

CROWTHORNE PARISH COUNCIL

MINUTES OF A MEETING OF CROWTHORNE PARISH COUNCIL (CPC) HELD AT
THE MORGAN CENTRE, WELLINGTON ROAD, CROWTHORNE ON TUESDAY
7 FEBRUARY 2023 AT 7.30PM

Present:

- Cllr R Wade – in the Chair
- Cllr S Butterworth
- Cllr N Kilvert
- Cllr B McKenzie-Boyle
- Cllr Mrs T McKenzie-Boyle
- Cllr R Price
- Cllr Mrs G Robertson
- Cllr Dr N Robertson
- Cllr S Sever
- Cllr C Thompson

- Mrs L Davison – Finance Officer
- Mrs J Robertson - Assistant Clerk
- Mrs M Saville – Clerk
- Mrs L Turkington – Project Officer
- 6 members of the public

Apologies accepted: All Cllrs were present.

MINUTE 455 DECLARATIONS OF INTEREST AND DISPENSATIONS
None.

MINUTE 456 APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING
The minutes of the meeting of the Parish Council held on 6 December 2022 as circulated, were taken as read and confirmed by the Chairman as a true record.

MINUTE 457 MATTERS ARISING FROM THE MEETING HELD ON 6 DECEMBER 22
1 Min 435.1 – Drainage work Wellington Road to Lower Broadmoor Rd
No further update.
2 Min 435.2 - Post Covid High Street, retail and employment regeneration in Crowthorne
The Clerk, Project Officer and BFC Economic Regeneration Officer met to review the post event actions from the late night shopping event. The Clerk also has a follow up meeting planned with Cllr J Rogers (WWPC and Churches Together) to review CTC’s feedback.

Further retail/trader initiatives are underway to progress the feedback CPC received from traders last year to input into a tri-partite meeting between CPC, BFC and traders. Traders have been invited to participate in the forthcoming CPC organised community events including the Coronation and Summer of Fun. Project planning work is also underway on the installation of new Union Jack and ‘Shop Crowthorne’ banners on the old lamppost banner brackets on the High Street and Station parade. Feasibility work is also underway on the viability of extending the flag locations to include some

MINUTE 457 (cont)

lampposts on Church Street and Dukes Ride (Prince end) – updates will be brought to CPC in due course. This scheme will help to address the concerns from residents last year that the High Street had not been decorated for the Platinum Jubilee.

The Clerk, Cllrs Butterworth and Mrs McKenzie-Boyle have been assisting the proprietors from Re-Flections Wellness with securing alternative business premises at short notice to try and retain a successful local business following an unexpected termination of the tenancy at their existing premises.

3 Min 435.3 – Millennium Garden

Wellington College art scholars' work on the refurbishment of the Millennium Garden mural has stalled due to inclement weather. It is hoped work on this can resume this month.

4 Min 435.4 – Crowthorne Policing

The Clerk and Cllr Mrs McKenzie-Boyle met with Sgt Surridge and PC Murphy on 11 January to discuss various Neighbourhood Policing concerns including the criminal damage/grease issues at Pinefields Close and the repeated damage to the Silva Homes gate/fence at the Morgan Rec.

TVP are very supportive of the launch of detached youth work services in Crowthorne and propose to impose engagement with this service on any youths given community based resolutions for ASB and similar matters and to divert potential criminal behaviour. TVP requested details of the youth worker's attendance schedule – the Police can then target patrols on the area.

With regards to CCTV release to schools and other agencies to aid detection and prevention of crime, Sgt Surridge advised that nothing in law prevents the release of CCTV footage/images to these organisations. Further advice can be taken from the ICO if necessary. This should help to speed up the identification of any ASB perpetrators where the youths attend local schools.

Although firm commitments to attend community events are difficult, particularly where Police have public order training so can be redeployed to high profile national events/security issues, the Neighbourhood officers will try and attend events if CPC notifies them of times and dates.

5 Min 435.5 – High Street road marking and bollards

The damage to two of the new parking bollards (funded by CPC CIL) has not yet been repaired despite being reported.

6 Min 435.6 – CROW – repair café and planned activities

This new venture is being launched on Saturday 25 February, 10am – 12.30pm at the Baptist Church. Further information was provided under minute number 469.

7 Min 435.7 – LESG Stakeholder's Meeting: reminder

An LESG stakeholders' meeting was held on 31 January. The sale of the main hospital block is still progressing. The minutes from that meeting are awaited and will be circulated to CPC when available.

8 Min 435.8 – Leasehold update for Social Club

Some requests for clarification were received from the tenant's solicitors and responded to quickly. The Clerk has chased for a further update.

