

Members are summoned to the meeting of Sonning Common Parish Council

On Monday 18 November 2013 at 20.00 hrs in the Village Hall Wood Lane Sonning Common.

Public and Press are welcome to attend

AGENDA

- 14/085 Apologies for absence and declarations of interests: To receive any apologies for absence and any declarations of pecuniary interest and/or requests for dispensations from Members regarding any item on this agenda.
- 14/086 Public Question Time under Section 30 of Standing Orders.
14/069.01 Proposed amendment to Standing Orders. Mr Kedge will propose the changes set out in Appendix A to allow for greater flexibility in this area.
- 14/087 To receive the Police Report
- 14/088 To ratify Minutes of Finance Committee meeting held on 6 November 2013.
- 14/089 To approve the Minutes of previous meetings:
089.01 Planning Committees held on 21 October and 4 November 2013.
089.02 Parish Council meeting held on 21 October 2013.
- 14/090 To receive the County Councillor's Report
- 14/091 To receive the District Councillor's Report
- 14/092 To receive the Parish Clerk's Report - Appendix A attached
- 14/093 Grant Aid Policy – Mr Stoves will propose that this policy, attached as Appendix B, already approved by the Finance Committee be adopted with immediate effect
- 14/094 Neighbourhood Development Plan progress: Mr Greenwood will inform of the present situation and the response to the public meeting of 16 November.
- 14/095 Skatepark: Mrs Lewis will advise on progress and funding matters.
- 14/096 Village Hall: The meeting will be asked to recognise that the heating, plumbing and insulation (sound and thermal) will require significant expenditure over the next year or two and to authorise that this be taken into account in the forthcoming budget and precept setting.
- 14/097 Community Governance Review (Parish boundaries): Mr Greenwood will propose, as set out in Appendix C, that for the avoidance of doubt SCPC should:
14/097.01 Submit a revised proposal to SODC stating that: 'In accordance with the criteria set out in the ToR and fully supported by the LGBCE Guidance on community governance reviews 2010, we wish to state that it is now our view that the three boundary changes marked in brown on the attached map show clearly what we regard as the boundary changes necessary to meet those criteria.'
14/097.02 Approve the insertion in the December issue of the Sonning Common Magazine of an SCPC produced and funded flyer explaining the facts around the SODC Community Governance Review and how residents can register their views on it with SODC.
- 14/098 2014/15 meeting dates: A draft calendar will be distributed for discussion.
- 14/099 Matters for future consideration.

Next meeting: Monday 16 December 2013 at 20.00.



Philip Collings
Parish Clerk

Appendix A SONNING COMMON PARISH COUNCIL

Parish Clerk's Report to the meeting on 18 November 2013

This report is circulated to assist in the effective use of Councillors' time by informing Members of matters by type:

- A. Progress with tasks specifically assigned to the Clerk;
- B. Progress with tasks being overseen by Members;
- C. Matters affecting the day-to-day running of the Council's business;
- D. Regulatory and legislative changes anticipated.

