	

**3) Budget 2023/24 approval** - The proposed 2023-24 budget, which had initially been discussed at the December 2022 meeting, was presented. Budgeted net expenditure of £105,321 would result in a band D precept of £82.34, which is unchanged from the 2022-23 financial year. The motion to approve the budget for 2023-24 was proposed by Cllr Murphy and seconded by Cllr Strong and carried unanimously by the Council. The RFO was authorised to submit the relevant 2023-24 precept forms to Wokingham Borough Council.

**4) Pavilion upgrade plans**

Cllr Murphy gave an outline of the staged upgrade and maintenance plans as follows:

Work to be carried out before the nursery installed:

- Build new wall to extend pavilion out and re-use current windows until new windows can be fitted.
- Replace all windows and doors with modern, double-glazed, vandal proof units
- Replace areas/all of the internal ceiling and roof insulation to repair historic water damage and poor construction (ceiling support joists too far apart).
- New floor to repair historic water damage – screed, vinyl.
- Prepare door for new changing area.
- Instal a new kitchen, brick up existing small kitchen window.
- Replace – soffits, bargeboards, guttering, all of which are in poor state of repair, with plastic ones, clean roof.

Internal refurbishment to be carried out over the summer holiday. The alarm and some emergency lighting will need moving when the refurbishment is carried out.

The Council will apply for a Certificate of Lawfulness to carry out the upgrade.

The Council decided that the garage at the village hall was not suitable to be moved for use at the pavilion.

**5) Sale of the Coombes ancient woodland**

This is to be sold in two lots, 60 acres of woodland and 7 acres of grassland.

Cllrs Clint and Stevens are working with Barkham Parish Council to explore options to preserve the woodland for the benefit of the community in perpetuity. One option being explored is to use Community Infrastructure Levy (CIL) money to secure the land for the community.

The Council decided to spend up to £6,000 on valuations, legal advice and preparation of a management plan. This motion was proposed by Cllr Clint, seconded by Cllr Murphy; all in favour.

**6) Agree paid weekly working hours of the Clerk.**

The Council agreed the number of paid hours per week should be 24. This was proposed by Cllr Clint, seconded by Cllr Kaiser, all in favour.

**7) Annual Litter Pick** – Cllr Strong agreed to organise this and to liaise with Barkham Clerk to ensure the areas worst affected by litter are targeted.

**8) Any other F&GP matters considered urgent** – The Council discussed the possibility that the Dr surgery would return to the Village Hall if they could also use a further room as a Nurse’s room. The Parish Council’s lease at the village hall expires on 1<sup>st</sup> April 2023. The council will explore other places to have a parish office.

**117/23 Parks**

**1) Parks Report** – for information only

Light in Whitewell Close – estimated repair in second half February/ early March. Temporary solar light ordered by RFO – currently chasing this.

The Clerk has obtained maps from WBC to show exact location of Parish owned streetlights.

Repair to Park gate – Security Control Systems (SCS) will undertake the work in the coming weeks, exact date to be confirmed.

Installation of the new shelter started on 16<sup>th</sup> January – scheduled to take 8 days to complete.

Replacement of wooden posts on the slide play unit – repair expected during February.

Clearing the moss in the playground – Handyman has everything needed to spray, waiting for a period of dry weather.

A new key safe with a combination lock has been fitted at the Pavilion, contains the gate and height bar keys for use in an emergency. Football teams have been made aware.

Pavilion emergency lighting repairs - RES instructed, awaiting a date.

The 2 remaining trees left over from Wokingham Forest Garden Scheme Park have been planted with a supporting stake along the far side of the Park.

Christmas tree lights were removed undamaged, Clerk trying to ascertain if a circuit breaker was also installed with the socket, have emailed WBC.

CCTV at Pavilion – Now fully installed and fully operational.

Clerk applied for a defibrillator grant on 06/01/2022 for a new defibrillator to be located at the Pavilion.

Bottle bank – dumped bottles were removed by WBC in the New Year, new sign going to be put up to remind people that fly-tipping is a criminal offence.

Litter picking along Observer way – should be complete now.

## 2) Pound Copse

### (a) survey options and quote from arboriculturist

Email reply 30/12/22 from Duckworth Arboriculturists – ‘As there are a large number of Ash trees in Pound Copse, would expect an inevitable deterioration from Ash Dieback’. The arboriculturist advises waiting until the trees come into leaf in June before carrying out the survey. However, she would be happy to visit before then when she is in the area and look for any obvious problems if the Parish Council are uncomfortable leaving it until June. As the woodland was looked at in detail two years ago, other than more dead/declining Ash, she would not expect a significant change in the overall condition of the trees.

The Council decided to wait until June for the survey. All members of the council approved the quote of £665.00 for the survey.

### (b) fencing requirements update

This item to carry forward to February meeting. Clerk to ascertain from WBC if there are plans to develop the entrance at Pound Copse into a bridal way.

## 3) Update on nursery and actions we need to take to be ready for opening.

Already discussed – see 116/23 (4)

## 4) Phone box – additional shelving and re-painting

The Council approved the following quotes:

- £39 for brackets shelving and screws
- £28 for red paint
- £66 for wood and brackets

## 5) Electronic Play Equipment – maintenance agreement

This item to carry forward to February meeting – as information not received.

## 6) Defibrillator Grant

To carry forward to February meeting. Clerk to ascertain:

- (1) How much the defibrillator costs.
- (2) Any ongoing maintenance costs associated with it.

## 7) Any Parks matters considered urgent – none.

## 118/23 Risk Management

**Risk Management Report** – All risk assessments are now complete apart from Street Lights and Parish Owned Land. Checklist for Pavilion now overdue. Clerk to obtain a map of parish owned land. Clerk and Cllr Clint to check outcomes from most recent risk assessments.



- **Risk Assessments and Checklists**

Risk area	Risk Assessment (annually)	Who by?	Check List Frequency	Next check due
Playground	Vanessa Starkey	Play Inspection Company – Every 6 months	6 Monthly	<b>March 2023</b>
		Handyman – Weekly Check List	Week	<b>18/01/2023</b>
Park	John Kaiser	John Kaiser	Quarterly	<b>08/02/23</b>
Pavilion	Elliot Strong	Elliot Strong	Monthly	<b>22/11/22</b>
Carpark	John Kaiser	John Kaiser	Quarterly	<b>08/02/23</b>
Parish Office & Store	Karen Hughes	Karen Hughes	6 monthly	<b>13/09/23</b>
Pound Copse	Andrew Clint	Andrew Clint	6 monthly	<b>13/04/23</b>
Old Churchyard	Paul Stevens	Paul Stevens	6 monthly	<b>17/04/23</b>
Parish Owned Land	Andrew Clint	Andrew Clint	6 monthly	
Street furniture	Karen Hughes	Karen Hughes	6 monthly	<b>13/03/23</b>
Streetlights	Vanessa Starkey	Vanessa Starkey	6 monthly when the clocks change	

- **Any RM matters considered urgent.**

### 119/23 Correspondence

Date received	Method	Sender	Content
03-Jan-23	Magazine	Clerks and Councils Direct	Clerks and Councils info
09/01/2023	Magazine	SLCC – 'The Clerk'	Clerk/Parish Council info

**120/23 Action list** – to run through and update the action list.

Cllr Clint and Clerk to find a more efficient way to update this.

**121/23 Any items for consideration to include items for the next meeting agenda** – information only.

**122/23 Date of next meeting** – The next full council meeting will be a full Council meeting on Tuesday 21<sup>st</sup> February 2023.