

## Minutes of a Meeting of: Project Board Meeting for Basic Need Project

held on: 17<sup>th</sup> October 2014  
at: Theale Cof E Primary School

**Present:** Catherine Morley (School Headteacher)  
Cllr. Alan Macro  
Rebecca Clifford (School Governor)  
Lynn Park (School Finance Manager)  
Mark Lewis (WBC SCCT Client Sponsor)  
Bill Bagnell (WBC Project Officer)

**Apologies:** Cllr Irene Neill, Greg Bowman

	<u>Action</u>
<p>1. <b><u>INTRODUCTION</u></b></p> <p>Bill Bagnell gave apologies from both Cllr Irene Neill and Greg Bowman.</p>	
<p>2. <b><u>PREVIOUS MINUTES</u></b></p> <p><u>Matters Arising</u></p> <p>Minutes of the meeting held on 15<sup>th</sup> September 2014 identified the following actions:</p> <ul style="list-style-type: none"> <li>- To agree with the Englefield Estate to appoint agents to commence land negotiations</li> <li>- To agree with the Englefield Estate a communications / liaison plan between WBC / Estate / Parish Council</li> <li>- To ensure that the Education statement of need is ready for public scrutiny.</li> </ul>	<p><b>BB</b></p> <p><b>BB</b></p> <p><b>ML/GB</b></p>

**Action****3. PROGRESS REPORT****General Update**

BB gave an up date on correspondence with the Englefield Estate via which BB learnt that various community action groups with different agendas have social media capacity to disrupt the land purchase process. The Estate pointed out there is some hostility to the loss of space with site option 4 in the same way there is hostility to site option 3. (Published with these minutes is the latest correspondence between the Estate, Carter Jonas and WBC).

The Estate reiterated their commitment to negotiate but also reiterated their continued nervousness around Estate PR. The Estate have made clear that prior to any meeting with the Parish Council, the Estate would like to see the agenda and understand how the meeting is to be choreographed. Similarly before any PC meeting, the Estate would like to see a copy of the Education Statement of Need.

BB raised the issue of Sport England and site option 4. BB pointed out that Site option 4 will involve the loss of one or possibly both of the existing football pitches as presently marked up on site option 4. These community pitches will be replaced with new pitches associated with the school. However, if these new pitches are kept for exclusive school use, the loss of community pitches will trigger involvement of Sport England at planning stage; Sport England will require the pitches to be replaced elsewhere or a clear justification given for their loss without replacement. Replacement will involve further take up of Estate land (which will have cost consequences). Similarly if the community loss cannot be justified (by existing over provision) either more land is acquired (major cost consequences) or the school accept controlled community access onto their pitches. The School made clear they hoped shared access could be avoided if at all possible. BB said all efforts would be made to avoid shared use but this option had to be kept on the table.

**Going Forward**

The following actions have been undertaken / are on-going:

- Quotations sought to appoint agents to act on behalf of WBC during land negotiations. (Actioned)
- To encourage Englefield Estate to appoint agents (to act on Estates' behalf during negotiations). (Actioned)
- To agree with the Englefield Estate a communications / liaison plan

**BB****BB****BB**

	<u>Action</u>
<p>between WBC / Estate / Parish Council. (On-going)</p> <ul style="list-style-type: none"> <li>- To ensure that the Education statement of need is ready for public scrutiny. (On-going)</li> <li>- To ensure the estimated project budget is taken through the appropriate Council approval process. (On-going)</li> <li>- To arrange a meeting with the Parish Council to confirm preferred site option. (On-going)</li> </ul>	<p><b>ML / GB</b></p> <p><b>ML</b></p> <p><b>BB</b></p>
<p><u>Programme</u></p>	
<p>Unchanged (last amended 23<sup>rd</sup> September).</p>	
<p><u>Risk Register</u></p>	
<p>Unchanged (last amended 23<sup>rd</sup> September).</p>	
<p><u>Issue Log / Exception Report</u></p>	
<p>None issued</p>	
<p><u>Contractors Report</u></p>	
<p>Not applicable</p>	
<p><u>Budget / Cost Report</u></p>	
<p>To be reprofiled and approved in order to account for land purchase</p>	
<p>4. <b><u>ANY OTHER BUSINESS</u></b></p>	
<p><b>Date of Next Meeting</b> – Wednesday 17<sup>th</sup> December 2014</p>	

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**Action**