	Summary	Source	Resp.	Status
A	Land behind PO - Progress now being made via OneStop to find and approach owners to enquire if it could be made available for parking.	Clerk	Clerk	OPEN
A	2A Grove Rd site. Suggestion for development received for discussion.	Clerk	Clerk	OPEN
A	Freedom of Information Act 2008. Work continuing to ensure full compliance with publications scheme. Incomplete.	12/16a	Clerk	OPEN
A	Hedges – work being authorised for PC hedges to be cut.	13/070	Clerk	OPEN
A	Bank between Red House Drive and B481 – cleared and reseeded. Planting to be addressed in the spring.	Clerk	Clerk	OPEN
A	Corner of Wood Lane and Green Lane – liaising with owners to agree use of red phone box site and to seek repairs to paving.	Clerk	Clerk	OPEN
A	Margaret Allwright Way – further options and costs being explored – time constraints have slowed things down.	Clerk	Clerk	OPEN
B	Private hedges – way forward agreed with OCC Highways to require overhanging hedge to be cut back. Process to be finalised.	Chairman + Clerk	Clerk	OPEN
B	Village Hall heating and acoustics. See agenda item 14/096.	Clerk	Clerk	OPEN
B	Register of Interests – Individuals must maintain own information.	12/46	Cllrs.	OPEN
B	Brind's Copse – awaiting agreement on future use of the site. Work has been authorised to clear bushes and trees from rear of garage block.	Clerk	Clerk	OPEN
B	Skatepark – supporting fundraising and project activity.	SPWP	Clerk	OPEN
C	Parish Boundary Review – see agenda item 14/097.	Chairman + Clerk	Clerk	CLOSED
C	Neighbourhood Development Plan. Support work continuing for next phase.	Clerk	Clerk	OPEN
C	Budget and precept – requirements/wishes/ideas for funding next year needed by 25 November please.	Clerk	Clerk	OPEN
C	General Power of Competence. Clerk's portfolio completed and being evaluated for CiLCA certification.	Clerk	Clerk	OPEN
C	Document standards. Work being done to standardise and index properly as part of developing an operational manual.	Clerk	Clerk	OPEN
C	Data Protection Act and individual Councillors. Please discuss with the Clerk individually.	Clerk	Clerk	OPEN



Philip Collings
Parish Clerk

Appendix B

SONNING COMMON PARISH COUNCIL

Policy and Guidance for Awarding Grant Aid to Local Organisations

1. Aims and Objectives:

- a. The Council budgets a sum of money every year for grants to organisations and activities that contribute constructively to the life and community of the Village to benefit the people of Sonning Common. Grants are limited and are made to organisations that demonstrate need for financial assistance.
- b. Sonning Common Parish Council will also:
 - i. Publicise Grant Aid availability throughout the Village;
 - ii. Review the Grant Aid budget on a regular basis and at least annually;
 - iii. Review the Grant Aid Policy and application process every two years.
- c. The Council realises that some organisations, particularly new or smaller ones, may experience difficulty in completing the application process. Advice will be given to such organisations on request.

2. Criteria: Applications will only be considered if they are made using the form below and they meet with the following criteria:

- a. Organisation and Locality:
 - i. Applications will only be accepted from charitable, voluntary and non-profit making organisations. Applications from commercial organisations will not be considered. National appeals are, with limited exceptions, outside the scope of the Council's Grant Aid scheme;
 - ii. Organisations should be located within Sonning Common Parish or, if based outside the boundary, their work should be of benefit to the Village and its residents.
 - iii. Note that the Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside the UK.

b. Types of Financial Assistance:

- i. The Council may award a grant towards specific projects or purchases of equipment. It will also consider contributing to operating costs if it can be proved that funding from the Council will have a positive effect on the Village and/or its residents.

3. Application process: To ensure fair and proper consideration is given to all requests the Council requires that at minimum:

- i. An application form be submitted describing what the Grant Aid will support and identifying how the grant award would benefit residents of Sonning Common;
 - ii. Applicant organisations provide either printed copies or website links to the constitution or the rules of their organisation.
- b. For applications for sums over £250 the Council may also require Applicant organisations to provide or provide website links to:

- i. The most recent income and expenditure account or in the case of a new venture/initiative a fully costed current plan with financial information;
- ii. A chart showing the roles individuals take in the organisation as positions of responsibility;
- iii. Details of any additional funding secured or applied for, as well as any fundraising carried out;
- iv. Any additional information the organisation considers will support their application.

