



Arborfield & Newland Parish Council

Arborfield Green Community Centre,
Sheerlands Road, Arborfield,
Berkshire, RG2 9ND

Tel 0118 976 1489

E-mail parishclerk@arborfield.org.uk

Clerk: Mrs Annabel Wood

Minutes from a Full Council Meeting Tuesday 17th October 2023 at Arborfield Pavilion 7:30pm

Present: Cllrs Clint (Chair), Murphy, Fox, Strong and Stevens

In Attendance: Mrs Wood, Clerk

Other: One member of the public

244/23 Questions from members of the public in respect of the business on this agenda.

One member of the public spoke about the plans for the new sports pavilion and site due to be built by Crest Nicholson. The resident proposed the idea for it to be built by using levelling-up legislation including the 'S1 Localism Act' and be run as a charity; with the aim of being used by the wider community, not just those participating in sports. Resident advised to organise a joint meeting with Arborfield and Newland, Barkham and Finchampstead parish councils to give further details.

245/23 To receive and accept any apologies for absence.

Apologies have been received from Cllr Starkey and the Responsible Financial Officer (RFO), Mr Watts.

246/23 To receive any declarations of interest on items on the agenda.

No declarations of interest were made.

247/23 Minutes of Council Meeting

The minutes from the Parish Council meeting held on Tuesday 19th September 2023 were approved with all in favour.

248/23 The draft minutes from the Exec Committee meeting held on Tuesday 3rd October 2023 were noted, (as per standing orders all committee draft minutes are presented to full council),

249/23 A report that proposing amendments to the schedule of council and committee meetings was received; The council approved the council and committee meeting dates which included a December meeting and committee meetings scheduled as per the Terms of Reference for each Committee.

250/23 To receive reports from:

1. **The Clerk** – A written report was received.
2. **The Borough Cllr** - A written report was received.
3. **Police** – A crime report for Arborfield & Newland, and Barkham Parish Councils for the period 13/08/2023 – 13/10/2023 had been circulated prior to the meeting.

251/23 To receive reports from external meetings attended by Cllrs.

No reports were received.

252/23 Planning

1) To consider and agree recommendations on planning applications received as listed below.

PA Number:	231955 Full Planning Approval Consultation
Site Address:	1 Anderson Crescent Arborfield Wokingham RG2 9PB
Description:	Full application for the proposed subdivision of the existing plot and erection of 1 no. detached dwelling with associated access and parking following demolition of the existing single storey side extension and outbuilding; erection of a new front canopy roof and single storey rear extension to the existing dwelling plus changes to fenestration, installation of a rear dormer and rooflights to facilitate conversion of the loft to habitable accommodation, and extension of the existing dropped kerb.
Deadline	16-10-2023, Extension granted until 19-10-23
Approved	ANPC would draw attention to the Local Plan chapter 3 and policy TB06, we consider that
Response:	this proposed development in the garden would fail to meet a number of the criteria in this policy. TB06 section 2 aii – the proposed development fails to integrate with the surrounding properties and intended coverage of the plots and current parking areas assigned to other properties in the local vicinity. It will be an over development of the plot and contrast poorly with the surrounding street scene. TB06 section 2 aiii – this development will completely change the frontage openings and boundary treatment and aims to introduce a widened drop kerb and extended vehicle parking to the fronts of the properties which is in contrast to the present small drop kerb and vehicle parking. TB06 section 2b – the proposed development fails to provide suitable spacing around the building with regards to the present property and those in the local vicinity. There will be small separation to the current property and built right up to the southern boundary hedge line.
PA Number:	232358 Works to a TPO tree Consultation
Site Address:	Land at Faraday Close Arborfield
Description:	APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 1440/2012, T6 and T8 T14, Ash (T6 on TPO) – Fell and grind stump. T15, Ash (T8 on TPO) - Fell and grind stump.
Deadline:	11-10-2023, Extension granted until 19-10-23
Approved	A&N PC regrets any loss of mature trees as is proposed by these TPOs and we urge
Response:	ecologists from Wokingham to ensure that the proposed removals are genuinely due to

disease. We understand the latest advice on ash trees is only to remove them where they represent a demonstrable risk to people or property.

