



14th June 2023

**Notice of Meeting of the Parish Council
Tuesday 20th June 2023 at Arborfield Pavilion 7:30pm**

The Business to be transacted is as shown under.

AGENDA

194/23 To receive and accept any apologies for absence.

195/23 To receive any declarations of interest on items on the agenda.

196/23 Minutes of Council Meeting – to approve the minutes of the Council meeting held on Tuesday 16th May 2023 – Document A

197/23 Public Participation (allotted time - 15 minutes)

198/23 Clerk's Report – for information only – document B

199/23 Reports from external bodies:

- 1) Borough Council – document C
- 2) Police – document D

200/23 Reports from meetings attended by Councillors, if any.

201/23 Council Priorities

1) Anti-social behaviour (ASB)

- a) Unlawful Encampments

2) Planning

3) Council Property

- a) Update on Coombes Woodland.

4) Community and Communication

- a) Discussion to review the Annual Parish Forum
- b) Ratification of Community Safety Survey.
- c) Arrangements for combined launch of Nursery and promotion of the Parish Council.

5) Climate Emergency

- a) Update on the meeting with WBC ecologist about wildflower area in Arborfield Park

6) Cost of Living Crisis

202/23 Planning

- 1) **Planning Report – for information only – document B**
- 2) **Agree response for planning application 230747 - proposed erection of a petrol filling station on land at Eversley Road.**
- 3) **To discuss planning and licence applications received by the date of the meeting as listed below – document E**

Planning Applications:

- a. **231095**
- b. **230529**
- c. **231148**

4) Licence Applications:

- a. **ST33 – Renew street trading consent – Car Park, Royal British Legion, Arborfield.**
- b. **OH2065752 R - GVOL Application – Operating from Tanners Farm, Nutters Lane, Swallowfield Road RG2 9LA**

5) Any Planning matters considered urgent.

203/23 F&GP

- 1) **F&GP report – for information only - see document B**
- 2) **Accounts - To agree and sign payments for June – hard copy of invoices to be signed at the meeting.**
- 3) **Purchase of the Coombes Woodland – Joint with Barkham PC.**

Update on discussions. The following was agreed and a sub-committee set up in Part II at the May full council meeting:

- a. Allocation of £130,000 of CIL funds for the purchase of lot 1 only at a total price of £475,000 with the balance of funds having already been approved by Arborfield Parish Council.
- b. A charitable trust being formed for the ongoing management and protection of the woodland.
- c. That Arborfield Parish Council will become a corporate trustee of the trust (exact structure still to be determined).
- d. Future annual maintenance costs will be split between Barkham and Arborfield in direct proportion to the funds contributed to the purchase – 130/475 equates to Arborfield being required to pay for 27.4% of costs.
- e. Allocation of annual maintenance costs of £8,000-11,000
- f. Paying 50% of the charitable trust set up fees, full cost is circa £1,250.
- g. Set up the CIO for costs of circa £3,000 (of which Arborfield will pay 50%)
- h. Paying conveyancing for costs of circa £3000 (including searches at £500) – (of which Arborfield will pay 50%)
- i. Payment of £500 (ex VAT) to D. Auger of Martin and Pole for advice (of which Arborfield will pay 50%)
- j. A sub-committee was set up with delegated powers to complete the transactions.

- 4) **Pavilion Phase II Project Update**
- 5) **CIL Co-funding proposal by WBC**
- 6) **Nursery Opening Readiness Actions**
- 7) **SpeedWatch requesting additional funds.**
- 8) **Any other F&GP matters considered urgent.**

204/23 Parks

- 1) **Parks Report** – for information only – see document B
- 2) **Feedback from the survey at Annual Parish Meeting.**
- 3) **Approval of spend to remove the SportActive game.**
- 4) **Any Parks matters considered urgent.**

205/23 Risk Management

- 1) **Risk Management Report** – See document B
- 2) **Risk Assessments and Checklists**

Risk area	Annual Risk Assessment Responsibility	Due Date of Risk Assessment	Check List Frequency	Due date of Checklist
Playground	Vanessa Starkey	18/04/2024	Weekly	15/03/2023
	Play Inspection Company	July 2023	6 Monthly	N/A
Park	John Kaiser	08/11/23	Quarterly	RA deferred pending pavilion works
Pavilion	Elliot Strong	04/08/23	Monthly	RA deferred pending pavilion works
Carpark	John Kaiser	08/11/23	Quarterly	RA deferred pending pavilion works
Parish Office & Store	Paul Stevens	27/04/2024	6 monthly	27/10/2023
Pound Copse	Andrew Clint	13/10/23	6 monthly	13/04/23
Old Churchyard	Paul Stevens	22/11/23	6 monthly	22/02/23
Parish Owned Land	Andrew Clint	6/11/22	6 monthly	06/05/22
Street furniture	Nick Fox	13/09/23	6 monthly	13/03/23
Streetlights	Colin Watts	N/A	6 monthly when the clocks change	29/09/2023 *

* Streetlights were checked on 16/05/2023 – still need to check lights are working.

- 3) **Any RM matters considered urgent.**

206/23 Correspondence – document F

207/23 Action list – to run through and update the action list.

208/23 Any items for consideration to include items for the next meeting agenda – information only.

209/23 Date of next meeting – The next full council meeting will be a full Council meeting on **Tuesday 18th July 2023.**

Part II

210/23 The Coombes Woodland