



Clerk to the Council
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To Greenham Parish Councillors
Dear Sir/Madam,

YOU ARE HEREBY SUMMONED to a Meeting of Greenham Parish Council on **Wednesday 12th April 2017 at 7:30 pm** at **St Mary's Church Hall, Greenham.** (Meeting will follow the Annual Parish Meeting which will be at 7:00pm.)

Yours faithfully,

DJ Fowler

Clerk to the Council

6th April 2017

AGENDA

1. **Welcome to the council's new Clerk**
2. **Apologies for Absence**
3. **Co-option of councillor**
 - a) **To consider** the co-option of Sally-Ann Jay as a councillor (Appendix 1)
 - b) **To receive** the Declaration of Acceptance of Office of newly co-opted councillor.
4. **Declarations of Interest, Statements of Position and Dispensations,**
To receive any Declarations of Interest and Statements of Position by Councillors.
5. **Approval of Minutes of Meeting held on 15th March 2017 (Appendix 2)**
6. **Chairman's Report**
Report and other urgent matters not on the agenda (for information only).
7. **Clerk's Report**
Report, matters arising, other urgent correspondence not on the agenda (for information only).
8. **Public Session**
If you wish to ask a question, you are requested to notify the Clerk in advance of the meeting.
9. **Planning and Licensing**
To consider all planning and licensing applications received up to the date of the meeting.
10. **Finance**
 - a) **To consider** any grant funding requests received
 - b) **To approve** any cheque payments
 - c) **To consider** the appointment of a new internal auditor
11. **Community Infrastructure Levy (CIL)**
 - a) **To receive** a report from Cllr Julian Swift-Hook (Appendix 3)
 - b) **To consider** a Motion submitted in the name of Cllr Lindsey Middlemiss (Appendix 4)

12. Corporate insurance renewal

The council's corporate insurance (currently with Zurich) is due for renewal on 1st June 2017.
To consider any actions needed in advance of the renewal date.

13. Corporate Risk Assessment

- a) **To review** the council's corporate risk assessment (Appendix 5)
- b) **To consider** any actions arising

14. Control Tower

- c) **To receive** a report from the Control Tower Committee (Appendix 6 – to follow)
- d) **To consider** next steps.

15. Committee and Working Group membership

- a) **To review** current committee and working group membership (Appendix 7)
- b) **To consider** the status and voting rights of *ex officio* committee and working group members.

16. Other items for information or for possible inclusion on a future Agenda

For information only – no decisions can be taken.

17. Exclusion of press and public

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

18. Correspondence with Social Investment Business (SIB)

- a) **To review** the latest correspondence with SIB (already circulated).
- b) **To consider** next steps.

Members of the Public are welcome to attend the meeting, to ask questions and to comment on the proceedings with the consent of the Chairman.

In accordance with The Openness of Local Government Bodies Regulations 2014, photographs, audio and video recordings of the meeting and of those attending may be taken at the meeting by the press and others.

You are invited to contact the Clerk of the Council if you have any questions or matters of concern that you would like the Council to address.

To: Sally-Ann
Subject: RE: Possible co-option onto GPC

From: Sally-Ann
Sent: 05 April 2017 1:46 AM
To: 'Clerk of Greenham ParishCouncil'
Cc: Julian Swift-Hook
Subject: Possible co-option onto GPC

Hello

I would like to be considered for co-option onto Greenham Parish Council.

I am already a co-opted member of the Control Tower Committee and the Interpretation Working Group as well as Parish Council rep for the Church Parish Fun Day. I was previously a member of GPC for approx. 2-3 years and stood down due to other commitments.

I have lived in the Parish for 15 years and in the wider area for more than 20. Both my children were schooled here and I was an active member of their school PTAs. I have been a Trustee/Company Secretary of the Community Resource Centre, Newbury (aka The Community Furniture Project) since its inception over 15 years ago. I am a member of Friends of Audrey's Meadow.

I have experience in land/property management, construction, development and venue lettings (I was the Letting Manager at Newbury Showground for 7 years). I am currently involved in event organisation and promotion.

I am particularly interested in and concerned about the preservation of open spaces; cuts to local services; overloading of local infrastructure due to continuing housing development. As well as the Control Tower!