If WBC is minded to approve these tree works we request WBC insist that the applicant submits and carries out a replacement tree planting programme using appropriate native species including requirements to reinstate any trees that fail from the first re-planting.

PA Number: 232362 Works to a TPO tree Consultation

Site Address: Land at Fleming Close Arborfield

Description: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 1440/2012, T10 T26, Field Maple (T10 on TPO) – Fell and grind stump.

Deadline: **11-10-2023, Extension granted until 19-10-23**

Approved Response: A&N PC regrets any loss of mature trees as is proposed by these TPOs and we urge ecologists from Wokingham to ensure that the proposed removals are genuinely due to disease. We understand the latest advice on ash trees is only to remove them where they represent a demonstrable risk to people or property.

If WBC is minded to approve these tree works we request WBC insist that the applicant submits and carries out a replacement tree planting programme using appropriate native species including requirements to reinstate any trees that fail from the first re-planting.

PA Number: 232363: Works to a TPO tree Consultation

Site Address: Land at Kelvin Close Arborfield

Description: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 1428/2012, GROUP 3, T3, T10 and 1429/2012, T17 T1, Norway Maple (part of G3) – Remove self sets. T2, Ash (part of G3) - Fell and grind stump. T8, Whitebeam (T17 on TPO) - Fell and grind stump. T13, Ash (T3 on TPO) - Fell and grind stump. T14, Ash (T10 on TPO) - Fell and grind stump.

Deadline: **11-10-2023, Extension granted until 19-10-23**

Approved Response: A&N PC regrets any loss of mature trees as is proposed by these TPOs and we urge ecologists from Wokingham to ensure that the proposed removals are genuinely due to disease. We understand the latest advice on ash trees is only to remove them where they represent a demonstrable risk to people or property.

If WBC is minded to approve these tree works we request WBC insist that the applicant submits and carries out a replacement tree planting programme using appropriate native species including requirements to reinstate any trees that fail from the first re-planting.

**PA Number: 232385
Works to a TPO tree Consultation**

Site Address: Land at Whitehall Drive Arborfield

Description: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 1441/2012, AREA 2 T15, Ash – Fell.

T20, Ash x 2 “ Fell. T22, Ash “ Fell 2 no. stems by fence; cut back branches overhanging garden by up to 3m.

Deadline **12-10-2023, Extension granted until 19-10-23**

Approved Response: A&N PC regrets any loss of mature trees as is proposed by these TPOs and we urge ecologists from Wokingham to ensure that the proposed removals are genuinely due to disease. We understand the latest advice on ash trees is only to remove them where they represent a demonstrable risk to people or property.

If WBC is minded to approve these tree works we request WBC insist that the applicant submits and carries out a replacement tree planting programme using appropriate native species including requirements to reinstate any trees that fail from the first re-planting.

PA Number: **232304**

Householder Consultation

Site Address: Magnolia House Church Lane Arborfield Wokingham RG2 9JB

Description: Householder application for the proposed alteration to existing rear and side fenestration.

Deadline **19-10-23**

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

PA Number: **232392**

Householder Consultation

Site Address: 11 Harts Close Arborfield Wokingham RG2 9QH

Description: Householder application for the installation of a 200mm wooden trellis to the existing fence in the rear garden. (Retrospective)

Deadline **19/10/2023.**

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

PA Number: **230152**

Site Address: Arborfield Garrison & Adjoining Land Arborfield Reading RG2 9NW

Description: Application for the approval of Reserved Matters pursuant to outline planning consent O/2014/2280 (dated 02/04/2015). The Reserved Matters comprise details of 135 dwellings within Parcel O2 (including both market and affordable housing) with access from Biggs Lane, associated internal access roads, parking, landscaping, open space, footpaths and drainage. Access, Appearance, Landscaping, Layout and Scale to be considered.

Deadline **18-10-2023**

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

PA Number 231894
Site Address: 28 Tyler Drive Arborfield Wokingham RG2 9NG
Description: Householder application for the proposed erection of part two storey side part single storey rear extension, plus alteration to fenestration, following the demolition of existing garage.
Deadline 30-10-2023
Approved Response: Arborfield and Newland Parish Council has no objection to this application.

