

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Monday 26 September 2016 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.00 hrs.

Present: Cllrs N Boyer, I Clarke, P Emmet, G Hewett, C Hughes, P Hughes, I Montgomery, and D Peer.
Attending: B/Cllr A Ross (Executive member for the environment), B/Cllr P Batth (Deputy member for the environment), Mrs S Roberts (Clerk), K Hughes (Deputy Clerk),

16/RA/23 Report from B/Cllrs Angus Ross and Parry Batth

B/Cllr Ross spoke about the environment portfolio at Wokingham Borough Council. He reported that the borough has recently consulted on a drainage strategy for new developments.

He reported that the borough now has a fully staffed drainage team, and that Francesca Hobson, the Flood Risk Manager, is working with town and parishes to create local flood management strategies and appoint flood wardens.

He reported on the new contract for open spaces management, which experienced some teething problems, particularly around grass cutting, which have now been resolved. Any further issues should be reported to the borough council.

He reported that the borough's country parks are now self-funding. He reported that works on parking and access at California Country Park are being consulted on, and should be carried out from September 2016.

He reported that work on public rights of way and the greenways project continues.

He reported on the borough's aims to increase the proportion of waste being recycled from 40% to 50% by 2020. He reported that the current waste contract runs until 2019. He reported on the resident's permit scheme introduced in the summer for using the recycling centres at Smallmead and Longshot Lane. He reported that from 1st October there will be a charge for disposal of non-household waste items such as soil, Plasterboard and gas canisters.

He reported that as part of WBC's new leisure strategy, WBC's Executive will, in due course, be considering a new contract for running the borough's leisure centres from 2018.

B/Cllr Batth reported on the success of the Marvelous Festival, held at Dinton Pastures in July, and the success of Dinton Pasture's open air cinema and theatre.

B/Cllr Batth reported on an energy generating scheme that the borough council is considering. He reported that the borough is looking for more locations to site electrical vehicle charging points.

Cllr Clarke asked about the Ryeish Green leisure centre, 3G pitch and grass pitches and sought clarification on the parish council's role in managing the site. He noted that the parish owns two of the pitches on the site. B/Cllr Batth reported that the borough is still looking at options for management of the site.

Cllr P Hughes asked about the sale of blue and brown bags at the parish office, and the work involved in administering this. B/Cllr Ross noted the comments and will pass them on to the 'Cleaner and Greener' team at the borough council.

Cllr P Hughes asked about the management of balancing ponds in new developments. B/Cllr Ross noted that developers are not currently required by legislation to pass over the responsibility of managing the ponds, and often this is passed to a management company.

The Deputy Clerk asked about the introduction of fees for disposing of waste and whether an increase in fly tipping, and the cost associated with this, has been factored into this decision. B/Cllr Ross noted that levels of fly tipping will be monitored.

Cllr Hewett asked whether the borough council is considering a food waste collection. B/Cllr Ross noted that this will be considered when the waste contract is reviewed.

Cllr Montgomery asked about the LED lighting conversion project. Members noted that some of the new lights are not being turned off overnight. Member should report these lights to the borough council for review.

The Clerk asked B/Cllr Batth to consider the parish as a possible location for a pilot for the energy generating scheme.

The Clerk stressed the parish's wish to be involved in the leisure strategy for Ryeish Green at the earliest opportunity.

Cllr Peter Hughes thanked B/Cllrs Ross and Batth for attending the meeting.

B/Cllr Batth and Ross left the meeting at 19:35 hrs

16/RA/24 Public Questions

There were no public questions

16/RA/25 Apologies and declarations of members' interests

25.1 Apologies were received and accepted from Cllr J English.

25.2 There were no declarations of interest.

16/RA/26 Minutes of the Previous Meeting

26.1 It was proposed and **RESOLVED** that the minutes of the meeting of 27 June 2016 were a correct record of the meeting and these were signed by Cllr Clarke.

26.2 Matters arising:

26.2.1: Bus Shelters on Hollow Lane

The Clerk noted that the bus shelters on Hollow Lane have been cleaned. Cllr P Hughes reported that the graffiti is still visible. It was noted that the graffiti is difficult to remove from the Perspex panels.

26.2.2: Deardon Field Orchard signage

Cllr Clarke noted that that the signage is with Cllr Montgomery and Cllr P Hughes, awaiting finalising.

26.2.3: Deardon Field

- Cllr Clarke reported that the parish council is talking to the University of Reading about leasing the area at the end of Deardon Field, and further consideration will be given to play equipment once this lease is resolved.
- 26.2.4: Kissing gate at Millworth Lane
Members noted that the kissing gate at Millworth Lane is now installed, and a path to the gate will be installed this week. The Deputy Clerk reported that temporary improvement works to Footpath 11 have been carried out by Buxted Construction, to keep the path usable during the winter.
- 26.2.5: Litter clearance at the Recreation Ground
Cllr Clarke noted that the contract to pick litter at the recreation ground in Spencers Wood ends this month. Following discussions around the extent of littering at the site, members **approved** an extension of the contract for one month, and delegated a decision on further extending the contract to Cllr Clarke and the Clerk, who will review the situation towards the end of October.
- 26.2.6: Allotments
Cllr Clarke reported that vacant plots are now being covered with tarpaulin to prevent weeds from growing and spreading to neighbouring plots. Members **approved** the purchase of more tarpaulin, as required.
- 26.2.7: West of Shinfield MUGA / Playground feedback
Cllr Clarke confirmed that feedback on the suggestions for the MUGA and play area for the West of Shinfield was sent to Wokingham Borough Council.
- 26.2.8: SPH energy review activities list
The Clerk confirmed that a list of actions to take from the SPH energy review has been made, and these things will be considered as part of the hall refurbishment project.
- 26.2.9: Youth Club
The Clerk confirmed that the youth club has received written confirmation that they will not require a TV licence for a screen only used for gaming. She reported that a screen has been purchased from the youth club's funds.
- 26.2.10: Outdoor fitness activities on council owned land
The Clerk confirmed that she has spoken to the insurers about this issue. It was noted that it is difficult to control, but that known users are asked to provide proof of insurance for their activities and complete a risk assessment form.
- 26.2.11: Oakbank School use of the recreation ground
Cllr Clarke reported that Oakbank School has now marked out grids at the recreation ground. He reported that this will not impact on the football club that uses the site on a Saturday morning.
- 26.2.12: Bin at Three Mile Cross
The Deputy Clerk noted that this has not yet been actioned.
- 26.2.13: Scout Hut Lease
The Clerk noted that the lease is ready to be signed, but no progress has been made as yet.

16/RA/27 **Budget report**

- 27.1 The Clerk confirmed that the budget report would now be a standing item on the committee's agenda.
- 27.2 The Clerk asked members to consider budget items for 2017/18 and how the committee can help the council to deliver the promises made in its pledge.
- 27.3 Members reviewed the committee's spend to date. The Deputy Clerk noted that as the account and nominal code changes had been made in Omega during the financial year, the budgets have been split across the cost centres for various nominal codes such as water, electricity and gas, and therefore the percentage spend against budget may not be an accurate reflection at this point in the financial year.
- 27.4 The Deputy Clerk reported that some of the funds allocated for maintenance in the 'Recreation and Amenities General Fund' have been re-allocated to the repairs and maintenance budgets for the parish hall and Spencers Wood pavilion.

16/RA/28 **Property and allotment reports**

28.1 Properties:

28.1.1 Trees at Kendal Avenue

Cllr Clarke reported that residents wished to have the leylandii trees removed. Members **approved** to cut down the trees at a cost of £475 and having the stumps ground out, at a cost estimated as £200. Following discussion, members agreed that following the removal, the details and cost of replacement trees and planting will be circulated to members, and a decision made via email.

28.1.2 Grazeley Road Pond

Cllr Clarke reported that the pond needs clearing of algae and the area cleaning up. Following discussion, the Clerk was asked to seek quotes for clearance and ongoing maintenance.

28.1.3 Hartley Court

Cllr Clarke reported on the land that the parish council owns at Hartley Court, currently used as allotments and sheep grazing. Members discussed options for this site.

28.1.4 Bus Shelters

Cllr Clarke reported on the poor state of the bus shelter opposite St Michael's Church in Spencers Wood. The Clerk was asked to obtain quotes for painting the shelter.

28.1.5 Millennium benches

Cllr Clarke reported that the six millennium benches located around the parish are in a poor state of repair. Following discussion, members asked the Clerk to obtain quotes for suitable new benches, which could replace the existing benches.

28.2 Allotments:

The Clerk reported that there are currently nine vacancies for half plots.

She reported that there have been nine evictions and 31 new tenants this year.

16/RA/29 **Parish Hall project**

29.1 Members received and accepted the minutes of the parish hall refurbishment working group which had met twice, on 20 July and 22 August.

29.2 She reported that the lighting upgrade had gone ahead for the office, meeting room, corridor, kitchen, toilets and storage areas.

29.3 The Clerk reported that the working group had met with Wendy Dacey, the Village Halls Advice Officer from the Community Council for Berkshire.

29.4 The Clerk reported that repairs to the parish hall boiler have now been carried out and the heating system is working properly again.