9 Min 435.9 - Crowthorne Community Neighbourhood Action Group meeting

A date for the NAG will be scheduled when the new WWPC Clerk is in post.

MINUTE 457 (cont)

10 Min 435.10 - Buckler's Park

A Stakeholder's meeting was held on 31 January which Cllrs Wade, Thompson and Mrs McKenzie-Boyle attended. Updates were given on the recent submitted planning applications which were further discussed under minute number 472.

11 Min 435.11 - Demolition of Napier Road toilets

The Clerk has written to BFC to formally request that consideration is given by BFC into the additional car parking created by the demolition of the Napier Road toilets being included in any proposals the borough reviews as future sites for the installation of EV charging. BFC has confirmed this site and the bays by Old Pharmacy Court on Lower Broadmoor Road will be considered although it is not known if it will meet the criteria of any providers.

12 Min 435.13 - Accounting software

Work on this has been paused whilst the budget setting etc. has been undertaken. Proposals will be brought back to CPC in due course.

13 Min 435.14 - Bank reconciliation

The bank reconciliation for November and December has been undertaken by Cllr B McKenzie-Boyle. The documents reviewed are available from the parish office should any other Cllr wish to inspect them.

14 Min 435.15 - Councillor surgery

Cllrs Mrs McKenzie-Boyle and Mrs Robertson hosted CPC's Cllr surgery on Saturday 4 February at the library.

15 Min 435.16 - Staff leave and rota

Members were updated on annual leave booked by staff and also on the work from home rota.

16 Min 435.17 - Addition of Clerk and Finance Officer to HSBC mandate

The work to action this is underway.

17 Min 435.21 - Coronation event planning – 6 May

Work on this event has commenced. The cinema screen, staging and live music acts have been booked. Support funding has been applied for. All local trader and market traders have been invited to have trade stalls. Local organisations are also to be invited to raise the profile of their organisations and help to increase membership numbers.

18 Min 435.26 - BFC consultation on affordable housing in the borough

The new BFC Local Plan which is currently in the examination process has a commitment to 35% affordable housing on new developments.

Cllr Mrs McKenzie-Boyle reported that the BFC Local Plan will include the protection of the strategic gap between Bracknell and Crowthorne and a consultation regarding this will be commencing in March.

19 Min 435.27 - Upgrade and improvements to the basketball court and surrounding areas at the Morgan Recreation Ground

This was discussed under minute number 482.

20 Min 435.28 - Youth work

Confirmation that the proposal has been signed off by BFC has been received.

21 Min 436.2 – Market licence

The Street Trader licence which covers CPC's market and community events has been reissued. The market layout has been reconfigured to bring all trade stalls and large trader vehicles into the cordoned area to free up additional car parking for other car park users.

22 Min 445 – Appointment of Internal Auditor

The Clerk has written to Mrs Connell to inform her that she has been reappointed for the 2023/24 Internal Audit.

23 Min 448 – Morgan Recreation Ground Regeneration

This was discussed under minute number 482.

24 Min 449 – Parish Clock repairs and refurbishment

The Clerk applied to the TV show ‘The Repair Shop’ with a request that they undertake the work to repair and refurbish the parish clock. As no reply has been received the Clerk will appoint Grayson to undertake the repairs and refurbishment on site in line with the CPC’s resolution at its meeting in December 2022.

MINUTE 458

CLERK’S REPORT

1 Council matters

- Update on allotments/growing facilities at Buckler’s Park: An update on the community growing space at Buckler’s Park was received from BFC and this has been shared with CPC Cllrs. Communication has been sent to all residents who had added their names to a waiting list for allotments, as there are not expected to be any allotments at Buckler’s Park; the area is instead to be used as a community growing space.
- Elections 4 May 2023: BFC has confirmed that the count for the Parish and Town Council 4 May elections will take place on 5 May.
- Gifts and hospitality register: Cllrs are reminded to declare any gifts or hospitality received by them, or their spouse/partner, over the value of £25. A declaration form is available from the Clerk, which Cllrs are required to complete and return to the monitoring officer at BFC if they have received any gifts and hospitality over the limit specified.

2 Council buildings and facilities

- Play area inspection: The annual inspection for the play and gym equipment at the Morgan Recreation Ground has taken place and the report received. CPC’s caretakers are working through the follow up actions. Significant wear and corrosion has been noted on the Tiger Mulch surfaces that were fully renewed in summer 2021. These surfaces had a 5 year guarantee. The Clerk has therefore written to the contractor asking that they undertake the repair works. They undertook their own inspection visit week commencing 30 January.