4. Making Applications

- a. Applications for up to £250 submitted as prescribed in 3 i. and ii. above will be considered at any of the Council's monthly Finance Committee meetings. Applications must be received by the third Monday of any month for consideration in the following month.
- b. Applications for amounts over £250 will only be considered at the October Finance Committee meeting each year. This meeting may then:
 - i. Recommend the making of a grant to the full Council meeting in the following month and such grant will then be payable if approved at that meeting; or
 - ii. Recommend that a budget for a grant be included in the next year's financial plans.
- c. The deadline for the receipt of all applications is three weeks before the relevant Finance Committee meeting. Dates of these meetings are published on the parish council website www.sonningcommonparishcouncil.org.uk and on Noticeboards. Applicants can also telephone 0118 972 3616 or email clerk@sonningcommonparishcouncil.org.uk.
- d. During the period between a Grant Aid application being submitted and the meeting at which it will be discussed, additional information or clarification may be requested by the Committee.
- e. Applicants will be advised whether their application has been successful after the Finance Committee or full Council meeting at which the application was approved.

5. General Conditions

- a. Organisations seeking Grant Aid may be invited to give a presentation to the Committee or Council in support of their application.
- b. Grants must be spent for the purpose and on the project/activity for which they were given. The Council expects due recognition and advertisement of any Grant Aid awarded.
- c. Grants will not normally be made for money already spent.
- d. Organisations are not restricted to the number of grant applications they may submit to the Council during any year. However, the history of previous applications may be considered in the decision making process.
- e. The award of Grant Aid in one year or period does not set a precedent for any subsequent applications.

SONNING COMMON PARISH COUNCIL
Application for Grant Aid

Applicants are advised to read the Parish Council's Grant Aid Policy prior to completing this form.

A. Applicant organisation: (NB: This will be the name the payment is made to should an award be agreed)
.....

B. Contact details:

Name:

Position:

Address:

.....

Postcode:

email:@.....

Applicant organisation website (if any) www.....

C. Project title or what the funding will be used for:

.....

D. What benefit will the village and/or residents of Sonning Common gain from this funding if granted?

.....
.....
.....
.....
.....
.....

E. The constitution or the rules of their organisation are attached/can be seen at
www.....

F. Total cost of the project or annual revenues of the Applicant organisation:
£.....

G. What amount are you applying for?

As a one off capital grant: £.....

As ongoing revenue support: £.....

H. How will any funding shortfall be met?

.....

I. Where/who else do you seek funding from?

.....
.....
.....

J. Application checklist:

	A brief description of what the Grant Aid will support and identifying how this will benefit the residents of Sonning Common – C and D above.		Information about the applicant organisation – 3 b above if relevant to size of request.
	Constitution or rules of the organisation – E above		

Signed by (name)

Name and Position in the Organisation:

Payment Details - please supply the bank account details that, if successful, the grant aid funding would be paid into by BACS:

Account Name (Note: this should be in the name of the organisation):

.....

Account Number: Sort Code:/...../.....

Email Address (for remittance advice):@.....

Authorised Signature: Print Name:

Date:/...../.....

Appendix C

For decision at the Parish Council meeting on 18 November 2013

The SODC Community Governance Review (CGR) – Final Parish Council position.

Background:

This CGR was outlined by SODC February 2013. Draft Terms of Reference (ToR) followed in April. From reading the ToR in conjunction with the LGBCE (Local Government Boundary Commission for England)'s 'Guidance on community governance reviews 2010' – the definitive guide under which the CGR must take place – it was clear that the following criteria quite obviously applied here:

- The existing parish boundary fails to recognise Natural or man-made boundaries that help to define clearly one community from another. ¹
- Housing developments that straddle parish boundaries resulting in people being in different parishes from their neighbours. ²
- As far as boundaries between parishes are concerned, these should reflect the “no-man’s land” between communities represented by areas of low population or barriers such as rivers, roads or railways. They need to be, and be likely to remain, easily identifiable. ³
- A review of parish boundaries is an opportunity to put in place strong boundaries, tied to firm ground detail, and remove anomalous parish boundaries. ⁴

As these, and more, so obviously applied it was not felt necessary to go into great detail in the SCPC submission to SODC in which the reviewers were asked to consider three boundary changes as below (Note: narratives 1 and 2 are truncated: 3 is as submitted): ⁵

