

Minutes of a meeting of the Recreation and Amenities Committee held on Monday 25 April 2016 in the John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

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

Attending: K Hughes (Deputy Clerk), Ian Gough (Energy Manager, Wokingham Borough Council), Mr Gordon Hewitt (Resident).

15/RA/54 Parish Hall Upgrade

Cllr Clarke introduced Mr Ian Gough, Energy Manager at Wokingham Borough Council. Mr Gough spoke about his role as Energy Manager at Wokingham Borough Council and about the potential energy savings of LED lighting, having been invited to review the hall lighting and recommend suitable changes.

Cllr Peer asked whether LED lighting would require a complete rewire of the hall. Mr Gough reported that a partial rewire would be required.

Members spoke about the need to improve the lighting in the office, as the type of lighting is not best suited for use with computer screens.

Members noted the need to install insulation in the roof space, following any work carried out to change the lighting.

Mr Ian Gough left the meeting at 19:45hrs

15/RA/55 Public questions

There were none

15/RA/56 Apologies and declarations of members' interests

56.1 Apologies were received and accepted from Cllr C Hughes and Mrs S Roberts (Clerk).

56.2 There were no declarations of members' interests

15/RA/57 Minutes

57.1 The minutes of the meeting of 22 February 2016 were approved as a correct record of the meeting and these were signed by the Chair.

57.2 Matters arising

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

57.2.1 Wild flower plant bed

The Deputy Clerk reported that she had met with Nick Smith, the council's gardener, and has identified a suitable site at the corner of Hollow Lane and Brookers Hill for a wildflower bed. She reported that the initial work will need to be carried out in August to cut the turf and prepare the soil, then to remove any weeds and sow the wildflower seeds. The Deputy Clerk reported that a quote for the works has been requested and will be circulated to members for approval.

57.2.2 Swallowfield Orchard signage

Cllr Clarke spoke about the signage at the Swallowfield community orchard and recommended members to view it and consider a similar sign for the Deardon Field orchard.

15/RA/58

Property and allotment reports

Shinfield Parish Hall

- 58.1 The Deputy Clerk reported on the plants at the rear of the hall that require replacement. Members proposed and **RESOLVED** to approved the cost of replacing three plants at the rear (quoted as a cost of around £30 each, for an appropriate sized plan) plus the costs of planting. The Deputy Clerk was asked to contact SSE Power Distribution to request they cover the cost of this work, as the damage was caused by the power cable works carried out in autumn 2015.

Spencers Wood Pavilion

- 58.2 The Deputy Clerk reported on a concern from Chapel Lane Playgroup about a large branch overhanging the building. The Deputy Clerk tabled photographs of the branch. Following discussion, Cllr Clarke agreed to speak to the residents of the house where the tree is growing, and the Deputy Clerk was asked to contact a tree surgeon to visit, review and recommend a course of action.

Allotment reports

- 58.3 Cllr Clarke reported that all the allotment plots are now let or have been offered to new tenants.
- 58.4 The Deputy Clerk reported that Angela King will shortly commence the first of the allotment inspections.
- 58.5 The Deputy Clerk reported that Angela King has written to last year's allotment judges to ask if they would be willing to offer their judging services again for the annual allotments competition.
- 58.6 Members discussed a request from plot holders to add some scalplings to assist with vehicle access to one of the allotment sites. Cllr Clarke agreed to contact local developers to see if they can assist with this request.

Contractors

- 58.7 Members proposed and **RESOLVED** to renew the contract for 2016/17 for grounds maintenance with Nigel Jeffries Landscapes at a cost of £225 plus VAT per cut.
- 58.8 Members proposed and **RESOLVED** to renew the contact for 2016/17 for gardening services with Mr Nick Smith at a cost of £240 per visit from April to October and £50 per visit in November and December.
- 58.9 Members proposed and **RESOLVED** to renew the contract with Mr Chris Blow for fortnightly mowing at Church Lane play area at a cost of £40 per cut, fortnightly rubbish collection at the bus shelters in Spencers Wood and at Ryeish Green Pavilion at a cost of £35 per visit, and four weekly bus shelter cleaning of five shelters on Hollow Lane and bin emptying at Deardon Way and Kendall Avenue playgrounds at a cost of £70 a visit . Members asked that the bus stop at the top of Hollow Lane, northbound, also be regularly cleaned. The Deputy Clerk was asked to investigate which cleaning solutions could be safely used to clean the graffiti from the polycarbonate panels.

15/RA/59

Parish Hall Project

Members spoke about the lighting in the hall and the proposals to upgrade to LED lighting. Following extended discussion, the members proposed and **RESOLVED** to proceed with requesting quotes for the work, to go ahead with an upgrade of the lighting in the office and meeting room, but to hold off on upgrading the lighting in the hall until there is a clearer idea of what the future use of the hall will be. Members proposed and **RESOLVED** to reconsider the situation of the hall lighting at the September meeting, when further information on the new Community Centre, and the future role for the existing parish hall, should be available.

15/RA/60

Deardon Field

- 60.1 The Deputy Clerk met with Angie Gibson from Wokingham Borough Council and Alan from SMP HAGS to review options for play equipment and improvements to the access footpath. Quotes for the play equipment are anticipated shortly.
- 60.2 The Deputy Clerk reported a query of the leased space, based on a copy of the Land Registry plans that Angie Gibson forwarded. Cllr Clarke agreed to speak to Andy Glencross at Wokingham Borough Council to identify exactly where the boundary of the land leased to the parish is.
- 60.3 Cllr Montgomery reported that five new trees are now in stock at Laurels Plant Centre and can be collected for planting. The Deputy Clerk was asked to contact Nick Smith to obtain a quote for

replacing the damaged trees. The cost of the new trees and the planting will be covered by Section 106 funds.

15/RA/61

Benches for Shinfield Parish

Cllr Clarke reported on an offer from the Plymouth Brethren for two new benches to be sited in the parish. He reported that the identified sites were at the end of Church Lane in Three Mile Cross and at the junction of Brookers Hill and Hollow Lane in Shinfield. Following discussion, members noted a desire to retain and renovate the millennium bench currently sited at Church Lane in Three Mile Cross, and proposed and **RESOLVED** to thank the Plymouth Brethren and accept the offer of one bench, to be located on a site to be determined by the parish council, at the junction of Brookers Hill and Hollow Lane, Shinfield.

15/RA/62

Millworth Lane

- 62.1 Cllr Clarke reported on the playground situation. Following discussion, members agreed to wait until further information is known about the sports provision within the parish, before any further actions are considered.
- 62.2 Members noted the Allianz Playground Inspection report and noted that action had already been taken on a number of items.

15/RA/63

Youth Club Junior Session Proposal

The Deputy Clerk reported that the Senior Youth Club Worker has decided to focus on recruiting a full team of staff before looking to expand into new sessions. As such, this item was not discussed further.

15/RA/64

Health and Safety update

- 64.1 The Deputy Clerk reported on the updates to the Allotment Terms and Conditions and Hall Hire Terms and Conditions.
- 64.2 Cllr P Hughes requested an electronic copy of the Hall Hire Terms and Conditions. It was noted that the new documentation was very long and concern was expressed that hirers will either not read the information or will be put off from hiring the hall because of it.
- 64.3 Members asked how the Terms and Conditions compared to those used by other Town and Parish Councils.

15/RA/65

Correspondence

- 65.1 The Deputy Clerk reported on a request from a resident in Oatlands Road for assistance with large lorries parking on the road overnight. Members discussed the matter but noted that the parish council has no jurisdiction over highways and is unable to take action on this matter.
- 65.2 The Deputy Clerk reported on a request from Shinfield Rangers Youth Football Club to carry out football coaching sessions at Spencers Wood Recreation Ground on a Sunday morning. Members agreed to offer the space at a cost of £20 per week.
- 65.3 The Deputy Clerk reported on a date for the Autumn Litter Pick as Sunday 2nd October and reported on local proposals for a Spencers Wood Litter Pick on Saturday 21st May.

The meeting ended at 20:40 hrs

Item	Action	Action by
57.2.1	Circulate a quote for preparation of a plant bed to members when received	Deputy Clerk
57.2.2	View signage at Swallowfield Community Orchard	All members
58.2	Contact a tree surgeon to review the overhanging branch at Spencers Wood Pavilion	Deputy Clerk
58.6	Contact local developers to see if they can assist with the provision of scalplings	Cllr Clarke
58.9	Contact Chris Blow to add cleaning of the northbound bus shelter at the top of Hollow Lane to his schedule	Deputy Clerk
58.9	Investigate which cleaning materials can be safely used to remove graffiti from the polycarbonate bus shelter panels	Deputy Clerk
59	Request comparable quotes for LED lighting for the hall, toilets and kitchen	Clerk / Deputy Clerk
59	Proceed with obtaining quotes for LED lighting for the meeting	Clerk

	room and office and circulate for decision	
59	Add decision on LED lighting for the main hall to the September meeting agenda	Clerk
60.2	Liaise with Andy Glencross at WBC regarding the leased land at Deardon Field	Cllr Clarke
60.3	Contact Nick Smith to request a quote for replacing the damaged trees at Deardon Field.	Deputy Clerk
61	Contact Plymouth Brethren to accept the offer of one bench for siting at the junction of Hollow Lane and Brookers Hill	Clerk
64.2	Forward an electronic copy of the hall hire agreement to Cllr P Hughes	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 cost of £20 per week	Deputy Clerk

Outstanding items:

Item	Action	Action by
(15)5.2.1	Scout Hut Lease	Clerk
(15) 4.2.4	Review options for reducing the cost of CCTV	Clerk / Deputy Clerk