3 Community matters

- LESG Stakeholder Group minutes -16 June 2022: The minutes from the LESG Stakeholders group meeting held on 16 June 2022 were only recently received and were circulated with papers for the meeting.
- Buckler’s Park Stakeholder notes: The minutes from the Buckler’s Park stakeholders group meeting held on 7 September 2022 were only recently received and were circulated with papers for the meeting.

4 Professional Bodies/Organisations/Training/Networking Updates

- NALC and BALC Newsletters: The regular newsletters and HR updates have been emailed to all CPC Cllrs.
- NALC Chief Executive’s Bulletin: The regular NALC bulletins and updates have been emailed to all CPC Cllrs.
- SLCC: The Clerk attended the SLCC Practitioners’ Conference from 31 January -2 February.

- Involvement charity newsletter: The regular Involve charity newsletter has been emailed to all Cllrs.

MINUTE 459

FIFTEEN MINUTE QUESTION TIME

Q A member of the public enquired about planning application 22/01046/REM which pertains to the depot at the former TRL site and if approved will have a detrimental impact on his house and garden with the movement of heavy vehicles to and from the depot.

A The Chairman stated that originally this was meant to be a BFC depot but this is no longer the case. It is not clear what this area will now be used for. Further discussion took place under minute number 472 under the relevant planning application number.

Q A CVAG member referred to the letter sent to CPC requesting CPC's support in calling for BFC to have a co-ordinated plan for mobile phone masts rather than dealing with individual mast applications piecemeal. BFC could take the lead in a planned roll out strategy, using mast sharing wherever possible. This was further detailed under minute number 471.1.

A This is a valid point and worth raising and pursuing with Planning at BFC. Cllr Mrs McKenzie-Boyle suggested that the CVAG member uses the public speaking slot at the next BFC Planning Committee meeting to further pursue CVAG's request. With the roll out of 5G many more masts will be needed across the borough and it would be advantageous for mast sharing to take place wherever possible.

FINANCIAL MATTERS

MINUTE 460

AUTHORISATION OF PAYMENTS PRESENTED FOR THE PERIOD 7 DECEMBER 2022 TO 7 FEBRUARY 2023

A list of payments for the period 7 December 2022 to 7 February 2023, totalling £55,525.66 was presented to Council and unanimously RESOLVED.

MINUTE 461

TO RECEIVE AND NOTE THE COMMUNITY INFRASTRUCTURE LEVY (CIL) TABLE WITH EXPENDITURE DEADLINES

Members noted the CIL spreadsheet as presented showing a summary of current CIL funding available and deadlines for expenditure.

MINUTE 462

TO RECEIVE AND NOTE THE FINANCIAL STATEMENT FOR THE QUARTER ENDING 31 DECEMBER 2022

The Financial Statement for quarter ending 31 December 2022 showing income and expenditure costs against budget was received and noted.

MINUTE 463

TO RECEIVE AND APPROVE THE ALLOCATION OF GRANT FUNDING FOR THE FINANCIAL YEAR 2022/2023 (A, B & C)

A To agree the distribution of grant funding for 2022/23 as proposed by the Administration Working Group (AWG) based on recommendations from the grant sub-group in the table below of £18,099 from the grant budget of £18,490

The grant awards proposed by the Administration Working Group (AWG) at its meeting on 17 January 2023 are shown in the table below.

MINUTE 463 (cont)

Following some discussion, it was unanimously RESOLVED to agree the distribution of grant funding for 2022/23, as proposed by the AWG based on recommendations from the grant sub-group, in the table below of £18,099 from the grant budget of £18,490.

Action: Assistant Clerk to write to the groups and organisations listed to inform them of the outcome of their applications.

APPLICANT	AMOUNT AWARDED 2023
ABC to read	500.00
Autism Berkshire	250.00
Berkshire MS Therapy Centre	650.00
Churches Together in Crowthorne (Christmas lights)	1,500.00
Churches Together in Crowthorne (Summer Activities)	1,000.00
Citizens Advice East Berkshire	1,500.00
Crowthorne Amateur Theatre Soc (CATS)	1,000.00
Crowthorne Chimes	200.00
Crowthorne Community First Responders	350.00
Crowthorne Hopezone	750.00
Crowthorne Musical Players	500.00
Crowthorne Repair Cafe	674.00
Crowthorne Stroke & Disabled Club	400.00
Crowthorne Symphony Orchestra	500.00
Cruse Bereavement Support, Thames Valley	325.00
Home-Start Bracknell Forest	750.00
Keep Mobile	250.00
NMI Men's Shed	1,000.00
Parkinson's Branch Bracknell & District	500.00
Sebastian's Action Trust	200.00
South East Berks Gang Show	500.00
South Hill Park	2,000.00
St John the Baptist Church PCC	500.00
Wokingham Job Support Centre	800.00
Youthline	1,500.00
TOTAL - 25 groups	18,099.00
surplus	391.00
Grant Money available for distribution 2023	18,490.00

A small surplus of £391 has not been awarded but can be used to support other applications received during the year which meet CPC's grant awarding policy terms and which CPC resolves to award a grant to. In addition to this there is also a 2021/2 surplus of £2,520.33 comprising £2,509.33 unused covid assistance grant and unallocated budget of £11.