29.5 The Clerk reported that the air condition system in the office and meeting room has broken. She reported that various new parts are required, which are difficult to source.

29.6 Cllr P Hughes reported on the quote received to project manage the further upgrades proposed for the hall, including toilets and a new heating and air conditioning system for the hall. Following discussion, members asked the Clerk to seek additional quotes for this work.

29.7 Following discussion on the options for taking the project forward, the committee **recommended** that council approve a spend of up to £7,500 to allow the committee to appoint a project manager to oversee the works.

16/RA/30 **Deardon Field**

30.1 Members discussed the fence and broken palings. It was noted that all the broken palings were replaced earlier in the summer. Following discussion, the Clerk was asked to obtain quotes for replacing the palings with green chain-link fencing, to be installed across the existing horizontal struts.

- 30.2 Cllr C Hughes circulated photographs of the trees taken the previous day. Members noted that seven trees need to be replaced. It was noted that four trees are at the Laurels Plant Centre waiting to be collected. Cllr Montgomery was asked to investigate sourcing three additional trees.
- 30.3 The Clerk reported that Nick Smith will plant these in early October. The Clerk reported suitable tree guards will be purchased – a total of 36 are required.
- 30.4 Members requested that the Clerk obtain quotes for adding mulch around the trees.
- 30.5 Cllr P Hughes reported on the rubbish under the wooded area adjacent to the footpath. The Clerk was asked to arrange to clear this.

16/RA/31 Sport and Leisure update

- 31.1 Members noted that the meetings at Oakbank School to discuss the grass pitches and ATP pitch had already been verbally reported at the September council meeting.
- 31.2 Cllr Clarke reported that the grass pitches will be seeded and fenced off, and will not be usable before the start of the 2017 football season.
- 31.3 Cllr Clarke reported that the Spencers Wood Youth Football Club’s mini kickers are still able to play at the recreation ground in Spencers Wood, and the council will not charge them for use this season.

16/RA/32 CCTV

- 32.1 The Clerk reported that the council have thirteen CCTV cameras at present. It was noted that the current CCTV machine only has a very small storage capacity.
- 32.2 Following discussion, members **approved** the purchase of an external hard drive to allow greater capacity for storage of CCTV footage.
- 32.3 Cllr Clarke reported that a quote had been received for the installation of new timers for the skate park and basketball court flood lights and the external building lights at Spencers Wood Pavilion at a cost of £200. Members **approved** the quote.

16/RA/33 Youth Club Report

- 33.1 The Clerk reported on the work ongoing at the youth club to recruit additional staff and organise an event programme for the coming months.
- 33.2 The Clerk reported on a request from the Youth Club Management Committee to make a presentation to the council, potentially early in the New Year.
- 33.3 Cllr Peer suggested that the committee consider sponsoring activities such as the Duke of Edinburgh Award for members of the youth club.

16/RA/34 Litter Pick

Members noted that this agenda item had been discussed under matters arising.

16/RA/35 Correspondence

- 35.1 The Clerk reported receipt of a request from the scout group to hold a fireworks event at the Scout Hut / Millworth Lane allotment site. Members **approved** the request.

16/RA/35 Date of next meeting

- 36.1 Members noted the date of the next meeting as Monday 28 November 2016

The meeting ended at 21.20.

List of actions

Ref	Action	Action by
26.2.2	Finalise signage for Deardon Field Orchard	Cllr P Hughes & Cllr I Montgomery.
26.2.5	Extend the litter picking contract for Spencers Wood Recreation Ground for one further month and review ongoing requirement	Clerk / Clerk & Cllr Clarke

26.2.6	Purchase additional rolls of membrane for the allotments	Deputy Clerk
26.2.12	Review request for siting a waste bin at the end of footpath 20 in Three Mile Cross	Deputy Clerk
28.1.1	Circulate details & costs of replacement trees for Kendal Avenue to members for approval	Clerk
28.1.2	Obtain quotes for pond clearance and ongoing maintenance	Clerk
28.1.4	Obtain quotes for painting the bus shelter opposite St Michael's Church, Basingstoke Road	Clerk
28.1.5	Obtain quotes for suitable replacement for the millennium benches	Clerk
29.6	Obtain additional quotes for project management of the parish hall refurbishment	Clerk
30.1	Obtain quotes for fencing replacement with green chain-link fencing	Clerk
30.4	Obtain quotes for mulching the trees at Deardon Field Orchard	Clerk
30.5	Arrange for clearance of the rubbish under the wooded area adjacent to the footpath at Deardon Field	Clerk
32.2	Order external hard drive for CCTV	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