



## **Arborfield & Newland Parish Council**

Arborfield Gren Community Centre  
Sheerlands Road, Arborfield,  
Berkshire, RG2 9ND  
Tel 0118 976 1489

E-mail [parishclerk@arborfield.org.uk](mailto:parishclerk@arborfield.org.uk)  
Clerk: Mrs Annabel Wood

### **Minutes from a full Council Meeting held on Tuesday 20th June 2023 at 7.30 pm in the Pavilion**

**Present:** Cllrs Clint, Murphy, Strong, Fox

**In Attendance:** Responsible Financial Officer (RFO), and the Clerk

**Other:** One resident was present.

**194/23 To receive and accept any apologies for absence** - Apologies have been received from Cllrs Starkey and Stevens.

**195/23 To receive any declarations of interest on items on the agenda** – Nothing was declared.

**196/23 Minutes of Council Meeting** – the minutes of the Council meeting held on Tuesday 16<sup>th</sup> May 2023 were approved by the Council, proposed by Cllr Strong, seconded by Cllr Fox, all in favour. Cllr Clint signed the minutes.

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

One resident complained about the grass not having been cut throughout the village in certain places. He reported one woman having tripped and fallen over the long grass trying to get to her car, and the difficulties people faced with mobility problems, particularly walking down Swallowfield Road from the roundabout as the pavement is very narrow in places. This is exacerbated by the long grass.

**198/23 Clerk's Report** – for information only

#### **1) Arborfield Village Improvement Scheme**

The Clerk has arranged to meet with WBC Paul Fishwick -Executive Member for Active Travel, Transport and Highways at the Village Hall on Wednesday 21st June at 1pm to discuss the safety of the build-out there. Councillors and members of the Village Hall trustees committee are also attending and is encouraging any residents to also come along.

#### **2) Grass Cutting**

The Clerk has received complaints regarding the grass in Arborfield Cross not having been cut for many weeks. After receiving contradictory messages about Wokingham Borough Council (WBC) taking part in "No mow May", they are not taking part in this scheme. The grass along Swallowfield Road is not going to be cut until almost 3 months since it was cut in March. The Clerk continues to chase to obtain a cutting schedule for both teams which cut the grass and to try and resolve this becoming a recurring

issue. A meeting with the Lead Specialist Lead Clienting has been arranged for Wednesday 28th June at 9.00am.

### **3) ASB**

Wokingham Lane – 4x4 vehicles and children on motorbikes accessing this has been reported to ASB team.

#### **199/23 Reports from external bodies:**

- 1) Borough Councillor - A report was received which included the following items: Ward boundary changes, complaints about the traffic calming measures, the lack of grass cutting, attempted fly tipping, cracks in residents houses and the SHARE foodbank operating from the Royal British Legion.
- 2) Police – A report was submitted for the period 09/04/2023-13/06/2023.

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

- 1) The Chair and the Clerk, along with the Vicar of Arborfield Church recently met at the Old Churchyard and decided the following action should be taken:
  - a) deal with the wall around the site that is leaning over.
  - b) place Heras fencing to block the entrance to the ruin.
  - c) Lock the gate and add a new sign giving access details should anybody need to access.

#### **201/23 Council Priorities**

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

- a) Unlawful Encampments – There have been recent encampments one on the field bordering Whitehall Drive and Baird Road, which then moved to Baird Road. These were dealt with swiftly by both Crest Nicholson and WBC. Action on the Clerk to organise a meeting with Crest, WBC, and both Barkham and Arborfield Parish Councils to discuss the preventative action which needs to be taken to prevent further unlawful encampments.

##### **2) Planning**

There are no large-scale development to discuss.

##### **3) Council Property**

- a) Update on Coombes Woodland – please refer to item 203/23 3)

##### **4) Community and Communication**

- a) Discussion to review the Annual Parish Forum  
This was poorly attended with only 11 residents attending. Suggestions to improve attendance by residences were to hold it outside at the Pavilion, and potentially provide a BBQ and activities/entertainment for children.
- b) Ratification of Community Safety Survey.  
The Clerk had completed a draft and circulated it prior to the meeting. It was suggested that the arson of the gazebo and the criminal damage to the Co-op in an attempted burglary should also be included. Action on Clerk to amend and submit.