In total, £2,911.33 (£391 (2022/23) + £2,520.33 (2021/22)) is available to support any mid-year grant application or community events Council may wish to assist with grants outside of the annual process.

B To approve a request from St John’s Church for the free use of the Morgan Recreation Ground on 18 June for the 150th anniversary of the consecration of St John’s Church for a community event.

St John’s had initially submitted a grant application for various activities and work at St. John’s to commemorate the 150th anniversary. Unfortunately, due to restrictions of the purpose of any grant awards to churches prohibiting certain works it was not possible to progress the initial grant application. Subsequent to this a letter was received requesting use of the Morgan Recreation Ground on Sunday 18 June for a community event to commemorate and celebrate the Church’s anniversary.

It was unanimously RESOLVED to agree to allow the Church to use the Morgan Rec. facilities and waive its usual hire charge of £96.60 for the day. By doing so CPC is facilitating a community event whilst not breaching any grant rules.

C To approve the purchase of two CPC logo gazebos costing up to £2,000 utilising grant funding to support with the professional delivery of CPC community events such as Summer of Fun, the Coronation Party in the Park and Late Night Christmas shopping.

CPC has taken the lead in the organisation and delivery of large scale community events such as Summer of Fun, Late Night Shopping and the Coronation Party in the Park in recent years. It has been difficult to raise the profile of CPC without any ‘branding’ denoting the Council attendance/representation. Other parish and town councils have their own event gazebos with the Council’s logo and colour palette clearly displayed on them. CPC had to borrow gazebos for the Summer of Fun and Late Night Shopping, and CPC’s logo had to be printed and laminated and clipped to the gazebo which did not look professional.

It was therefore RESOLVED to proceed with the purchase of 2 gazebos with CPC branding, to include lights for evening use if possible, with a likely cost of £2,000 plus vat. An extra £500 was agreed for the inclusion of lights.

MINUTE 464

TO REVIEW AND APPROVE THE HIRE CHARGES FOR CPC FACILITIES FOR 2023/2024

The Administration Working Group (AWG) reviewed the charges relating to the hire of CPC’s facilities on 17.1.23 and recommended the following:

- 1 All hire charges (except for the Pre-School and hourly commercial Hire rate) for 2023/24 are to increase by 5% from the 2022/23 rates based on benchmarking with other local facility hire charges and indicative increases for local facilities for the coming year.
- 2 That the business hire charges remain at the 2022/23 rate of £25 per hour in order to remain in line and competitive with comparable local facility hire charges.
- 3 That the hire charges for Pre-School are to change to a sessional rate of £60 per day for an extended day session to enable the Pre School to move to offering 30 hours a week childcare from April 2023 and that, should this

model change to shorter sessions, that the hourly rate be £11 per hour for Pre-School usage.

- 4 The charges for market pitches are recommended to increase from £11 to £11.50 per 3 m x 3m pitch (an increase of roughly 5%). It has proved difficult to attract and retain traders. It would be inadvisable to increase charges beyond this as CPC is aware that other local markets such as Holme Grange charge £10 per pitch for a longer day 9am-3pm.

It was therefore unanimously RESOLVED to adopt the hire charges as presented, in line with the review and recommendations arising from the AWG meeting held on 17.1.23

MINUTE 465

TO ENDORSE AND ADOPT THE FINANCIAL BUDGET AS PRESENTED FOR 2023/2024

Cllrs received and noted the proposed budget estimates as presented for 2023/24 showing a total expenditure of £421,624.33 (excluding CIL expenditure).

The budget presented was on the basis of recommendations made by the Admin Working Group meeting held on 17.1.23.

It was therefore unanimously RESOLVED to adopt the budget estimates as presented for 2023/24 showing a total expenditure of £421,624.33 (excluding CIL expenditure).

MINUTE 466

TO RESOLVE TO APPROVE THE PRECEPT REQUEST FOR 2023/2024

CPC as a 'local precepting authority' has the power to issue a precept for each financial year on the principal Council, Bracknell Forest Council (BFC) in accordance with S41 Local Government Finance Act (LGFA) 1992. The parish council must produce a budget for each financial year detailing what money will be spent on. This budget confirms the amount of precept required from BFC.

The precept must state the local Council's budget requirement for the forthcoming financial year and such amount is payable by the billing authority (BFC).

The recommended precept reflects a £4.25 (5%) increase from 2022/23 per Band D property per annum, from £84.94 to £89.19.

It was therefore unanimously RESOLVED to set the precept at £289,144 which equates to £89.19 per Band D property for financial year 2023/24.

MINUTE 467

TO REVIEW AND APPROVE THE CPC RESERVES POLICY FOR 2023/2024

Based on the requirements of The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide for 2020/21, CPC initially adopted a Reserves Policy in February 2021. The 2020/21 policy included a reserves calculation based on the budget for 2021/22. Since then CPC's budget has increased and a revised reserves levels are therefore required.

As CPC has approved a new budget at its meeting on 7 February 2023 for the 2023/24 financial year the reserves figure calculation in the Reserves Policy has

been updated to reflect the higher budget and consequent reserves requirement for this financial year.

The updated Reserves Policy was unanimously approved as circulated.

MINUTE 468

TO RESOLVE TO APPOINT MR S LOUDON AS CPC'S INTERNAL FINANCIAL CHECKER

To ensure the highest levels of transparency and scrutiny of CPC's management of public money, it operates an Internal Financial Check procedure in addition to the mandatory internal and financial audit processes. CPC's internal auditor, RFO and Finance Officer value this additional layer of external scrutiny and checking which seeks to verify that CPC's financial transactions are carried out in according with the Financial Regulations.

CPC has previously appointed Mrs S Thompson as the Internal Financial Checker however she is unable to continue in this role for personal reasons.

Mr S Loudon was previously a senior officer for Bracknell Forest Council and has a good understanding of council financial regulations, procurement and public sector financial compliance. He lives locally and volunteers for various community activities and organisations such as Crowthorne Carnival. He has confirmed that he is willing to undertake the role as Crowthorne Parish Council's Internal Financial Checker and is suitably experienced and knowledgeable to undertake this activity.

It was therefore unanimously RESOLVED to appoint Mr S Loudon as Internal Financial Checker for CPC.

MINUTE 469

TO RESOLVE TO AWARD A LOAN OF £475.14 TO CROWTHORNE REDUCE OUR WASTE (CROW) TO ASSIST WITH THE START UP COST OF THE REPAIR CAFÉ LAUNCHING ON 25 FEBRUARY 2023

CPC passed a resolution in Spring 2018 to support CROW with its aim to reduce waste and the use of single use plastics in the Crowthorne community.

Since then, CROW has worked hard to deliver on its commitments with many local shops and businesses gaining plastic free Surfers Against Sewage accreditations. Likewise, with CROW's support, CPC has strived to incorporate the plastic free commitment at community events and on the hirer terms and conditions for its facilities.

The Repair Café is the newest initiative by CROW to deliver its aims and will save clothing, electrical items, furniture etc from landfill as repairs will extend the serviceable lifespan of these items. The repairers and organisers are all local volunteers, and the café element will help to prevent loneliness and social isolation.

This application was reviewed by the Admin Working Group at its meeting on 17.1.23 and the AWG recommends that CPC agrees to award a loan of £475.14 to CROW to assist with the start-up costs for the Repair Café.

It was therefore unanimously RESOLVED to agree a loan of £475.14 to CROW to assist with the start-up costs for the Repair Café, enabling the

activity to commence on 25 February 2023, and the loan falling due for repayment in November 2023.

PLANNING MATTERS

MINUTE 470

PLANNING MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 6 DECEMBER 2022

1 Min 439 - Notification of Application for Variation of Premises Licence: The Golden Retriever, Nine Mile Ride, Wokingham, RG40 3DR. Ref: LN/200500051

As agreed at the CPC meeting on 6 December 2022, a recommendation of Approval was returned to BFC in respect of the above application for a variation of premises licence.

MINUTE 471

TO RECEIVE AND NOTE PLANNING INFORMATION ITEMS

1 Request from CVAG re mobile phone masts

There is a national commitment to providing 5G coverage across the UK. It is understood that most operators will need additional mobile phone masts to meet this requirement. Currently there is no co-ordinated plan and it is left to individual operators to submit piecemeal applications for sites across Crowthorne, and the rest of Bracknell Forest. CVAG have therefore requested that BFC takes the lead in a planned roll out strategy, using mast sharing wherever possible. BFC's answer to this request was that all applications will be judged in accordance with the requirements set out in section 10 of the NPPF.