2) For Cllrs to agree how to respond to the Statement of Community Involvement consultation.

A draft response had been circulated in advance; the Council agreed to submit it.

3) Any Planning matters considered urgent.

The following planning application was considered as it was received after the agenda was published, and the deadline for responding is before the next full council meeting.

PA Number: 232324
Site Address: 12 Arbery Way Arborfield Wokingham RG2 9FG
Description: Householder application for the proposed conversion of existing garage to create habitable accommodation plus changes to fenestration.
Deadline 07/11/2023
Agreed Response Arborfield and Newland Parish Council has no objection to this application.

253/23 Finance and General Purpose

1. To approve and sign payments for October.

Payments were approved, and copies of invoices were signed at the meeting by Cllrs Stevens and Murphy. For full list of payments please refer to Appendix 1

2. To receive the bank reconciliation for the month of September

The bank reconciliation was received and signed by Cllr Murphy. No outstanding items were reported.

3. To receive quotes for further work to Pound Copse.

Currently in progress with two quotes received, awaiting a third. This will be carried forward to the December meeting to have a better understanding of available budget.

4. To approve Purchase Order for works to urgent item identified by arboriculturist.

The council approved with all in favour the expenditure of £480 (including VAT) to fell tree T2 at Pound Copse; required to be carried out within 3 months on completion of

the survey. Felling actioned on 27th September due to mitigating health and safety circumstances.

5. To receive requirements for budget setting from Cllr Murphy.

Cllr Murphy broadly Summarised the finances for each Committee.

Overall the Council has spent within budget in the first six months of the financial year.

Administration: the Council is forecast to have an overspend of just over £2000 in this category, with the largest variance relating to £7000 of training costs. This unbudgeted expenditure has been partially offset by savings in other expense categories including an underspend of £3497 in office rent.

F&GP: Forecast £6600 underspent by end of the year; the largest underspends relating to the street lighting category (£1500) if no repairs are required and underspent in paying for insurance (£1800). The £2000 contingency allowance in the F&GP budget has not been needed.

Parks: Broadly in line with budget with the largest variance relating to an overspend of approximately £2000 on pavilion general maintenance and the proposed repair to Old Churchyard wall costing £2140. The largest underspends in the Parks category related to £1476 on ground maintenance and the release of £3000 of contingency relating to the nursery opening.

Planning/Special Projects: Overspend due to Legal costs associated with purchase of The Coombes woodland, including stamp duty.

Cllr Murphy and the Chair wanted to thank the RFO and recognised the brilliant work he had done in preparing accounts for the Council.

6. To consider any urgent finance matters

a. HSBC bond

The Council approved the RFO's proposal to renew the HSBC £113k bond due to mature at the end of October for a further two-month period.

b. RBL Poppy Appeal

The Council noted the donation of £100 which has been made to the Royal British Legion.

c. Blender Valve

With the nursery opening after half-term, the Council agreed to the reasonable spend of installing a blender valve to ensure the tap water from the sinks in the toilets does not exceed a critical temperature in line with Ofsted requirements. Quote to be circulated upon receipt.

7. Coombes Woodland purchase update

A report following the arboriculturist's survey was received. The contracts were received for signing to complete the purchase. One item stipulated in the contract is the requirement for the buyer to erect a fence between lot one (the woodland) and lot two (the grassland).

Cllrs will walk the fence line on Friday 20th October to assess how much vegetation will need clearing prior to fence installation with a view to obtaining prices for this work; and, meet on Friday afternoon to discuss a way forward regarding the costs mentioned.

8. Terms of Reference for the Coombes Woodland Committee had been circulated prior to the meeting.

The Council considered and adopted the Terms of Reference for the Coombes Woodland Committee.

9. Council reviewed the Standing Orders and suggested the following change:

Change pronouns his/him to they/their. This will be updated and the policy re-adopted at the November meeting.

10. The Council discussed and adopted the Planning Working Group Terms of Reference without any amendments.

11. The following policy documents were re-adopted with all in favour.

- a. Document Retention & Disposal
- b. Executive Committee Terms of Reference
- c. Health & Safety
- d. Risk Assessment – Financial
- e. Risk Assessment – General
- f. Risk Management

Policy Risk Assessment - Staff and Employment will be re-adopted at the November meeting.