- A. Chiltern Edge School – around the school site.
- B. Southern boundary – the triangle between Kennylands Road and Peppard Road.
- C. North Western boundary: We suggest that the review should consider whether it remains logical for this boundary to continue to be delineated along Shiplake Bottom, where in some cases the boundary actually passes through people’s gardens, up to Gallowstree Road. This arrangement leaves a substantial block of housing that seems to be part of this settlement actually outside our parish boundary. Were this part of the boundary to be re-evaluated in the review we would suggest that consideration should also be given to including in Sonning Common the properties to the north of and opening onto Blounts Court Road. This should include the offices and laboratories of Johnson Matthey whose staff car park is already within this parish.

A map was not included as it was felt that our suggestions would be seen as self-evidently logical and completely in line with ToR and LGBCE criteria. As a courtesy our submission was shown to Rotherfield Peppard Parish Council (RPPC) before it was agreed on 17 June.

Making no reference to the ToR or LGBCE criteria, RPPC responded by formally requesting of SODC that some 10% of SCPC's housing in the area shown below be transferred to their parish.



¹ SODC draft ToR 12 April 2013.

² Ibid.

³ LGBCE Guidance on community governance reviews 2010 Para 83

⁴ Ibid Para 85

⁵ Letter to SODC 18 June 2013 and SCPC Minute 14/033

The present situation:

Final ToR were published by SODC on 1 November with a series of dates as below although the later dates may change as some new submissions have been made:

Action	Date
Terms of reference published and consultation commences	1 November 2013
Final deadline for Parish proposals	26 November 2013
Initial consultation closes	31 January 2014
Council agrees draft proposals for consultation	20 February 2014
Further consultation closes	4 April 2014
Council agrees changes	24 April 2014

Included as the relevant parts of these final ToR are:

Parish	Matters to be considered
Rotherfield Peppard, (Sonning Common)	Amending the boundary of the parish to include a triangle of land bounded by Peppard Road, Widmore Lane and Blounts Court Road, currently in Sonning Common parish.
Sonning Common, (Eye and Dunsden, Kidmore End, Rotherfield Peppard)	Amending the boundary of the parish to include Chiltern Edge school, currently in Kidmore End parish. Reviewing the boundary with Rotherfield Peppard parish along Shiplake Bottom and Blounts Court Road. Reviewing the boundary with Kidmore End and Eye and Dunsden parishes at the junction of Kennylands Road and Peppard Road. Revising upwards the number of parish councillors.

It now seems that the original SCPC submission may have been too anodyne given both the initial response by RPPC and the current publication in Peppard News of an article, a map and an editorial that between them suggest that '*Sonning Common might wish to expand into Chiltern Bank, as far as Wyfold Lane, and adjoining land and dwellings across the Stoke Row Road*' when no such expansion has been proposed. Whilst the article also mentions our NDP, no credit is given to SCPC for the fact that almost 17% of our housing allocation (23 out of 138 new homes) arises because of the population of RP Parish within the Sonning Common settlement area. Furthermore, were the RPPC claim for the 'triangle' to succeed we would be left with a much greater number of new homes that are not due to Sonning Common's population and a significant loss of precept income.

Proposed Next Steps:

SODC have announced a final opportunity to submit proposals closing on 26 November. It is proposed that for the avoidance of doubt SCPC should:

- A. Submit a revised proposal stating that: 'In accordance with the criteria set out in the ToR and fully supported by the LGBCE Guidance on community governance reviews 2010, we wish to state that it is now our view that the three boundary changes marked in brown on the attached map show clearly what we regard as the boundary changes necessary to meet those criteria.'
- B. Approve the insertion in the December issue of the Sonning Common Magazine of an SCPC produced and funded flyer explaining the facts around the SODC Community Governance Review and how residents can register their views on it with SODC.

The Agenda motion 14/097 is to approve steps A and B.

Map showing the proposed boundary changes in brown:

