

Minutes of a meeting of the Recreation and Amenities Committee held on Monday 22 February 2016 in the John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs I Clarke, P Emmet, C Hughes, P Hughes, I Montgomery and D Peer.

Attending: K Hughes (Assistant Clerk).

15/RA/44 **Public questions**
There were none

15/RA/45 **Apologies and declarations of members' interests**
45.1 There were no apologies of absence as all members were present.
45.2 There were no declarations of members' interests

15/RA/46 **Minutes**

46.1 The minutes of the meeting of 23 November 2015 were approved as a correct record of the meeting and these were signed by the Chair, subject to the amendment of item 32.2.6 to read 'projector'.

46.2 Matters arising

The following matters arising were discussed. Other action items were scheduled in the agenda for discussion later in the meeting.

46.2.1 Hall tables

The Assistant Clerk reported that missing blue table bars have now been replaced.

46.2.2 Baby changing unit

The Assistant Clerk confirmed that a baby changing unit has been installed in the disabled toilet at the parish hall.

46.2.3 Replacement digital projector

The Assistant Clerk reported that a new projector is now in use.

46.2.4 Bus shelter at School Green

The Assistant Clerk reported that the new bus shelter is scheduled for installation on Friday 26 February, pending Queensbury Shelters receiving a street works permit from Wokingham Borough Council.

46.2.5 Hall hire enquiries

The Assistant Clerk confirmed that an article about hiring the hall went into the last newsletter.

46.2.6 Plant beds

The Assistant Clerk confirmed that the location of suitable beds needs to be considered.

46.2.7 Deardon Field Play Equipment

The Assistant Clerk confirmed that a site meeting has been scheduled with Angie Gibson for 9:30am on Thursday 10th March.

15/RA/47 **2015 -16 Project updates – Shinfield Parish Hall**

47.1 Cllr Clarke reported that the hall has been newly painted and new curtains have now been installed and fifty new chairs have been received.

47.2 Members discussed the chairs and noted a complaint about the weight of the new chairs from one hirer. Members noted that the colour of the chairs was lighter than anticipated. The Assistant Clerk confirmed that the chairs were the agreed colour (Advantage Pewter)

- 47.3 Members discussed the paintwork in the hall and queried the matt paint, noting that the committee had requested eggshell paint.
- 47.4 Members noted that the curtains, whilst shorter than the previous curtains, will drop lower if the ceiling is lowered. Members noted that the curtains may need to have weights added into them to improve the hanging.
- 47.5 Members noted that, going forward, decisions on hall refurbishment must be accurately minuted to avoid confusions with orders.
- 47.6 Members discussed a grant from Orta Solar. Cllr Clarke reported that Swallowfield Parish Council have used their grant to install LED lighting for the hall. Cllr P Hughes commented that the hall in Swallowfield, with a stage and various side areas, was a significantly more complicated project than the Shinfield Parish Hall, and that the use of a lighting consultant for the parish hall not be a good use of money.
- 47.7 Following extensive discussion, members noted that a spec document should be drawn up, to include consideration for the following items, before quotes for the work were requested:
- A suspended ceiling
 - LED lighting
 - Air conditioning / heating
 - Loft insulation

Members recommended speaking to the architects working on the community centre project, to determine whether they could undertake this.

15/RA/48 **Millworth Lane**

Cllr Clarke reported that he and Cllr P Hughes had attended a meeting of the Shinfield Association. Cllr Clarke spoke about Millworth Lane and issues with the playground there. Members noted that the council needed to wait until the Shinfield Association agreed their longer term plans for the site, before any proposals for the council's role in the site be taken any further.

15/RA/49 **Ryeish Green Sport and Leisure Centre**

Members noted that the council is yet to hear from Wokingham Borough Council on the parish council's proposal to run a new leisure centre on the site, and so no further discussion will be had at present.

15/RA/50 **Property and allotment reports**

50.1 Allotments

The Assistant Clerk confirmed that, across the parish, there was one half plot available at Recreation Lane Allotments.

She reported that Cllr Clarke and Mrs Angela King had attended the Spencers Wood Allotment Gardeners (SWAG) AGM. No issues had been reported and two volunteers had come forward to assist with odd jobs on the Recreation Lane and Clares Green Road allotment sites.

She reported that the allotment padlock at Clares Green Road required replacement, but that an identical padlock and a spare has been ordered and received. Some new keys have been cut to replace older keys that were worn.

Cllr Clarke reported on complaints from two residents about the hedge cutting carried out early in the morning on 3rd February. It was noted that, due to issues with vehicles parked adjacent to the Clares Green Road site, that the cutting had commenced at 5am, and that whilst the disturbance to neighbours was regrettable, there had been no alternative option.

Cllr Clarke reported on damage to a hen house on the Recreation Lane Allotment site, which the owner reported had been caused by the tractor whilst cutting the hedges. He reported that the council's handyman will take a look at the damage to see if it is repairable.

50.2 Spencers Wood Pavilion / Shinfield Parish Hall / Ryeish Pavilion

The Assistant Clerk reported that all property inspections were completed, and that new emergency lights have been installed at Spencers Wood Pavilion.

15/RA/51 **Spencers Wood Pavilion Youth club**

Members noted the minutes of the recent youth club management committee meeting.

15/RA/52 **Deardon Field**

52.1 Cllr Clarke reported that the new trees have been planted at Deardon Field. He reported that two further trees have been damaged. Cllr Montgomery agreed to visit the site to identify the damaged trees and obtain a quote for replacement, as required.

52.2 Members discussed the issue of vandalism to trees at the site, and discussed the option of installing CCTV equipment at the site, particularly in relation to the proposal to install new play equipment on the site. Members noted that a meeting was planned for Thursday 10th March on site, to review equipment options.

52.3 Members discussed the amount of litter being dropped around the copse area, adjacent to the footpath to the site.

52.4 Members asked the Assistant Clerk to obtain quotes for the installation of scalplings to improve the path entrance or to investigate the option of including the tarmacking or 'making good' of this path as part of the playground equipment quotes.

15/RA/53 **Correspondence**

Members noted receipt of a complaint letter about hedge cutting, discussed previously.

The meeting ended at 20:40 hrs

Item	Action	Action by
47.7	Liaise with BDS / ACG and draw up a spec document for improvements to Shinfield Parish Hall	Clerk / Assistant Clerk
47.7	Obtain quotes for improvement works to Shinfield Parish Hall	Clerk / Assistant Clerk
52.1	Review damaged trees at Deardon Field and obtain a quote for their replacement, if required.	Cllr Montgomery
52.4	Obtain quote for scalplings for the footpath at Deardon Field	Assistant Clerk

Outstanding items:

Item	Action	Action by
5.2.1	Scout hut lease	Clerk
4.2.4	Review options for reducing the cost of CCTV	Clerk / Assistant Clerk