

**CHIEVELEY PARISH COUNCIL**  
**Minutes of the Meeting of Chieveley Parish Council held at the**  
**Curridge W I Hall, Curridge, Berkshire RG18 9DZ**  
**on Tuesday 14 July 2009 at 7.30pm**

**Present**

Cllr R Crispin	Cllr M Taylor	Cllr E Friend
Cllr N Hamlin	Cllr H Cole	Cllr S Spence

In Attendance        Mrs T Snook (Clerk) 10 members of the public

**1.07.09    Apologies and Acceptance of Absence**

Apologies were received from Cllr Cowan, Cllr Fidler, Cllr Ramsay. These were unanimously accepted.

**2.07.09    Minutes of the Parish Council meeting held on 9 June 2009 to be agreed and signed as a true record**

The minutes of the meeting held on 9 June 2009 were unanimously agreed as a correct record of the meeting subject to the meeting date and time being corrected. The amendments were made on the minute copy at the meeting and the Parish Council resolved to sign them.

**3.07.09    Declaration of Interest by Councillors on the agenda items listed**

A statement made by Cllr Cole. "I wish to make it clear that any views expressed in relation to planning applications under consideration at this meeting are based upon the information available to the Parish Council. Further, I am not pre-judging the way I may vote when the matter is considered by West Berkshire Council. At that time I shall assess all the evidence available and weigh the considerations material to that decision'

Cllr Spence	Planning	Priors Court School
Cllr Cole	Planning	Mary Hare School 09/00894/COMIND

**4.07.09    NAG (Neighbourhood Action Group). To consider a proposal for the restructuring the Chieveley Parish NAG and agree action**

Cllr Crispin introduced Judith Johnson, Deputy Local Police Area Commander and thanked her for attending the meeting.

Cllr Crispin and Judith Johnson outlined the history of the NAG for the members of public present and some of the matters that could be improved.

Cllr Cole had met with Robin Rikard, Superintendent for the area prior to the meeting to discussed options to improve the NAG structure within Chieveley Parish.

Judith Johnson confirmed that when the NAGs were originally formed it was not taken into account the good work already undertaken by Parish Councils. It has been identified it would be beneficial to local people to have easy access to the police by merging efforts and to get police involvement linked to Parish Councils and other community groups.

Prior to the meeting Cllr Crispin and Judith Johnson had discussed the common approach to be considered.

Cllr Crispin outlined the approach and proposed that:-

- Chieveley Parish Council take responsibility of the Neighbourhood Action Group for Chieveley Parish within the role/structure of the Parish Council's meetings
- The Parish Council to publicise that a representative from the Neighbourhood Policing Team will be attending most Parish Council meetings
- Provision will be made on the agenda for an open forum in the public participation session and in the agenda
- Two councillors will act as Parish Council representatives and have a direct link to the Neighbourhood Policing team. The chosen Parish Council representatives will also act as local contact points for the community with policing concerns.

Cllr Cole believed the proposal to have a police representative at the meetings and for Thames Valley Police to work in conjunction with the Parish Council represented significant progress.

The Parish Council unanimously agreed to accept the proposal and agreed to actively raise awareness of the Police Open Forum session to take place prior to Parish Council meetings for the community to highlight any concerns or local issues to be investigated. **Action: Clerk, RC**

Cllr Friend will act as Curridge representative. Cllr Spence for Chieveley.

Simon Easton, Local Area Police Officer will attend the September meeting.

## 5.07.09 **Planning Schedule and Planning Issues (Appendix I)**

### 5.07.1 **Torne Trask, Downend, Chieveley 09/01065/OUTD Erection of a detached dwelling and the forming of a new access (NB this submission replaces 08/02008/OUTD on technical reasons)**

The Parish Council raised no objections for outline permission for a single dwelling but commented that:-

The hedgerow must be protected

Highways to establish that the access to the site is appropriate and has the correct visibility splays

A condition be included should planning permission be given to prevent contractors/owners from parking at the entrance of and in Morphetts Lane which is a narrow lane.

