

Minutes approved on:	
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**DRAFT**

**Minutes of a meeting of the Recreation and Amenities Committee held on Wednesday 18 May 2016 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 14.00 hrs.**

Present: Cllrs I Clarke, P Emmet, J English, P Hughes, I Montgomery, and D Peer.  
Attending: S E Roberts (Clerk).

**16/RA/1 Election of Chairman**

Cllr Clarke was proposed as committee Chair, nominated by Cllr P Hughes and seconded by Cllr Emmet. Cllr Clarke was duly elected as Chair of the committee for the ensuing year.

**16/RA/2 Election of Vice-Chairman**

Cllr Emmet was proposed as committee Vice-Chairman, nominated by Cllr P Hughes and seconded by Cllr Montgomery. Cllr Emmet was duly elected as Vice-Chairman of the committee for the ensuing year.

**16/RA/3 Public Questions**

There were none.

**16/RA/4 Apologies and declarations of members' interests**

- 4.1 Apologies were received and accepted from Cllr C Hughes.
- 4.2 There were no declarations of interest.

**16/RA/5 Terms of Reference**

- 5.1 Members reviewed the committee's terms of reference and **RESOLVED** to adopt the terms of reference for 2016/17 without any amendment.

**16/RA/6 Minutes of the Previous Meeting**

- 6.1 It was proposed and **RESOLVED** that the minutes of the meeting of 25 April 2016 were a correct record of the meeting and these were signed by the chair.
- 6.2 Matters arising:

- 57.2.1: Wild flower plant bed  
This remains work in progress

57.2.2: Swallowfield Orchard signage

The Clerk circulated details of the signage at the Swallowfield community orchard which had been provided by Fitzpatrick Woolmer using s 106 monies ([www. http://www.fwdp.co.uk/](http://www.fwdp.co.uk/)). Members agreed that a similar sign illustrating the various fruit trees planted at Deardon Field and local wildlife would look attractive and should be ordered as soon as possible. Cllrs Montgomery and Hughes agreed to draft suitable text for the Clerk to place the order.

58.2 Trees

Regarding the issue with trees at Spencers Wood Pavilion, the Clerk circulated a quotation from Wessex Trees to lift and reduce the whole limb from the aspen tree (£300) and lift and tidy the overhang from the ash tree (£300). Members agreed to accept the quotation.

In addition, in response to 2 separate complaints, members agreed to accept the quotations from Wessex Tree Services to (i) cut back the trees overhanging from the Recreation Lane allotments and at the front entrance growing into the telephone lines (£300); and (ii) cut back the leylandii trees at Kendal Avenue backing onto properties of Seymour Avenue, subject to informing local residents of the possible impact on their privacy (£475).

58.9: Members agreed that Mr Chris Blow be asked to regularly clean the Queensbury bus shelter at the top of Hollow Lane northbound in addition to the four weekly bush shelter cleaning of five shelters on Hollow Lane.

59: Cllr Clarke asked the Clerk to proceed with requesting overall quotes for upgrading lighting in the parish office, meeting room, kitchen, toilets and the parish hall itself.

60.2: Cllr Clarke asked the Clerk to check with Andy Glencross at Wokingham Borough Council where the boundary of the land leased to the parish is at Deardon Field and to clarify the latest position on available s 106 monies with Angie Gibson.

65.2: Shinfield Rangers Youth Football Club "Little Kickers": Cllr Clarke reported that the £20 per week hire charge suggested by the council for using Spencers Wood Recreation Ground had been rejected by the Football Club as being too much, given the ad hoc numbers anticipated during the summer period. Following a discussion, members agreed that the Clerk should contact the Club secretary with a reduced offer of £10 per week for a trial 4-week period.

## **16/RA/7 2016-17 Priorities**

7.1 Members discussed the committee's priorities for 2016-17 and agreed these to be as follows:

- (1) Working with our partners, to develop our existing and future sport and leisure facilities in the parish;
- (2) Working with our partners, to improve and enhance recreation and play facilities across the parish;
- (3) To refurbish the parish hall at School Green, and work with our users and other local groups to improve community hall facilities for residents and local groups in the parish;
- (4) To improve our bus shelters to ensure they are fit for purpose;
- (5) To identify land suitable for council ownership for leisure/recreational use;
- (6) To promote healthy and crime-free lifestyles for everyone in the parish.

## **15/RA/8 Correspondence**

There was no correspondence.

**15/RA/9 Dates of future meetings**

Members confirmed the date and time of the next meeting as 7.30pm on 27 June 2016.

*The meeting ended at 15.45.*

**List of actions**

<b>Ref</b>	<b>Action</b>	<b>Action by</b>
57.2.1	Circulate a quote for preparation of a plant bed to members when received	Deputy Clerk
57.2.2	Agree text for community orchard sign at Deardon Field	Cllrs P Hughes and Montgomery
57.2.2	Place order for community orchard sign with Fitzpatrick Woolmer	Clerk
58.2	Instruct Wessex Trees to proceed with various tree works	Clerk
58.9	Contact Chris Blow to add cleaning of the northbound bus shelter at the top of Hollow Lane to his schedule	Deputy Clerk
59	Request comparable quotes for lighting upgrade through the parish hall building	Clerk
60.2	Check with Andy Glencross and Angie Gibson at WBC regarding the leased land at Deardon Field and s 106 monies available	Clerk/Deputy Clerk
65.2	Contact Shinfield Rangers Youth Football Club to offer use of the recreation ground at Spencers Wood on a Sunday morning at a reduced rate of £10 per week on a 4-week trial basis.	Clerk

**Outstanding items**

<b>Item</b>	<b>Action</b>	<b>Action by</b>
(15)5.2.1	Scout hut lease	Clerk
(15)4.2.4	Review options for reducing the cost of CCTV	Clerk/Deputy Clerk