

Members are summoned to the meeting of  
**Sonning Common Parish Council**

On Monday 18 September 2017 at 20.00 hrs in the Village Hall Wood Lane Sonning Common.

Public and Press are welcome to attend

**AGENDA**

- 18/062 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.
- 18/063 Public Question Time under Section 30 of Standing Orders.
- 18/064 Police Report – Sgt S Bobbett will lead on this.
- 18/065 To approve the Minutes of previous meetings:
- 065.01 Finance Committee held on 2 August and 6 September 2017.
  - 065.02 Planning Committee held on 17 July and 7 and 18 August.
  - 065.03 Parish Council meeting held on 17 July and 7 August 2017.
- 18/066 To receive the County Councillor's Report.
- 18/067 To receive the District Councillor's Report.
- 18/068 To receive the Parish Clerk's Report - Appendix A attached.
- 18/069 Memorial Hall Field Working Party (MHFWP) update – verbal report from the Parish Clerk.
- 18/070 Village Centre Working Party (VCWP) – verbal report from Mr Howe.
- 18/071 Neighbourhood Plan. SCPC has been asked to give formal approval to the work needed to revise the NP in line with the emerging Local Plan 2033. This approval will allow us to seek funding and to receive official support from SODC.
- 18/072 Environment Working Party. To consider and amend/approve the draft Terms of reference as shown in Appendix B. To confirm membership as being Cllrs Diwell, Fort, Jones, Kedge, Rust and Stoves plus any co-optees. Mr Rust to update on any issues with Trees and AONB
- 18/073 Club SC Mr Rinta-Suksi will share observations and make initial recommendations about the future role of SCPC in the Club.
- 18/074 Baskerville Road Play Area. Proposal to expend up to £6K to replace fencing and to provide funds for resurfacing all play areas as set out in Appendix C.
- 18/075 Matters for future agendas.

Next meeting: Monday 16 October 2017 at 20.00.



Philip Collings

## Appendix A SONNING COMMON PARISH COUNCIL

### Parish Clerk's Report to the meeting on 18 September 2017

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.

	<b>Summary</b>	<b>Source</b>	<b>Resp.</b>	<b>Status</b>
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	Knotweed outside and on land inside 33/35 Peppard Road. Still seeking action from OCC Highways.	Clerk	Clerk	OPEN
A	Skate park fire and damage caused a great deal of work. TVP still investigating. Repairs almost complete.	Clerk	Clerk	OPEN
A	Electricity poles in Wood Lane. Still no news.	Clerk	Clerk	OPEN
A	B481 speed limit. OCC have been asked for a formal costing for making a change.	Clerk	Clerk	OPEN
A	SODC litter bin at corner Ashford Ave and Reade's Lane reinstated. Requested replacement of lamppost mounted ones unsuccessful.	Deputy Clerk	Deputy Clerk	CLOSE D
A	New noticeboard for Crowsley Way on order..	Clerk	Clerk	OPEN
A	Plaque being sourced for Widmore Pond to recognise the Brownjohn's contribution. Final wording and siting to be agreed with the Environment Working Party.	Clark	Clerk	OPEN
B	MHF Working party – office supporting this long term activity. VAT expertise obtained and planned for.	17/079	Deputy Clerk	OPEN
B	Woodland purchase proceeding.	Clerk	Clerk	OPEN
B	Village Centre Working Party being supported.	Clerk	Clerk	OPEN
B	Tree Working Party – now Environment Working Party (EWP) – to be supported	Clerk	Clerk	OPEN
B	Allotments. One half-plot vacant.	Clerk	Clerk	OPEN
B	Register of Interests – Individuals must maintain own information.	12/46	Cllrs.	OPEN
C	Village Hall awaiting completion of legal formalities.	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  
Draft Terms of Reference for the  
**ENVIRONMENT WORKING PARTY (EWP)**

Sonning Common Parish Council resolved to create an Environment Working Party to guide and oversee the management of matters to do with the natural environment of the village; in particular Widmore Pond, tree planting and the woodland being purchased alongside Old Copse. (Meeting on Monday 17 July 2017 in the Village Hall; minute 18/057.3 refers).

1. The Environment Working Party (EWP) will elect a chairman, presided over by the chairman of the parish council, at its first meeting. A vice-chairman may be elected by the working party membership, if desired. The election of the vice-chairman will be presided over by the working party chairman.

Where these officers are councillors they will be re-elected annually following the Annual Meeting of the Parish Council.

2. The EWP may co-opt additional members as it sees fit.
3. All EWP members will have equal voting rights and majority decisions will be taken. If votes are tied the chairman will have the casting vote.
4. All working party members will abide by the Parish Council's Code of Conduct.
5. The remit of the Environment Working Party will be to plan for and oversee:
  - a. The ongoing management, maintenance and development of the Widmore Pond including the Back Pond area once this is owned by the Parish Council for the benefit of the village community and residents of the surrounding area. This includes any matters of policy regarding the wildlife in and around the pond and arrangements for obtaining sponsorship funds.
  - b. The planning and execution of the tree planting programme already under way.
  - c. The ongoing management, maintenance and development of the woodland area alongside Old Copse. This will include:
    - i. Deciding how it is to be maintained and made secure including ensuring public safety;
    - ii. Planning for any new uses of the land and how any works needed should be funded;
    - iii. Deciding how and by whom projects should be resourced and managed.
6. Where appropriate the EWP will organise consultations with residents and community stakeholders.
7. The Parish Office will assist the EWP as requested, and, for example, by:
  - preparing and circulating agendas and minutes of meetings
  - booking meetings' venues
  - managing the tendering process and liaison with contractors/suppliers
  - handling legal and professional affairs, in association with professional bodies
  - liaising with SODC's Planning Department, principal authorities and other statutory bodies, as appropriate, on behalf of the group
  - publicising projects and liaising with the media.
8. The EWP chairman (or delegated nominee) will update Full Council on progress to date by providing written or verbal reports on at least a quarterly basis.
9. The EWP chairman (or delegated nominee) will liaise with the Responsible Finance Officer (RFO) – currently the Parish Clerk - to prepare an annual budget for its activities. Once that budget has been approved the EWP may authorise expenditures within that budget through the RFO. The EWP may not commit to any expenditure outside the budget without prior approval from the council's Finance Committee and/or Full Council as appropriate.

10. The EWP will decide on its meetings' schedule according to desire/need but will meet at least once a quarter.
11. As a working party of the parish council, the group is not required to hold meetings in public but may invite attendees as desired.
12. The EWP will plan and prepare all publicity relating to the project in consultation with the Parish Office. Media enquiries should be referred to the Parish Office for answering and arranging interviews.
13. The EWP may, if it so wishes, request Full Council to consider and resolve any particular issue within the working party's remit.

Terms of reference to be submitted to the Full Council meeting of 18 September 2017 for approval.

## Appendix C Play Areas

### **Baskerville Road Security Fencing.**

This area and the adjacent Scout hut are suffering from persistent low level vandalism and late night noise nuisance. It seems that the most effective way of dealing with both problems is to replace the fence current 1 metre high chain link fence along Margaret Allwright Way with a 1.8 metre high welded mesh fence as we have around the skatepark. This would run from the current fence end behind 46 Orchard Avenue to a point opposite the end of the garden at 10 Baskerville Road with a single gate of the same height. This run to be set back one metre from the edge of the footpath to make it less constricting and possibly allow planting in the gap.

From there it would go across to meet the fence of 12 Baskerville Road including a double gate of the same height. Thus we would be making secure both the play area and the scout hut. The cost of this is estimated at between £5.6K and £6.0K depending on the final specification.

### **Play surfaces**

Baskerville Road and Lea Road play areas require refurbishment of the surfaces around items of equipment to comply with current legislation and good practice. The equipment itself has between 8 and 10 years life left.

Baskerville Road is the most pressing in that because of surface failures two of three swings have had to be taken out of use. The ground generally is very uneven between items of equipment and is a trip hazard in some places.

We have had estimates of up to £22K (£16K B Rd and £5.5K L Rd) for all the resurfacing needed but we see this as excessively costly and are now exploring less expensive options. However council needs to be aware that costs are unlikely to be much below £18K.