### 5.07.2 **Mary Hare School, Arlington Lane 09/00894/COMIND New two storey boarding house for year 11 pupils, including extension of access road with disabled parking and drop off zone**

The Parish Council raised no objections to the planning application but commented that:-  
A comprehensive landscaping scheme is required to mitigate the impact of the building in the AONB.

Cllr Cole made a statement. Planning Committee has visited the Mary Hare School and Priors Court School sites to look at the applications. The site visits have taken place as it was felt important that the Western Area Planning Committee should be familiar with the school sites for future development applications. It should be noted that the applications from both the schools are as a result of an Ofsted recommendation which requires individual bedrooms for year 11 pupils.

**5.07.3 Land to the North of Woodside Farm, Old Street  
Appeal APP/W0340/C/09/21001089**

The Parish Council confirmed a written representation will be submitted to the Planning Inspectorate to support West Berkshire Council's enforcement action for material change of use.

The Parish Council confirmed there were no objections or observations for the remaining planning applications listed on the schedule. The Parish Council approved the planning schedule.

**6.07.09 Curridge Playground Trustees wish list. To discuss and agree action**

The Curridge Playground Trustees have been informed that some trees on the playground area are in need of urgent attention. A quotation has been received for the work.

Cllr Friend confirmed the contractor has been proven to represent good value through other quotations provided to the WI.

The clerk confirmed that the Parish Council have a contingency fund or reserves available for the works. Cllr Crispin confirmed that the works would improve the playground area and S106 funding could be made available.

It was proposed by Cllr Crispin that the Parish Council place the order for the works to be carried out £475 + VAT. The clerk to obtain written confirmation from the contractor that the works required are on urgent safety grounds before the order is placed. Seconded: Cllr Cole **Action: Clerk**

It was proposed by Cllr Crispin to use S106 funding to carry out the works £475 + VAT. Seconded: Cllr Friend. This was unanimously agreed.

Cllr Cole asked if the Curridge Playground Trustees could seek professional contractor surveys to identify works that could be carried out to generally improve and tidy the whole area for future Parish Council consideration and S106 funding.

The request for two picnic benches was considered but funding was not made available.

The clerk is to inform the Curridge Playground Trustees Clerk. **Action: Clerk**

7.07.09 **Sand Extraction Sites in the Parish. To receive the written response from West Berkshire Council. To discuss and agree action**

Cllr Crispin tabled a letter received from West Berkshire Council dated 30 June 2009. The response was considered by the Parish Council to be very poor. Cllr Friend confirmed that Old Kiln Farm has not carried out any restoration work on the site and the contract has expired. Cllr Cole will contact Gary Lugg, West Berkshire Council, to discuss the response. Cllr Crispin confirmed that Cllr Cowan could go through the documentation with Cllr Friend and if evidence supports a representation to the Ombudsman the Parish Council will be advised. The Parish Council have issues with the tone of the response and West Berkshire Council is not addressing the Parish Council's issues and requests. **Action: Cllr Cole, Cllr Friend, Cllr Cowan**

8.07.09 **Core Strategy. Options for the Future Consultation. For information**

All councillors have received a copy of the representation prepared by Cllr Cowan and submitted to West Berkshire Council. A copy is held in the office and the response can be viewed on the West Berkshire Council website. The Parish Council confirmed they fully endorsed the comments made and wished to thank Cllr Cowan for the representation.

9.07.09 **Dog Bin Costs.**

The cost of the two dog bins (£285.66 each) were approved at the Parish Council meeting on 14 April 2009. Final installation costs have now been confirmed at £45 + VAT for the two bins. It was proposed by Cllr Crispin that £616.32 + VAT be accepted. Seconded: Cllr Cole

The clerk confirmed that the dog bin at Bardown was not upright and this had been reported to West Berkshire Council. Cllr Cole confirmed that the bins were being used and the dog mess issue had reduced on the footpaths.

10.07.09 **Curridge notice board replacement and Oare notice board restoration. To discuss and agree action.**

At the Parish Council meeting on 9 December 2008 (10.12.08) it was agreed that the Parish Council would replace the old notice board outside the Curridge W I Hall. A medium sized notice board is required to display the Parish Council notices and business information and for the W I Hall and community groups to display their notices and information.

Three suppliers were provided with a brief and invited to quote. Two suppliers have responded with three different type of notice boards, metal, manmade timber or oak notice boards for consideration. Copies of the quotations have been sent to the Curridge W I and Councillors for information prior to the meeting.

A discussion took place.

It was proposed by Cllr Cole that the Greenbarnes quotation for the two bay (6 x A4 each bay), landscaped man made timber notice board with polycarbonate glazing, post kit, lettering, additional keys be accepted £1,318.99 + VAT. Seconded: Cllr Friend. This was unanimously agreed.

It was proposed by Cllr Cole that the quotation provided by C Rumens to carry out the installation of the new Curridge notice board £180 and the restoration of the Oare Notice boards £70 be accepted. No other quotations were received. Seconded: Cllr Friend. This was unanimously agreed. **Action: Clerk**

**11.07.09 Chieveley Recreational Centre (CRC)/Chieveley Parish Council (CPC) Liaison Group update.**

Cllr Crispin confirmed a meeting had taken place on 8 July 2009. 6 contractors had been invited to provide quotations against two project briefs issued and agreed by the Liaison Group. Cllr Crispin thanked Cllr Hamlin for working on the project briefs. The contractors were invited to return their quotations by 30 June 2009. The quotations were opened and Cllr Hamlin provided a summary of the quotations for projects 1 & 2 for consideration by the Liaison Group at a meeting held on 8 July 2009. Further questions were raised at the meeting. Cllr Hamlin will be providing a technical queries document to be sent to all the contractors to address the queries raised by the Liaison Group.

It was reported to the Parish Council that two contractors provided a vision of the area in question which included a skate spot and youth shelter as well as a MUGA which has created interest subject to funding constraints. A vision like this could be eligible for the Playbuilder Funding Programme. Expressions of Interest to be submitted by 15 July 2009 deadline. Cllr Crispin confirmed that the Liaison Group felt it appropriate for the Parish Council to submit an Expression of Interest as this stage to see if funding could be attracted for the vision concept. The Parish Council confirmed its support for the Playbuilder Funding Programme Expression of Interest application.

The Chieveley Recreational Centre Committee has given approval for the Certificate of Lawfulness to be submitted by the Parish Council. The fee will be £83.75. The Parish Council resolved to meet the cost.

The clerk has written to the HM Revenue and Customs to confirm that under Section 33 of the VAT Act the Chieveley Parish Council can reclaim the VAT if they provide the facility. Response outstanding.

Cllr Hamlin confirmed that the technical queries and clarification request sheet is being drafted and will be sent to all the contractors.

Cllr Crispin confirmed that the Liaison Group will be meeting on 29 July 2009 to review the quotations and technical query responses and to invite 2 preferred specialist contractors to present to the Parish Council/Recreational Centre representatives on 12 August 2009.

Cllr Cole confirmed that the members bid fund of £30,000 was still available. The funds can be transferred when the final project is agreed.

Cllr Crispin confirmed that when the Liaison Group have agreed one or two preferred specialist contractors, the information will be presented to the Parish Council for formal consideration and approval and the Chieveley Recreational Centre Executive Committee.

The Parish Council confirmed they would offer to be the project leaders. At an appropriate time in the future will need to consider a project manager and how the role will work with other bodies involved. To be a future agenda item.

**12.07.09 Standing Orders and Financial Regulations. To consider a resolution to suspend Standing Orders and Financial Regulations in relation to tenders/quotations**

The refurbishment of the old tennis courts project involves specialist contractors and another organisation. The Parish Council have effectively followed the tendering process in invited six contractors to respond to a brief outlining two projects on the old tennis court area, setting a deadline for submission and summarising the responses. It has been identified that technical queries/clarification need to be raised and negotiations need to be entered into with the specialist contractors. Depending on what funding becomes available the project may change to a 'vision' for the site.

As the services sought are so specialised and involve working with another organisation (the landowner) who influences some project decisions and progress, the SLCC advise that it should be recommended to the Council that the project be exempted from the provisions of the contract regulations in its Standing Orders and Financial Regulations and the rules be waived. This will allow the Parish Council the ability to negotiate with preferred contractors and to delegate specific decision responsibility to an agreed project manager for the chosen project. It will allow the Parish Council to be responsive to the potentially changing funding parameters.

A discussion took place. It was proposed by Cllr Crispin that the Parish Council suspend the contract regulations in the Standing Orders and Financial Regulations for this specific project due to the special circumstances minuted and the rules be waived. Seconded Cllr Hamlin

A vote took place 5 in favour, 1 abstention

**13.07.09 Crabtree Lane surface and traffic concerns. To discuss and agreed action**

Cllr Friend confirmed that there has been an increase in vehicles along this road. Dust is created by the traffic and it seems to be being used as short cut.

West Berkshire Council has confirmed that there is an existing 30mph speed limit order for the whole length of Crabtree Lane. It has been agreed that West Berkshire Council will renew the sign at the Curridge end of the lane to redirect traffic along Curridge Road.

A record of the volume and speed of the traffic along the lane will be taken. Date for this to be advised.

The recycling team have been contacted as it has been reported the refuse type vehicles are the worst offenders for using this lane.

The matter of the surface has been referred to Mr England at West Berkshire Council and a reply is awaited.

14.07.09 **Clerks Report's (including correspondence)**

14.07.1 **District/Parish Conference Event**

The next District/Parish Conference event will take place on 9 September 2009. Venue and time to be advised

14.07.2 **West Berkshire Heritage Forum**

An invite to send up to two representatives to a meeting to discuss setting up a Heritage Forum for West Berkshire on Wednesday 29 July 2009 at Shaw House 7pm – 9pm.

15.07.09 **Report of the Responsible Financial Officer, Cheque Signing and other financial matters**

A copy of the year to date financial statement 2009/2010 with financial budget figures and a Receipts and Payments summary were provided for Councillors information.

It was proposed by Cllr Crispin and Seconded by Cllr Cole and the Parish Council resolved to pay the accounts for July 2009.

Cheque No	Payee	Description	Amount
640	West Berkshire Council	Dog Bins and installation	£ 708.77
641	Curridge W I	Hall Hire charges	£ 88.50
642	D Carter	Bus shelter cleaning May June	£ 80.00
643	T Snook	Clerk Fees (5 weeks)	£ 807.76
		Expenses & Allowance	£ 28.20
644	West Berkshire Council	Certificate of Lawfulness Fee	£ 83.75
Total Payments for July 2009			<u>£ 1,796.98</u>
<b>Receipts</b>			
	Royal Bank of Scotland	Treasurers Account Interest	£ 2.79
	Royal Bank of Scotland	High Business Interest	£ 4.00
Total Receipts for July 2009			<u>£ 6.79</u>

**Financial Position as at 14 July 2009**

Receipts for year to date including April/Sept precept received	£ 12,506.79
Less payments for year to date	<u>£ 10,734.41</u>
Sub Total	£ 1,772.38
Add balance carried forward 31/03/09	£ 20,796.43
S106 Contribution 07/08 and 08/09 carried forward 31/03/09	<u>£ 28,073.21</u>
	<u>£ 50,642.02</u>

15.07.1 **Annual Return 2008/2009**

The clerk reported that the Annual Return has been sent to Mazaars LLP.

15.07.2 **Clerk's Fees for August**

The Parish Council resolved to pay the clerk fees and allowance in August £660.21 on 11 August 2009

16.07.09 **District Councillor's Report**

16.07.1 **Parking in Heathfields and School location**

Cllr Cole reported that she had received over 22 emails as District Councillor in connection with parking concerns in Heathfields. Cllr Cole has discussed the concerns with the Headteacher and a note from Cllr Cole will go out in school book bags in September asking parents to park legally and considerately in the area of the School.

It was reported that Cllr Cole is aware that Vodafone employees are parking in Chieveley and car sharing to work.

16.07.2 **Land at the Pantiles**

Residents of Kiln Terrace have raised concerns about the new building being constructed. Cllr Cole has visited the site to look at the concerns raised. It was confirmed that the Enforcement team have been checking the measurements as the development has progressed and confirmed the building is progressing in accordance with the planning permission.

17.07.09 **Councillors' Reports (Information Only)**

17.07.1 **Funding for Pang, Kennet & Lambourn Valleys Countryside Project**

Cllr Taylor reported that West Berkshire Council removed all funding from the project in March 2009 but were persuaded to replace 50% after an expression of support by project's friends and Parish Councils

West Berkshire Council will be considering their budgets and level of support early in September for 2010 and the project would welcome Parish Councils' written support for the work they carry out being expressed directly to West Berkshire Council in early September. To be a future agenda item.

17.07.2 **Patient Representative Group Meeting**

The next meeting will be held on 22 July 2009

17.07.3 **Footpath 31**

Cllr Friend reported that no action seems to have taken place along footpath 31 and asked for an update

18.07.09 **Any other items which the Chairman decides are urgent (Information Only)**

None

19.07.09 **Date of the next meetings**

Tuesday 8 September 2009 at Chieveley Recreational Centre, Chieveley

Tuesday 13 October 2009 at Chieveley Recreational Centre, Chieveley

There being no further business the meeting closed at 9.55pm.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## Planning Applications For the Parish Council Meeting on 14 July 2009

### Planning applications for consideration

Planning applications can be viewed on the West Berkshire Council website [www.westberks.gov.uk](http://www.westberks.gov.uk) under planning applications

Planning No	Type	Location	Description	Observation	Members End Date
09/00564	HOUSE	1 Layleys Green, Curridge	Installation of new oil tank to the front of property, fenced off with standard timber fence panels	No objection	15-Jul-09
09/00838	HOUSE	2 Pond Cottages, Curridge	Revised application for extension and alterations to 2 Pond Cottages with the addition of a single storey garden room Previous ref 08/01838/HOUSE	No objection	15-Jul-09
09/00865	HOUSE	Wellesley, Oxford Road, Chieveley	Single storey extension	No objection	15-Jul-09
09/00894	COMIND	Mary Hare School, Arlington Manor	New two storey boarding house for year 11 pupils, including extension of access road with disabled parking and drop off zone	No obj/comment	
09/01065	OUTD	Torne Trask, Downend	Erection of a detached dwelling and the forming of a new access (NB this submission replaces 08/02008/OUTD on which no further action will be taken for technical reasons concerning the Certificates of Ownership. Any comments made on that application will be carried forward)	No obj/comment	15-Jul-09
09/01084	HOUSE	Green Acres, East Lane, Chieveley	Retrospective application for a secure garden store shed	No objection	15-Jul-09
09/00977	HOUSE	2 Curridge Green, Curridge	Two storey front extension and alterations	No objection	29-Jul-09
09/00980	LBC	2 Curridge Green, Curridge	Two storey front extension and alterations	No objection	29-Jul-09
09/01107	HOUSE	Cold Ash Farm, Long Lane, Cold Ash (adjoining Parish)	Alterations to 3 no existing dormer windows, and construction of 4 no new dormer windows to cottage	No objection	29-Jul-09
09/01108	HOUSE	Cold Ash Farm, Long Lane, Cold Ash (adjoining Parish)	Construction of new tennis court within garden to house	No objection	29-Jul-09

### Planning Application Decisions and Appeal Decisions Notification

Planning No	Type	Location	Description	Decision
09/00689	HOUSE	3 Kiln Drive, Curridge	Erection of PVCu Conservatory to the front of the property	Approval
09/00516	House	Wheatley House, Tudor Avenue, Chieveley	Two storey rear extension	Approval
09/00830	House	Radmore, Freshfields Lane, Chieveley	Retrospective application for demolition of detached garage and replacement of a new garage adjoining Radmore	Retrospective Approval
09/00789	HOUSE	The Bungalow, Downend, Chieveley	1 1/2 storey side extension, rear conservatory, raising of the eaves/roof by 1.6m forming more accommodation within the roof with new external walls to the rear and side elevation including porch and bay windows	Refusal
09/00857	HOUSE	8 Northfields, Chieveley	Erection of a two storey side extension, new driveway and pavement around the side extension	Approval

### For Information

		Land to the North of Woodside Farm, Old Street Priors Court School, Mary Hare School	Change of Use Enforcement Notice APP/W0340/C/09/21001089 Development plans and implications for future proposals for development at the schools	Notification of Appeal Site visit notification on 9 July 2009
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