CVAG have asked for CPC's support to further their request to BFC for a co-ordinated policy, in accordance with the NPPF. This had also been raised under minute number 459 and the CVAG member and Cllr Mrs McKenzie-Boyle will liaise to further address the query.

2 Street Naming and Numbering – Flat 1,2,3 Worthing House 53 High Street

BFC has advised of a scheme which has been prepared in respect of the above named road as was shown in the circulated papers.

3 A3095 Foresters Way with Bracknell Road - Local Safety Scheme

Notification has been received from BFC with regards to local safety scheme proposed for the roundabout junction of the A3095 Foresters Way with Bracknell Road. An analysis of accidents has shown a pattern of accidents occurring in this area and as a result of this evidence, a local safety scheme is proposed which consists of installing centre lines through the middle of the roundabout giving motorists a clearer view of the 2 lanes going across, separating them from other motorists. Any comments on this scheme should be returned to Highways and Transport at BFC before the scheme proceeds to the detailed design and implementation stage.

4 Adoption of Joint Minerals and Waste Plan

As emailed to Cllrs on 16.2.23 BFC adopted the Joint Minerals and Waste Plan for Central and Eastern Berkshire at Council on 11.1.23. BFC worked with the Royal Borough of Windsor and Maidenhead, Reading Borough Council and Wokingham Borough Council (collectively referred to as the Central and Eastern Berkshire Authorities) to produce the Joint Minerals and Waste Plan which covers their administrative areas. The Joint Minerals and Waste Plan is a strategic document which will guide decision-making and

MINUTE 471 (cont)

activities around mineral extraction and waste management across Central and Eastern Berkshire until 2036.

The adopted Joint Minerals and Waste Plan now forms part of the Council's development plan and will be used to help determine relevant planning applications. This supersedes saved policies in the Replacement Minerals Local Plan for Berkshire (incorporating the alterations adopted in December 1997 and May 2001) and the Waste Local Plan for Berkshire (adopted 1998).

5 Planned Carriageway Resurfacing Works – Dukes Ride & New Wokingham Road crossroads & Dukes Ride Speed Table Repairs

Members were notified of planned carriageway resurfacing works on Dukes Ride and New Wokingham Road crossroads, plus the Dukes Ride speed table repairs taking place from 10 – 15 February.

6 Pinehill Road - Pedestrian crossing installation

The works to convert the existing traffic signals on Pinehill Road to a signalised pedestrian crossing are due to start week commencing 13 February with the necessary footway ducting work and new dropped kerb crossing points being installed. The works are anticipated to last 2 weeks but the most disruptive elements of the footway works should be completed by the end of the first week.

7 LICENSING ACT 2003 – Notification of Application for Variation of Premises Licence: The Prince, High Street, Crowthorne, RG45 7AZ. REF: LN/200500170

BFC Licensing Team received the above application for a variation of premises licence as circulated. Following review, members agreed to send a recommendation of 'No Comment' to BFC.

Action: Assistant Clerk

8 TOWN AND COUNTRY PLANNING ACT 1990 – Section 247 Proposed Stopping Up of highway at Lower Broadmoor Road, Crowthorne RG45 7AH. OS Grid Reference: E:484043, N:163795

Communication has been received from the Department for Transport regarding an application for a stopping up order, ostensibly to remove the area outside the former DSC Alarms shop from BFC Highways control and into the control of the developer. This would have an impact on the 'Crowthorne' sign that is located in this area which will need to be moved further towards the footpath. Members noted this and had no comment to make.

9 Bracknell Forest Local Plan moves towards adoption

BFC has received the government planning inspectors' feedback on the draft local plan, which sets out where new homes, businesses and facilities could be located in the next 15 years. Inspectors have positively stated that the plan is legally compliant and with some straightforward modifications it will set out a sound approach to allocate and manage appropriate development across the borough up to 2037.

10 Information tables circulated:

- Planning applications for Crowthorne pending a decision by BFC.
- Tree Preservation Orders (TPO) applications for Crowthorne.
- List of other planning applications received by BFC which do not require comment by CPC

TO REVIEW AND COMMENT ON PLANNING APPLICATIONS RECEIVED AND ANY APPEALS

Council noted that Cllr Mrs McKenzie-Boyle, who is also a Borough Councillor and member of the Planning Committee, may be present when any of the following applications are considered by BFC. Although giving an opinion at the Parish Council meeting based on the information currently available, Cllr Mrs McKenzie-Boyle will reconsider any applications at the BFC Planning Committee meeting with an open mind, taking into account any additional information presented at this time.