Kind Regards

Sally-Ann Jay

This email has been checked for viruses by Avast antivirus software.
www.avast.com



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MINUTES of the meeting of Greenham Parish Council
held at St Marys Church Hall, Greenham
on Wednesday 15th March 2017 at 7.30pm

Present:

| | |
|--------------------------------|-------------------------|
| Cllr Gary Puffett | Cllr Meg Thomas |
| Cllr Paul Walter | Cllr Billy Drummond |
| Cllr Jon Gage | Cllr Paul Inman |
| Cllr Julian Swift-Hook (Chair) | Cllr Lindsey Middlemiss |
| Cllr Chris Austin (Vice Chair) | Cllr Arthur Johnson |
| Cllr Balu Sudra | |

In attendance: 8 members of the public, 1 representative of the press

1. APOLOGIES FOR ABSENCE

Apologies were received from: Cllr Pragna Hay, Cllr Phil Barnett

2. DECLARATIONS OF INTEREST

Cllr Jon Gage declared that he is a director of Rivar Sand & Gravel Ltd.

Cllr Julian Swift-Hook declared that he is also a member of Newbury Town Council, has a personal interest in item 13a, and has a declarable pecuniary interest in agenda item 7a (as a governor of The Willows School) and item 12(1) planning application for 71 houses.

Cllr Billy Drummond declared that he is also a member of West Berkshire Council and has a declarable pecuniary interest in agenda item 7a (as a governor of The Willows School).

Cllr Lindsey Middlemiss declared that she has a declarable pecuniary interest in agenda item 7a (as a governor of The Willows School).

Cllr Meg Thomas declared that she has a personal interest in agenda item 8 (New Racecourse Estate) because she is a member of Cannons health club.

Cllr Arthur Johnson declared that he is also a member of Newbury Town Council.

Cllr Paul Walter declared that he has a personal interest in agenda item 7c (Mabel Luke grant application) because he is a trustee of the Newbury Church and Almshouse Charity.

Cllr Gary Puffett declared that he has an interest in agenda item 12 – planning application for 72 York Road.

3. AGENDA

Proposed: Cllr Paul Walter

Seconded: Cllr Billy Drummond

Resolved: That the agenda items for which members of the public were in attendance should be taken first.

4. PLANNING AND LICENSING (Part 1)

Cllrs Julian Swift-Hook and Jon Gage left the room at 19:38 hrs.

The following planning application was then considered:

17/00223/FULEXT

Land on North Side of Pyle Hill

71 dwellings, access roads, car parking, pedestrian access and landscaping.

Several members of the public spoke against the application:

Mrs Lucy Crofts: Has canvassed residents – 23 objections around Water Lane. Need for proper protection over the whole swathe of green land between New Road and Greenham Common. Asked for support from parish council.

Mr Ray East: Access – basically private access width, dangerous. Traffic flows gauged in application at off-peak hours. Pathway problems.

Mr Steve Larkins: Water Lane, dangerous road access – blind. Vehicles going up Pyle Hill – high speed. Blind exit. Specific note from Thames Water: Drainage infrastructure and water supply infrastructure for this area is at capacity. Whole infrastructure needs to be reviewed and upgraded – could take 1.5 years to do. NPF guidelines make a special case for green areas which are demonstrably valuable to the local community. Destroys the semi-rural nature of Greenham. Need to place protection on other green spaces if this goes ahead. Unsustainable – with limited infrastructure – schools, traffic system.

Mrs Sally-Ann Jay: Needs mitigation. Needs to be a pathway into green space beyond.

Proposed: Cllr Paul Walter

Seconded: Cllr Paul Inman

Resolved: Objection. Over-development, lack of suitable access, loss of amenity for existing residents.

Cllrs Julian Swift-Hook and Jon Gage returned at 20:00 hrs.

5. FINANCE (Part 1)

Cllr Swift-Hook advised the meeting that there was £1799 unspent in this year's budget for s137 grants, and free reserves after the cheque payments to be approved later in the meeting stood at £37,384.

- a) Grant application by The Willows School. Cllrs Julian Swift-Hook, Lindsey Middlemiss and Billy Drummond left the room at 20:01 hrs.

Mrs Jemma Hillyer presented the need for Buddy Benches at The Willows School and the grant request for £600 for two more benches.

Proposed: Cllr Paul Inman

Seconded: Cllr Meg Thomas

Resolved: That a grant of £600 to the Willow School for Buddy Benches be made, taken from the s137 grants budget.

Cllrs Julian Swift-Hook, Lindsey Middlemiss and Billy Drummond returned at 20:07 hrs.

- b) Grant application by Mabel Luke. Cllr Walter advised that he will not be voting or speaking on this matter due to his interest as a trustee of Newbury Church and Almshouses Charity.