- c) Arrangements for combined launch of Nursery and promotion of the Parish Council.  
The Council will use 7<sup>th</sup> July as an opportunity to promote the Parish Council in conjunction with the launch of the Nursery. Action on RFO to take photos at this event.

## **5) Climate Emergency**

- a) Update on the meeting with WBC ecologist about wildflower area in Arborfield Park  
Two Cllrs met with the ecologist from WBC. The plan is to leave the un-cut area at the top end of the park by the trees and in the autumn time, plant wildflower seeds. Action on Chair to chase the Ecologist's notes from this meeting. The Council is permitted to relocate bluebells from Pound Copse to Arborfield Park.

## **6) Cost of Living Crisis**

Nothing further to report.

## **202/23 Planning**

- 1) Planning Report – for information only.

The Clerk received positive feedback for the Council's comments submitted for the Duck Nest's Farm Planning application:

"A professional and comprehensive response that avoids the emotional element". Resident  
"Excellent comments. My compliments to the PC for such a comprehensive report" Cllr Cowen

### **230916 NOTIFICATION OF DECISION**

Address: Reddam House School, Bearwood Road, Sindlesham, RG41 5BG

Proposal: Application for Listed Building Consent for the proposed erection of a new maintenance shed following the demolition of 2no. dilapidated maintenance stores.

Decision: Approve

### **231006 NOTIFICATION OF DECISION**

Site Address: 14 Emblen Crescent, Arborfield, Wokingham, RG2 9PA

Proposal: Householder application for the proposed erection of a single storey rear extension with pitched roof with roof lights. New pitched roof to replace existing flat roof with retained side block. New windows proposed to front and side elevation of side block.

Decision: Approve

- 2) **Agree response for planning application 230747 - proposed erection of a petrol filling station on land at Eversley Road.**

### **230747 Full Planning Approval Consultation**

**Site Address:** Land at Eversley Road, Arborfield, RG29PJ

**Proposal:** Full application for the proposed erection of a petrol filling station including forecourt and canopy, 2 no. underground fuel tanks, a single storey sales building, car wash, jet washes, car parking, EV charging and creation of access, cycle parking, car care, plant and substation, plus erection of a fence and boundary treatment, landscaping and associated works.

**Deadline 07/06/2023.**

**Agreed Response:** Please view response at:

[https://publicaccess.wokingham.gov.uk/PublicAccess\\_Live/Document/ViewDocument?id=6E31E92567354FCDBA2773974CFDD545](https://publicaccess.wokingham.gov.uk/PublicAccess_Live/Document/ViewDocument?id=6E31E92567354FCDBA2773974CFDD545)

Response proposed by Cllr Clint, seconded by Cllr Murphy, all in favour.

**3) To discuss planning and licence applications received by the date of the meeting as listed below:**

**Planning Applications:**

**231095 Approval of Reserved Matters Consultation**

**Parish:** Finchampstead

**Site Address:** Hogwood Farm, Sheerlands Road, Arborfield, Wokingham, RG40 4QY

**Proposal:** Application for the approval of Reserved Matters pursuant to Outline Planning Consent O/2014/2179 (as varied by 181194, dated 14/11/2018). The Reserved Matters comprise details of 258 dwellings across Parcel P10 with access via the Nine Mile Ride Extension (NMRE) and Southern Bus Loop, associated internal roads, provision of Public Open Space and play areas, together with parking, cycle ways, footpaths, landscaping and sustainable urban drainage systems (SuDS). Details of access, appearance, landscaping, layout and scale to be considered.

**Deadline:** 10/06/2023

**Agreed Response:** Arborfield and Newland Parish Council have no comment on this planning application.

**230529 Full Planning Approval Consultation**

**Parish:** Finchampstead

**Site Address:** Hogwood Farm, Sheerlands Road, Arborfield, Wokingham, RG40 4QY

**Proposal:** Full application for the temporary formation of a visitors car park, temporary formation of a SUDS drainage basin and temporary landscaping to facilitate use of units 1 and 2 as a sales centre within development phases P14 & P15 at Hogwood Farm (Reserved Matters 220175 pursuant to outline consent

181194 refers). (Retrospective)

**Deadline:** 16/06/2023.

**Agreed Response:** Arborfield and Newland Parish Council have no comment on this planning application.

**231148 Full Planning Approval Consultation**

**Parish:** Arborfield and Newland

**Site Address:** Land at Mole Road, Sindlesham, Berkshire

**Proposal:** Full application for the creation of a vehicular access including erection of boundary wall features and gates. (Part retrospective)

**Deadline:** 22/06/2023.

**Agreed Response:** Please see full response at the following link:

[https://publicaccess.wokingham.gov.uk/PublicAccess\\_Live/Document/ViewDocument?id=6E31E92567354FCDBA2773974CFDD551](https://publicaccess.wokingham.gov.uk/PublicAccess_Live/Document/ViewDocument?id=6E31E92567354FCDBA2773974CFDD551)

The above responses were agreed by the Council, all in favour.

**230901 Appeal: APP/X0360/C/23/3320365**

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

Proposal: Without planning permission, the material change of use of the Land to residential use; erection of a building and swimming pool; formation of concrete base and hardstanding; and erection of retaining wall and associated changes to ground levels.

Deadline: 27-06-2023

Appeal Details: An appeal has been made to the Secretary of State against the decision of Wokingham Borough Council to issue an enforcement notice.

The appeal will be determined on the basis of written representations.

If you wish to make comments, or modify/withdraw your previous representation, you can do so on the <https://acp.planninginspectorate.gov.uk/> or by emailing [teame1@planninginspectorate.gov.uk](mailto:teame1@planninginspectorate.gov.uk).

The Council agreed not to respond to this appeal.

**4) Licence Applications:**

- a. **ST33 – Renew street trading consent – Car Park, Royal British Legion, Arborfield.**

**Deadline: 19/06/2023**

**Agreed Response:** Arborfield and Newland Parish Council supports the renewal of this street trading consent.

- b. **OH2065752 R - GVOL Application – Operating from Tanners Farm, Nutters Lane, Swallowfield Road RG2 9LA**

Unable to respond to this as a Parish Council

The above responses were agreed by the Council, all in favour.

**5) Any Planning matters considered urgent**

There were no urgent planning matters to discuss.

**203/23 F&GP**

**1) F&GP report – for information only**

**a) HSBC bond**

The HSBC £110k bond matured at end May. In accordance with the decision taken at the April 2023 Council meeting, the bond was renewed for a three-month period at 4.18%. Total interest at maturity of £1,179.28.

**b) Q1 2023 VAT return**

The VAT return for the first calendar quarter in 2023 was submitted and resulted in a net reimbursement of £11,177.89 of VAT.

**c) Emergency lighting six-monthly check**

RES undertook the six-monthly check following completion of the Pavilion phase 1 works. They are recommending the re-installation of an emergency light just outside the front door of the Pavilion. The proposed cost is £203.00 + VAT. The RFO will speak with RES to double check that this is a Requirement. The Council approved the works to be undertaken, subject to this check.

**d) Arborfield News advertising**

Miah's restaurant & takeaway in Spencers Wood has committed to a full page advert in the next 4 editions. The soon to be re-opened Bull Inn at Arborfield Cross has promised to take a one-third page advert for the next 3 editions.

- 2) Accounts** - To agree and sign payments for June – A hard copy of invoices was signed at the meeting. Cllrs Clint and Murphy to authorise online payments. The end of April and May bank reconciliations were signed by Cllr Murphy. For full list of payments for May please refer to Appendix 1.

**3) Purchase of the Coombes Woodland – Joint with Barkham PC.**

Update on discussions. The Council acknowledged 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.

The Council decided the Coombes woodland will be bought through direct purchase. This will enable any VAT to be reclaimed for any monies spent on the woodland. Should it be seen fit, it is possible to move to a charitable trust ownership in the future.

#### **4) Pavilion Phase II Project Update**

Following a discussion of the possible options, the Council agreed to go out to tender for Phase II build in July and also approved a spend of up to 4k for building control drawings to be completed. Proposed by Cllr Clint, seconded by Cllr Murphy, all in favour.

#### **5) CIL Co-funding proposal by WBC**

24k of CIL money was requested by WBC for funding buses. WBC are re-tendering for the bus contract due to increased costs and decreasing number of passengers. WBC aim to fund half the bus service; but had no reasoning behind requesting the various sums of money from different parishes. The Parish Council agreed that it is not able to contribute this amount of money to WBC and the CIL money is already earmarked to spend on purchasing the Coombes Woodland.

#### **6) Nursery Opening Readiness Actions**

The Clerk referred to the previous table of actions which are all either in progress or complete. Remaining and additional actions to be completed are:  
documents to be received from Nursery lessee.

- 1) First aid box to be installed in kitchen above the radiator.
- 2) Clerk to give a digital copy of the Emergency Action Plan to Nursery Lessee.
- 3) Nursery to provide Parish Council with its own Emergency Action Plan.

#### **7) SpeedWatch requesting additional funds.**

SpeedWatch have had two additional sites approved for Swallowfield Road, and are requesting 2 signs costing £28.08 each, totalling £56.16 plus delivery; and, 1 high visibility jacket costing £25 plus delivery.

The Council approved this spend. All in favour.

#### **8) Any other F&GP matters considered urgent.**

##### **a) Locum Clerk**

The Council agreed to pay £6800 plus travel expenses from Bracknell for 3 months for a locum Clerk to work with the Current Clerk to review all the Councils policy documents and also upskill the current Clerk. Locum Clerk to work 14 hours per week, 2 days in the office per week. Proposed by Cllr Clint, Seconded by Cllr Murphy, all in favour.

##### **b) Perspex for Nursery**

The Council agreed the Nursery could place Perspex sheets on the inside of the fence around the front of the Pavilion to ensure the safety of the children from dogs when in the outside area. Proposed by Cllr Murphy, Seconded by Cllr Strong, all in favour.

## 204/23 Parks

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

#### **Football**

The Wokingham and Emmbrook Football Manager has expressed how grateful Wokingham and Emmbrook FC are to be able to use the Pavilion and football pitch facilities and will continue to do all they can to maintain and look after them.

Women's Arborfield FC will be training at the Park on Wednesday evenings 8-9pm for the remainder of June and also July. Caretaker has agreed to lock up at 9.15pm. Finchampstead FC are also training on some evenings during June, July and August.

#### **Pound Copse**

The Clerk met with the Arboriculturist on 12th June at Pound Copse. At least one tree that was marked for removal has not been removed.

#### **Noticeboard location**

Land on which the Baird Road bus stop is, is owned by Defence Infrastructure Organisation (DIO), managed by Crest. Clerk has requested permission for the Parish Council to install a noticeboard along Baird Road from the DIO through Crest and Pinnacle.

### 2) **Feedback from the survey at Annual Parish Meeting.** – not available.

### 3) **Approval of spend to remove the SportActive game.**

The Council discussed that it may be advantageous to delay removal until it knows what item may replace the SportActive game. This was rolled forwards to the next full Council meeting.

### 4) **Any Parks matters considered urgent** – none.

## 205/23 Risk Management

### 1) **Risk Management Report**

Park is still classed as "medium risk". Chair, Parks Chair and Clerk to meet.

### 2) **Risk Assessments and Checklists** – The table of risk assessments and checklists was acknowledged with The Old Churchyard, Parish Owned Land and Street Furniture to be completed. Streetlights need to be checked to confirm if they are working.

Cllr Fox to review the risk assessment process, including how items are logged and monitored that require action taking.

### 3) **Any RM matters considered urgent** – none.

## 206/23 Correspondence

Date received	Method	Sender	Content
---------------	--------	--------	---------



02/06/2023	Letter	CPRE	Membership renewal.
------------	--------	------	---------------------

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

The Clerk projected the action list on to the screen, Cllrs were instructed to access the action list from Sharepoint, action the items and update the spreadsheet accordingly.

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

1. Phase II of Pavilion build
2. Purchase of Coombes Woodland

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