The following planning applications were studied and commented on:

- 22/00964/FUL – 10 Grant Rd
Recommend: Approval
- 22/00988/FUL – Sebastian’s Action Trust, The Woodlands, Upper Broadmoor Rd
Recommend: Approval
Cllrs Mr and Mrs McKenzie-Boyle declared an affected interest.
- 22/01023/FUL – 74 Dukes Ride
Recommend: Approval
- 22/01033/FUL – 14 Knowles Ave
Recommend: Approval
- 22/01043/REM – Phase 5A Land at former TRL Site
Recommend: Considered No Objection
- 22/01051/FUL – Phase 5B Land at former TRL Site
Recommend: Refusal is recommended until adequate plans are provided detailing the additional infrastructure needed to support the extra houses.
- 22/01045/REM – Land at former TRL Site Old Wokingham Rd
Recommend: Considered No Objection
- 22/01046/REM – Land at former TRL Site Old Wokingham Rd
Recommend: Refusal is recommended on the grounds that, notwithstanding the original use by BFC may have been fully understood, the new use of the site is not precisely known and therefore could have a serious impact at the heart of the site, both on the homes and SANG. It is vital that the concerns of both homeowners, visitors and the SANG are fully understood and protected. Moving the Depot closer to the Nine Mile Ride would significantly minimise potential disruption. In the event of approval, it should be made clear that it is for a municipal depot.
- 22/01035/FUL – The Prince Alfred 2 High Street
Recommend: Approval
- 23/00011/FUL – 35 Sandhurst Rd
Recommend: Refusal is recommended on the basis that CPC has insufficient detail to fully consider this application through the following basis: car parking spaces for the site not demarcated in planning documents; no detail on management of tree(s) on site under TPO
- 23/00016/3 – SANG at Buckler’s Park Woodcote Green
Recommend: Approval

An asterisk (*) is shown where further/full comments are available to view on the BFC Planning Portal under the relevant planning application.

MINUTE 473

BUCKLER'S PARK – STAKEHOLDER'S UPDATE (IF ANY)

The minutes of the last stakeholder meeting are awaited. BFC are still in the process of finding interested parties for the running of the community hub.

COUNCIL MATTERS

MINUTE 474

TO RESOLVE TO RATIFY AND ADOPT THE POLICIES, PROCEDURES AND PLEDGES LISTED

The following 3 policies, procedures and pledges were reviewed and recommended for approval:

1 Code of Conduct (based on the BFC document)

All councils are required to have a local Councillor Code of Conduct. A parish council must publicise its adoption (and in future any revision or replacement) of a code of conduct in such manner as it considers is likely to bring the adoption, revision or replacement of the code of conduct to the attention of persons who live in its area (s. 28(12) of the Localism Act 2011).

CPC last reviewed an adopted its current Code of Conduct at its annual meeting in May 2022. At that time it was highlighted that BFC were in the process of revising the Code of Conduct and once adopted it would come back to CPC for review and adoption.

The Code of Conduct was unanimously ratified and adopted.

2 Councillor Officer Protocol (based on the new NALC model document)

CPC adopted a Member Officer Protocol in 2020 following a Code of Conduct process whereby the adjudicating panel required CPC to adopt such a protocol. The protocol adopted was based on model documents from BFC and Warfield Parish Council. The new NALC Civility and Respect Pledge has its own model Councillor Officer Protocol (included with the papers for the meeting) which has been specifically written for local Councils. Although CPC could retain its existing Member Officer Protocol, the new NALC model document has been designed to work with all other elements of the Civility and Respect Pledge which CPC is being advised to sign up to.

This protocol was ratified and adopted.

3 Civility and Respect Pledge

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By CPC signing up to the civility and respect pledge it would demonstrate that council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

This pledge was ratified and adopted.

MINUTE 475 TO RECEIVE AND NOTE THE MONTHLY WRITTEN REPORT FROM CPC’S PROJECT OFFICER ON PROJECT STATUS, PROGRESS AND ANTICIPATED DELIVERY/COMPLETION
Members received and noted the written report from the Project Officer with an update on project status, progress and anticipated delivery/completion.

MINUTE 476 TO RECEIVE A VERBAL UPDATE ON THE THREE YEAR STRATEGY PLAN
The notes from the 3 Year Strategy Plan review meeting had been circulated. As had already been reported by the Project Officer under the previous minute, it was very disappointing to receive confirmation that the option for 2 or 3 rapid EV chargers is not cost effective. This is due to the 200m, or so, of high voltage cabling which would need to be laid from the junction box near the bus stop closest to the Iron Duke. Details have been passed to BFC officers in the hope that a charger could be placed in the parking bays on Lower Broadmoor Road, a mere 40m from the junction box, and/or in the additional car parking bays created by the demolition of Napier Road public toilets.

The solar panels are currently out to tender. The tenders may be difficult to assess technically, and therefore it may be prudent to engage someone with the relevant technical skills to review the tenders. It was suggested that BFC may have the relevant expertise.

Cllr Mrs McKenzie-Boyle reported that free community ‘train use’ lessons were being offered as part of an integrated transport policy to assist everyone in the community to use the trains, especially targeting those people who may not feel confident to use trains (ie refugees, vulnerable people).

MINUTE 477 REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES
None.

MINUTE 478 REVIEW AND NOTE INFORMATION ITEMS PREVIOUSLY CIRCULATED
None.

MINUTE 479 MEMBERS INFORMATION ITEMS
1 The Clerk had nominated Crowthorne’s RBFRS crew for a special breakfast from the Two Sisters café to say thank you to the fire station for hosting the parish Christmas tree each year, for recently assisting with an injured person at the Morgan Centre and other stakeholder work with the Parish Council. The nomination was successful and the crew received a lovely breakfast as a thank you for providing amazing support in community.

MINUTE 480 ITEMS FOR INCLUSION ON FUTURE AGENDAS
None.

Meeting closed: 9.25pm

Signed

Dated

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it is resolved that, because of the confidential nature of the business to be transacted, the press and public are excluded from the meeting whilst the following confidential item is considered:

MINUTE 481 TO REVIEW BIDS FOR THE GROUND MAINTENANCE CONTRACT FOR THE MORGAN RECREATION GROUND AND AGREE RECOMMENDATIONS FOR THE AWARD OF THE CONTRACT FOR 2023/2024

CPC’s grounds maintenance (and that of the Walter Rec. charitable trust) has been provided by Robins Forestry for many years. In accordance with good practice, CPC’s Finance Officer and RFO have carried out market testing by inviting the current contractor and three other local businesses to quote for the contract to ensure that the price of the service was fair, and that CPC and the Walter Rec. Charity were getting good value for money.

Two contractors responded to the invitation to quote, and based on costings for the grounds maintenance requirements, Robins Forestry were the cheapest. The contractor is well known to CPC and Mr Robins is responsive, reliable and knowledgeable of all aspects of maintenance for CPC’s Morgan Recreation Ground surfaces. His business is also situated closest to CPC’s grounds (the other contractor being based a considerable distance away) – any carbon emissions from travel by contractor vehicles will also be lower by appointing the most local contractor.

It was therefore unanimously RESOLVED to award the Morgan Recreation Ground’s maintenance contract to Nick Robins (Robins Forestry) for the 2023/24 financial year.

MINUTE 482 TO AGREE PROPOSALS FOR THE AWARD OF THE TENDER FOR THE REGENERATION AND REFURBISHMENT OF THE GAMES AREA AT THE MORGAN RECREATION GROUND

Cllr Kilvert declared an interest in this item and did not vote. The Clerk advised that pursuant to CPC’s Standing Orders 13b, ‘Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.’ Cllr Kilvert declared a pecuniary interest but stated he would remain in the meeting but not participate in voting.

CPC has already resolved to deliver improvements to the Morgan Recreation Ground including to regenerate the hard standing sports area. Members had voted unanimously in favour of upgrading and making improvements to the basketball court and surrounding area at the Morgan Recreation Ground at the CPC meeting on 4 October 2022.

Following this, a tender document was drawn up using the information gathered from the public consultation, views from neighbours and the results from the council’s own working group that met in November 2022. The tender was uploaded onto the governmental contract finder portal to increase its coverage. Three bids were received and opened in the presence of councillors on 16 January 2023 in line with council’s financial guidelines.

A scoring criteria, as shown in the Evaluation Matrix circulated with papers, was used to score the three tenders. This was scored and assessed by the working group at their meeting on 25.01.23. Proludic scored the highest.

Following some further discussion, members unanimously RESOLVED to award the contract for the regeneration of the games/basketball area at the Morgan Recreation Ground, to Proludic, committing £110,000 of CIL funding for this element of the project. The final binding contract with the bidder will be conditional and subject to CPC securing any necessary planning consents/change of use class permissions.

Once committed to a company, the exact design and equipment can be 'tweaked' with their team of experienced sport area designers to ensure it reflects the output of the public consultation, Neighbourhood Plan, Three Year Strategic Plan and Working Group analysis. The Working Group will decide on the final equipment and configuration before installation.

Meeting closed: 9.35pm

Signed

Dated