A presentation was given by Mr Bill Piner and Mr Peter Jakubowski regarding the proposed housing development in Mill Lane. The Charity is established to help those in

need in Greenham and Newbury.

£2.5m total cost. Grants coming from other organisations and sources. Now looking for £50,000 from various sources. Asking for £2500 from Greenham Parish Council. The charity is has enough funding for 12 dwellings but would like to expand to 16 units for those in need.

Proposed: Cllr Billy Drummond
Seconded: Cllr Meg Thomas
Resolved: That a grant of £2,500 to the Mabel Luke charity be made, with £1,199 taken from the s137 budget and the balance of £1,301 taken from Reserves.

Resolved *nem con.* Cllr Walter abstained.

Cllrs Julian Swift-Hook, Lindsey Middlemiss and Billy Drummond returned at 20:07 hrs.

6. APPROVAL OF MINUTES

- a) **Proposed:** Cllr Paul Walter
Seconded: Cllr Paul Inman
Resolved: That the minutes of a meeting of the Council held on 26th January 2017 be approved as a correct record and signed by the Chairman.
- b) **Proposed:** Cllr Paul Inman
Seconded: Cllr Lindsey Middlemiss
Resolved:
- That the membership of the Control Tower Committee noted at Minute 11d be corrected by deleting Cllr Balu Sudra's name and inserting Cllr Paul Walter's name.
 - That the minutes of a meeting of the Council held on 8th February 2017 be approved (as amended) as a correct record and signed by the Chairman.

7. CHAIRMAN'S REPORT

The Chairman reported that

- the licence for Suite 23 Liberty House has been renewed for a further 12 months;
- a letter of thanks has been received from Berkshire Vision for the grant approved at the last meeting.

8. PUBLIC SESSION

Mr A. Mercado introduced himself and read a letter he had sent to President Trump about the former USAF Air Base at Greenham, describing its special nature and vital role in the Cold War, requesting consideration of a financial donation to the Control Tower. Mr Mercado asked if council will support his letter.

The Chairman thanked Mr Mercado for his question and advised that the council will need to make a formal decision on a response.

9. PLANNING AND LICENSING (Part 2)

The following planning applications were considered:

- a) **17/00158/COMIND**
Land south of Newbury College
New primary school, including access road from A339 to serve "allocated strategic housing site" and provide access to school.

Proposed: Cllr Paul Walter
Seconded: Cllr Meg Thomas
Resolved: Objection. Concerns expressed about access. No sign of pedestrian or

cyclist access. Dangerous if from A339. Presumptuous that Sandleford development will be approved. GPC objects to the Sandleford development so it is consistent to object to this.
Resolved *nem con.* Cllr Chris Austin abstained.

b) 17/00219/COMIND

Former GAMA site, Greenham Common
Access lobby

Proposed: Cllr Julian Swift-Hook

Seconded: Cllr Paul Inman

Resolved: Objection. Will change appearance of one of the classic bunkers.

c) 16/03586/FUL (Adjacent parish)

McDonalds, Newbury Retail Park

54.9 sqm extensions, alterations to elevations, reconfiguration of Drive Thru'

17/00036/HOUSE

8 Spa Meadow Close

Partial conversion of double garage into habitable space etc

17/00145/HOUSE

4 Pyle Hill

Single storey rear extension + bicycle store

17/00365/ADV

Plot 5 Greenham Business Park

Signs

17/00240/TPW

25 Lamtarra Way

Tree change

17/00599/COND1

Sandleford Farmhouse

Reserved condition - noise

17/00600/COND1

Sandleford Farmhouse

Reserved condition - schedule of works

17/00468/HOUSE (Adjacent parish)

72 York Road

Conservatory

Proposed: Cllr Paul Walter

Seconded: Cllr Paul Inman

Resolved: No Objection.

10. FINANCE (Part 2)

- d) Grant funding requests – no further requests received.

- g) It was noted that the new bank account is open for the control tower
- h) **Proposed:** Cllr Lindsey Middlemiss
Seconded: Cllr Jon Gage
Resolved: That £41,500 be transferred to the new Control Tower bank account.

- e) Authorisation of cheque payments:

Sundog Grounds Maintenance Ltd: Inv 2166 £154 + Inv 2212 £154.00 = £308.00 (#1439)
Greenham Business Park: Inv 24206 £480.00 + Inv 24111 £126.00 = £606.00 (#1440)
Pinnock Bros: Inv 172757 - £377.16 (#1441)
WBC: Inv 232841 396130 - £3,657.15 (#1442)
Greenham Parish Council Control Tower Account - £41,500 (#1443)

Proposed: Cllr Paul Inman
Seconded: Cllr Lindsey Middlemiss
Resolved: That the cheque payments be authorised. Resolved unanimously.

- f) **Proposed:** Cllr Julian Swift-Hook
Seconded: Cllr Billy Drummond
Resolved: To authorise “view only” online access to the council’s bank accounts for the authorised signatories and the clerk.
- i) The Annual Return has to be approved by the end of June 2017. Cllr Julian Swift-Hook outlined the expanded complexity of our council accounts perhaps requiring a change of internal auditing company. He will bring some recommendations to the April meeting.

11. NEW RACECOURSE ESTATE

Cllr Paul Inman’s report was discussed.

There is expected to be some movement on the bollards situation in the next few weeks/months.

Cllr Inman proposed that the council should take over management of four bus shelters but the Motion was not seconded.

Cllrs Chris Austin, Gary Puffett and Billy Drummond spoke against managing the bus shelters. Cllr Middlemiss suggested residents/ developer should pay for amenities on a private road.

Cllr Inman will go back to Mr Paveley to explain councillors’ views.

12. PARISH OFFICE

Cllr Meg Thomas spoke to her report.

Proposed: Cllr Meg Thomas
Seconded: Cllr Paul Walter
Resolved: That the council continues to rent office space at Liberty House with a view to relocating to office space in the control tower when possible.

13. WARD BOUNDARY REVIEW

West Berkshire Council is holding an Extraordinary Meeting on 23rd March 2017 to agree its proposals. The objective is to redraw the ward boundaries so that each of the 42 District Councillor represents approximately the same number of residents. The boundary review should not affect Greenham Parish Council.

The current consultation concludes on 10th April 2017, following which the Boundary Commission will publish its proposals and a further consultation will take place from 6th June to 7th August.

14. CONTROL TOWER

- b) Chairman of the Control Tower Committee Cllr Jon Gage spoke to the report circulated with the Agenda.

- the council has now received a positive answer from SIB confirming that it is not looking to claw back any money at this time. SIB are still supporting the project and have asked for further information, to be supplied within 3 months.
- The next meeting of the Control Tower Committee is scheduled for 20th March. Cllr Gage outlined details of the public survey that will be discussed at the meeting.
- the urgent repairs are virtually complete.
- The work schedule has been reviewed putting the total spend required at £150,000.

- c) The process for letting the project management contract was discussed.

Cllr Swift-Hook said he thought that the final choice(s) should come to full council for ratification.

Proposed: Cllr Lindsey Middlemiss

Seconded: Cllr Billy Drummond

Resolved: That the process be approved with the final selection to be approved by full council, that other councillors not previously involved with the tenders should be involved with the interviews and that due diligence (financial checks) be carried out concurrently with interviews.
Resolved unanimously.

- d) **Proposed:** Cllr Paul Walter

Seconded: Cllr Paul Inman

Resolved: That the Terms of Reference for the Interpretation Working Group be approved.
Resolved unanimously.

- e) **Proposed:** Cllr Jon Gage

Seconded: Cllr Meg Thomas

Resolved: That Cllr Billy Drummond be appointed to the Interpretation Working Group.
Resolved unanimously.

15. COMMITTEE AND WORKING GROUP MEMBERSHIP

Cllr Swift-Hook handed the chairing of the meeting to the Vice Chairman Cllr Austin.

- a) The following Motion was **Proposed** by Cllr Paul Walter and **Seconded** by Cllr Meg Thomas:

This Council notes that:

1. when the election for Chairman of Council was held on 11th January 2017, Standing Order 42 (which provides that the Chairman and Vice Chairman of Council shall be ex officio members of every Council committee) was in full force and effect and remains so;
2. the six month time restriction specified by Standing Order 35(a), on revisiting the decision made on 21st January 2016 (regarding Councillor Swift-Hook's membership of the Control Tower Committee) expired in July 2016.

Accordingly, this Council Resolves that:

- A. the election of Councillor Swift-Hook as Chairman of Council on 11th January 2017 had the effect of superseding and reversing the Resolution made on 21st January 2016; and
- B. the current Council Chairman and Vice Chairman have both been members of every Council committee (including the Control Tower Committee) ex officio since their election and remain so.

In proposing the Motion, Cllr Walter said that to elect a Chair of Greenham Parish Council and assume that they will have nothing to do with the control tower is a bit like electing Theresa May as Prime Minister and expecting her to have nothing to do with Brexit.

Cllr Walter said that with reference to the January 2016 motion concerning Cllr Swift-Hook, it should be noted that of the five councillors who voted in favour of the motion at that time, four have since left the council.

Cllr Walter said that as a member of the full council, Councillor Swift-Hook continued to have not only a right, but a legal duty to be fully involved with any decisions about the control tower.

Cllr Puffett did not agree that the election of Cllr Swift-Hook as Council Chair had the effect of reversing the decision made 12 months ago. He stated that it still stands in his view. He stated that Cllr Swift-Hook had been elected as Council Chair due to the loyalty of a group of like-minded councillors. He denied that the decision taken 12 months ago was a vendetta against Cllr Swift-Hook and stated that it was taken due to circumstances at the time.

Cllr Gage said that Cllr Swift-Hook has provided knowledge, energy and drive, for example in the situation concerning SIB. He said the inclusion of Cllr Swift-Hook will add to the skills we have and confirmed that he supported his involvement in the Control Tower Committee.

Cllr Puffett said the decision in January 2016 was made because of the involvement of Cllr Swift-Hook at the time – he said we have a good team in place now. He said that we have the project working at the moment.

Cllr Drummond stated that he supported Cllr Swift-Hook and that he has done a really good job. The council would have come to a standstill without Cllr Swift-Hook.

Cllr Inman said we need to keep in mind that the project is needed for the community and that these conversations are detrimental.

Cllr Austin said that at the time the council was divided politically but that political divide no longer exists and that should be borne in mind.

In seconding the Motion, Cllr Thomas said that we are an apolitical council and welcomed Cllr Puffett's acceptance of the good progress we are making on the control tower.

The Motion was **Resolved** without amendment. Cllr Puffett voted against. Cllr Swift-Hook and Cllr Austin abstained.

Cllr Swift-Hook then resumed the chair.

- b) **Proposed:** Cllr Paul Inman
Seconded: Cllr Meg Thomas
Resolved: That Cllrs Billy Drummond and Paul Walter be appointed Substitute Members of the Staffing Committee.
- c) The updated Committee and Working Group Membership table was noted.

16. RECRUITMENT OF NEW CLERK (Part 1)

- a) Cllr Swift-Hook reported that the recruitment process has been successful and that the Staffing Committee is recommending the appointment of a new clerk.
- b) Cllr Swift-Hook pointed out that there is no basic stationery (stapler, hole punch, pens etc) in the parish office, that the incoming clerk will need the use of a computer and that the council does not own a computer. He further pointed out that of the £5,000 set aside for the recruitment process in January, only £2,500 has been spent.

Proposed: Cllr Julian Swift-Hook
Seconded: Cllr Billy Drummond
Resolved: That Cllrs Swift-Hook and Inman be jointly delegated to source a suitable computer, including the first year's subscription to Office 365 and any other relevant services for use by the parish clerk, up to a maximum cost of £1,000 (to be taken from the underspent recruitment budget allocation).
Resolved unanimously.

17. REPORT FROM ST. MARYS CHURCH

- a) The written report from Revd David McLeod was noted.
- b) The Greenham Fun Day 2017 is planned for 2nd July 2017. Sally-Ann Jay offered to liaise with the church for the council.

18. ANNUAL PARISH ASSEMBLY MEETING

It was noted that the Annual Parish Assembly Meeting will take place on Wednesday 12 April 2017 at 7:00pm. Committee and Working Group chairs are asked to submit written reports on the activities of their committees/working groups to the Chairman by Monday 27 March 2017 for inclusion in the Council's report to parishioners.

Cllr Puffett queried whether the meeting could legally be held in April because the Annual Meeting of Council has to be held in May according to Local Government Act 1972.

Cllr Swift-Hook pointed out that the Annual Parish Assembly Meeting (Sch 12 Part III, LGA 1972) is not the Annual Meeting of the Council (Sch 12 Part II, LGA 1972).

19. OTHER ITEMS FOR INFORMATION ONLY OR FOR POSSIBLE INCLUSION ON A FUTURE AGENDA

Cllr Drummond reported that he has sourced £15,000 from West Berkshire Council for play equipment on Stroud Green and that he will report back on progress in due course.

Cllr Meg Thomas reminded members of the clean-up day on 25th March.

Cllr Chris Austin mentioned a law enforcement issue that Cllr Drummond undertook to raise with the police.

Cllr Balu Sudra offered some surplus personal office furniture to the control tower project.

Other items on the forward plan include:

- Report back on Website
- Council/councillors' surgeries
- Response to next boundary review consultation
- Reserves policy
- Ring-fenced Reserves for Parish Plan, Dream Scheme and Diamond
- Report back from Governance Working Group
- Cut-off time for meetings (10/10.30pm)
- Salt bins
- Bus routes

20. EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr Julian Swift-Hook

Seconded: Cllr Paul Walter

Resolved: That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

21. RECRUITMENT OF NEW CLERK (Part 2)

Cllr Swift-Hook gave a verbal report to the meeting regarding the recruitment process, commenting on the very high standard of all of the applicants.

Proposed: Cllr Julian Swift-Hook

Seconded: Cllr Billy Drummond

Resolved: That Mr David Fowler be appointed as clerk to the Council with effect from 3rd April 2017.

There being no other business the Chairman declared the meeting closed at 22:25 hrs

Chairman

Date

Community Infrastructure Levy

Report for Greenham Parish Council

CLLr Julian Swift-Hook

6th April 2017

Summary

CIL has replaced s106 as the structure for the charging and spending of developer contributions – funds designed to mitigate the "harm" caused by development.

Greenham Parish Council (GPC) will receive 15% of CIL payments made to WBC.

It is up to GPC to decide how to spend its CIL receipts, subject to the relevant Regulations.

CIL receipts should be ring-fenced and identified separately in GPC's accounts.

CIL funds unspent after 5 years will be reclaimed from GPC by WBC.

Regular CIL Receipts

On 1 November 2016, GPC received £1064.25 from WBC labelled "CIL". This first appeared on the accounts spreadsheet circulated to members by the then clerk on 11 December 2016, but it was without any explanation and was lumped in with the "Localising Council Tax Support" grant of £889 which had been received in April 2016.

This is in fact the first of regular six-monthly CIL payments that GPC will receive from WBC, to spend as GPC wishes as long as it meets the CIL criteria.

CIL Regulations

The rules covering CIL are set out in [the Community Infrastructure Levy Regulations 2010](#) as amended by [the Community Infrastructure Levy \(Amendment\) Regulations 2012](#) and [the Community Infrastructure Levy \(Amendment\) Regulations 2013](#). There is an explanatory web page here: <https://www.gov.uk/guidance/community-infrastructure-levy>

The rules relating to how the CIL funds can be spent are covered in [Regulation 59](#) as amended in [2012](#) and [2013](#).

In summary:

- CIL funds calculated as 15% of all CIL receipts relevant to Greenham will be transferred to GPC every six months, at the end of April and October.
- "A local council must use CIL receipts passed to in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding-
[a] The provision, improvement, replacement, operation or maintenance of infrastructure; or

[b] Anything else that is concerned with addressing the demands that development places on an area.”

- It has to be spent within 5 years of receipt by GPC otherwise it has to be repaid to WBC.
- It is up to GPC to spend CIL funds as it wishes, subject to the criteria.
- GPC has to provide an annual report to WBC on how the CIL funds have been spent.

As far as I can see, [the 2012 amended regulations](#) expand the definition of what CIL must be applied to by adding “...the provision, improvement, replacement, operation or maintenance of..” to clarify what is covered. The introduction of 59A-F seems to have been as a result of [the 2013 amended regulations](#) which are rather more difficult to follow.

The above summary is based on my reading of the legislation and the text in red below from WBC:

From a CIL perspective, in relation to Regulation 59C of the CIL Regulations 2010 (as amended),

“A local council must use CIL receipts passed to in accordance with regulation 59A or 59B to support the development of the local council’s area, or any part of that area, by funding-

- (a) *The provision, improvement, replacement, operation or maintenance of infrastructure; or*
- (b) *Anything else that is concerned with addressing the demands that development places on an area.”*

Items should fit (a) above. I would also recommend that the parish should satisfy itself that an item meets (b) for the purposes of reporting back to West Berkshire Council on CIL receipts spend or budgeted for by the parish council before 28 February 2017.

West Berkshire Council as the CIL collecting authority, has no say on how such local council receipts are spent. However, thinking of it logically, you may wish to draw up a set of criteria around (a) and (b) above so that the parish can demonstrate to West Berkshire (through the annual report) that an item(s) meets the tests (a) and (b) and that it is capable of being used to assess potential proposals. This would be in the interests of transparency for the parish and perhaps could reflect issues raised by the community at your AGM or other parish meetings.

CIL monies do not have to be spend within the financial year. CIL receipts will be distributed twice a year (end April and end October) and receipts should be spent within 5 years on this cycle or they will need to be repaid to West Berkshire.

West Berkshire Council’s “CIL Charging Schedule” contains more information and is online, here: <http://info.westberks.gov.uk/CHttpHandler.ashx?id=38033&p=0>

Options for spending CIL receipts

With the significant amount of development currently in progress and planned in Greenham, it is likely that there will be ongoing CIL receipts for GPC. With this in mind, the issue of how GPC might spend CIL receipts is a matter that Council should formally consider.

At the moment, GPC has only one project for which CIL funding could helpfully be used – namely the Control Tower. In order to spend CIL funding on the Control Tower, GPC would need to be satisfied that it would meet the criteria for CIL expenditure.

In order to determine this, the definition of "infrastructure" as used in the CIL regulations needs to be clearly understood.

Definition of "Infrastructure"

[Section 2 of the Community Infrastructure Levy Regulations 2010](#) defines "infrastructure" as having the meaning given in [section 216\(2\) of the Planning Act 2008](#) as amended by [regulation 63](#), namely:

- (a) roads and other transport facilities,
- (b) flood defences,
- (c) schools and other educational facilities,
- (d) medical facilities,
- (e) sporting and recreational facilities,
- (f) open spaces, and
- (g) affordable housing.

It seems to me that the Control Tower Project could fall to be considered under any or all "educational facilities", "recreational facilities" and "open spaces". It is also interesting to note that section 216(6) of the Planning Act 2008 says that CIL may be used to reimburse expenditure already incurred.

West Berkshire Council's "Regulation 123 List" sets out generic types of infrastructure that may be funded using CIL receipts, here: <http://info.westberks.gov.uk/CHttpHandler.ashx?id=35700&p=0>

This list includes "Social Infrastructure, including [a] Culture and Heritage, and [b] Social and Community Facilities." It seems to me that the Control Tower falls under both of these categories.

If the level of CIL receipts by GPC continues at approximately £1,000 every six months then (while undoubtedly useful) this is unlikely to make a huge difference. However, as previously mentioned, it is possible that the levels of development proposed in Greenham might lead to rather larger CIL receipts by GPC as the CIL regime beds in, which may prove to be very useful.

To put things in perspective, the 1500 homes at Newbury racecourse has generated approximately £1.65m in S106 funds, to be spent on open spaces.

This needs to be explored further, but it does seem to me that there may be an opportunity to further reduce both the borrowing requirement and the ongoing funding for the Control Tower by the use of CIL funds.

Other projects and services

The Control Tower is the single largest project that the Council has ever undertaken and it is understandably taking up a significant amount of the Council's attention and resources at present.

However, councillors' and residents' aspirations for other community projects may well be able be realised with the support of CIL funding without increasing the tax burden on Greenham households.

Further, West Berkshire Council's "Devolution Prospectus" will inevitably lead to the transfer of responsibility for some services to town and parish councils, and it may be that CIL funding will assist GPC in taking on some of these devolved services.

Ongoing

CIL receipts will help GPC to deliver its community projects and services without imposing a significant tax burden on local households, especially as services are devolved down from the District Council.

Investigations into the expected ongoing CIL receipts and the extent and limit of the options for CIL expenditure are in progress.

Cllr Julian Swift-Hook

6th April 2017

Greenham Parish Council

Motion in the name of Councillor Lindsey Middlemiss

for Council Meeting on 12th April 2017

This council notes that

1. it will be receiving its share of Community Infrastructure Levy (CIL) payments twice yearly;
2. the CIL receipts must be used in accordance with the Community Infrastructure Levy Regulations (as amended);
3. the proposed developments on either side of Greenham Road/Pyle Hill, which GPC objected to, could have a significant impact on the local community, which should be acknowledged.

Accordingly, this council resolves to hold a public meeting to:

- a) provide an opportunity to inform local residents of upcoming developments,
- b) share ways to potentially mitigate the negative impacts of these, and
- c) seek feedback from residents on ways CIL funds could be used to benefit the community and potentially mitigate some of the negative impacts of development.



Clerk of the Council

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14 November 2013

CORPORATE RISK ASSESSMENT

Extract from Minutes of Full Council meeting of 13th November 2013

18. Annual Risk Assessment. It was necessary to undertake the annual risk assessment. Risks fall in to 3 categories as shown below

Areas where Insurance may minimize risk

| Risk | Level of Risk | Notes |
|---------------------|---------------|-------------------------------------------------|
| 3rd Party liability | Low | Insurance cover |
| Consequential Loss | Low | Insurance cover |
| Fidelity Guarantee | Low | Insurance cover |
| Public Liability | Low | Insurance cover |
| Damage to Assets | Medium | Insurance cover, regular checks of bus shelters |

Robustness of insurance provider and evaluation of premiums are carried out annually

Areas with scope to manage risk by co-ordination

Applies to items such as building security, vehicle hire, trading units etc. Not applicable to Greenham

Areas with a possible need for risk self-management

| Risk | Action |
|-------------------------------------------------------------------------------|------------------------|
| Keeping of proper financial records in accordance with statutory requirements | Kept as Required |
| Ensure all business activities are within legal requirements | No business activities |
| Comply with restrictions on borrowing | No monies borrowed |

| | |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Ensure all HM Revenue & Customs requirements are met | Tax/NI rates assessed independently |
| Ensure adequacy of annual precept within sound budgeting arrangements | Assessed by Finance Working Group and ratified by full Council. |
| Internal controls | Budget compared to actual expenditure |
| Proper timely and accurate publication of Minutes | Draft Minutes raised day following meeting when possible and published on website. Approved at next Council meeting. |
| Response to electors exercising right of inspection | All necessary public notices posted |
| Meeting laid down timetables for consultation | Notified to Councillors, listed in Minutes and monitored by Clerk |
| Loss of electronic data | Saved automatically by subscribed McAfee service. Also backed up on external hard drive. |
| Security of bus shelters | Regular checks made by Newbury Wardens and graffiti cleaned, rubbish collected etc. |
| Absence of Chairman/Clerk | Emails/post redirected as necessary. |
| Incapacity of Clerk | Sum for employment of locum within reserves |
| Registers of Members Interests and Gifts & Hospitality in place and up to date | Confirmed. |

It was proposed by Mr Hale, seconded by Mrs Huxtable and carried unanimously that the Annual Risk Assessment be accepted.



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COMMITTEE & WORKING GROUP MEMBERSHIP 2016-2017
 Updated 29th March 2017

| Control Tower Committee <i>ToR approved by Council on 8th February 2017</i> | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>Committee members (7 seats):</i> Cllr Jon Gage (Chairman) Cllr Julian Swift-Hook* Cllr Chris Austin* Cllr Meg Thomas Cllr Lindsey Middlemiss Cllr Gary Puffett Cllr Paul Walter</p> | <p><i>Substitute members:</i> Cllr Billy Drummond Cllr Paul Inman</p> | <p><i>Co-opted members:</i> Mr Mitch Thomas, <i>Greenham Business Park</i> (voting member) Mr Dean Graham (non-voting member) Mrs Sally-Ann Jay (non-voting member)</p> |

| Staffing Committee <i>ToR approved by Council on 1st October 2014</i> | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <p><i>Councillor members (5 seats):</i> Cllr Julian Swift-Hook (Chairman)* Cllr Chris Austin (Vice Chairman)* Cllr Meg Thomas Cllr Paul Inman Cllr Phil Barnett</p> | <p><i>Substitute members:</i> Cllr Paul Walter Cllr Billy Drummond</p> | <p><i>Co-opted members:</i> Not applicable</p> |

| Governance Working Group (reports to Council) <i>Terms of Reference approved by Council on 8th February 2017</i> | | |
|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------------------|
| <p><i>Councillor members (3 seats):</i> Cllr Gary Puffett Cllr Paul Walter Cllr Paul Inman</p> | <p><i>Substitute members:</i> None at present</p> | <p><i>Co-opted members:</i> None at present</p> |

| Interpretation Working Group (reports to Control Tower Committee) <i>Terms of Reference approved by Council on 15th March 2017</i> | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>Councillor members (3 seats):</i> Cllr Meg Thomas Cllr Lindsey Middlemiss Cllr Billy Drummond</p> | <p><i>Substitute members:</i> None at present</p> | <p><i>Co-opted members:</i> Mr Tony Vickers Mr Jonathan Sayers Mr Dean Graham Mrs Sally-Ann Jay Ms Claire Burdett</p> |

*Committee member *ex officio* in accordance with Standing Order 42.