12. To agree the response to WBC Consultation on Changes to Grounds Maintenance and Rubbish Collection.

A draft response had been circulated in advance; the Council agreed to submit it.

a. Council to consider options in response to WBCs proposed reduction in local environmental services.

The Council agreed this should be considered at the December meeting where draft budgets would be set.

13. To agree a response to the Warm and Welcoming Places Survey.

The parish council is unable to provide a warm space for people as we do not have available space or staff to operate one. However, the Council agreed organisations providing a warm and welcoming space would be encouraged to apply for a grant from the Parish Council and could have a free advert regarding their warm space in the Arborfield News. Cllr Murphy to submit a response to this survey on behalf of the Council.

14. Council to discuss, amend, and agree on an Environmental Policy to adopt.

A draft Environmental and Sustainability policy had been circulated prior to the meeting. The Council discussed this, and whilst recognising the benefits of having and adhering to a policy, wanted to ensure the council could meet the requirements of the policy and any financial implications involved in adhering to it. Policy to be taken forward to the December meeting.

15. To agree date for Carol singing.

Council decided this event would occur on Tuesday 5th December; singing around the Christmas tree followed by refreshments.

16. Council received a verbal update on Pavilion Phase II Project Update from Cllr Murphy.

An application for the discharge of conditions has been submitted on 23rd September. This may take six to seven weeks to be processed. However, the Council is confident the conditions will be discharged and agreed work should start in November prior to this notification. Costs are higher than anticipated. One step to mitigate this is to reduce the number of windows in the building, although a centralised ventilation system will be required for the changing rooms, showers, and toilets. As the Council does not qualify for a free electric charging point, it is looking to either buy or lease one. Cllr Murphy to meet with supplier. The charging point will be located by the new office front door where there will be ramp access. Building control has been requested.

17. To discuss the logistics of residents collecting additional green bags following rubbish and recycling moving to a fortnightly collection rather than weekly, in August 2024; and agree a way for this to occur.

Clerk to consult with Barkham Clerk how to allow residents to collect green bags.

254/23) Any Risk Management matters considered urgent.

For health and safety reasons, The Council decided the padlocked chain on the height bar should be removed and will be replaced with a mechanism to keep the two bars together: RFO obtaining quotes.

255/23 Any items for consideration to include items for the next meeting agenda.

No further items were considered for inclusion.

256/23 Date of next meeting - The next full council meeting will be held on **Tuesday 21st November 2023.**

There being no further business on the agenda the meeting ended at 21.32.

Appendix 1 for Full Council Minutes – October 17th 2023

Arborfield & Newland Parish Council October 2023 Payments

Type	Payee	Amount	Description
DD	BT	57.79	Office telephone August 2023
DD	OPUS Energy	80.85	Electricity 20/7 to 20/8/23
DD	Waste Managed	134.40	Park Bin Emptying 21/9 to 20/10/23
DD	EE	21.96	Parish mobile phone - September 2023
DD	Gigaclear	36.00	Pavilion internet - September 2023
BACS	SCS	1,269.72	Grounds Maintenance - August
DD	Castle Water	5.00	monthly direct debit
BACS	itQED	102.60	IT support - September 2023
BACS	Yardley Builders	1,152.00	Old Churchyard safety works
BACS	Play Inspection company	114.00	Operational inspection of playground
BACS	Vita Play	948.00	Repair tio Zip wire
DD	Information Commisioner's Office	35.00	Data Protection Fee
BACS	SLCC	2,046.60	Locum fees
BACS	Yardley Builders	780.00	Building storage unit at Pavilion
DD	Lloyds credit card	294.63	Pavilion:
			- Rubber matting £130.00
			- Tarpaulin £57.95
			- Retractable barrier £46.90
			Dust pan & brush £29.00
			Park gate signage £14.38
			Black bin bags £5.50
			Microsoft subscription £7.90
			Card fee £3.00
DD	HSBC	5.00	Bank account charges
DD	Unity Trust	31.05	Bank account charges
BACS	RES	160.38	Repair to fire alarm call point
	Subtotal - Bills & Invoices	7,274.98	
	Subtotal Wages	2,830.86	
	Total	10,105.84	