

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Monday 27 June 2016 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs N Boyer, I Clarke, P Emmet, J English, G Hewett, P Hughes, I Montgomery, and D Peer.
Attending: K Hughes (Deputy Clerk), I Young (Resident)

16/RA/10 Public Questions

Mr Ian Young spoke to members about discussions between the Shinfield Volunteer Group and the University of Reading, to improve access to footpath 15, to Langley Mead SANG (Suitable Alternative Natural Green space) by creating a pedestrian footpath adjacent to the existing track along Millworth Lane.

He noted that the existing track is jointly owned by Wokingham Borough Council and the University of Reading, and that it will continue to be used by tractors.

Members reviewed photographs of the proposed location of a new path, a new access into Langley Mead and a metal kissing gate to provide pedestrian access into the SANG.

He reported that discussions for improvements to footpath 11, from Stantons (now the Honeysuckle Day Nursery) to School Green, are ongoing and he will report back to the council in a few weeks' time.

Mr Ian Young left the meeting at 19:50 hrs

16/RA/11 Co-option

- 11.1 Cllr Boyer was nominated by Cllr Emmet, seconded by Cllr Peer and duly co-opted to the committee.
- 11.2 Cllr Hewett was nominated by Cllr Montgomery, seconded by Cllr Peer and duly co-opted to the committee.

16/RA/12 Apologies and declarations of members' interests

- 12.1 Apologies were received and accepted from Cllr J English and Cllr C Hughes.
- 12.2 There were no declarations of interest.

16/RA/13 Minutes of the Previous Meeting

- 13.1 It was proposed and **RESOLVED** that the minutes of the meeting of 18 May 2016 were a correct record of the meeting and these were signed by the chair.
- 13.2 Matters arising:
 - 13.2.1: Wild flower plant bed
The Deputy Clerk reported that she has met Nick Smith on site and is awaiting a quote for the works.

13.2.2: Swallowfield Orchard signage

Cllr P Hughes reported that the work on the community orchard signage is still in progress.

13.2.3: Trees

Members noted that the tree works at Spencers Wood Pavilion and at Recreation Lane allotment entrance has been completed.

Cllr Clarke reported on a request from residents of Seymour Avenue, Shinfield, to review the conifer trees growing behind their houses. Members noted that Cllr Clarke and Mrs Angela King are meeting residents at the site on Saturday 2nd July to gauge their views on either cutting back the trees or removing them completely.

13.2.4: Bus Shelter cleaning on Hollow Lane.

The Deputy Clerk noted that Mr Chris Blow has been away but will 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.

13.2.5: Deardon Field

Cllr Clarke reported on the land area at Deardon Field that the parish has a lease for.

Members reviewed the plans for a MUGA area and a toddler play area at Deardon Field. Following review of the proposals for the West of Shinfield play area, members noted that a large MUGA area with two goal ends is proposed, and in light of the smaller land area available to site play equipment in, the committee requested the Deputy Clerk to obtain further quotes for a tarmac toddler track area, with some picnic bench seating.

16/RA/14 **Property and allotment reports**

14.1 The Deputy Clerk reported on the vacancies as follows:

Millworth Lane	3 half plots
Clares Green Road	2 half plots
Recreation Lane	2 half plots

The Deputy Clerk reported that letters have been sent to plot holders who are not working their plots, so a number of plots have been given up recently.

14.2 The Deputy Clerk reported on a request to purchase some builders membrane to cover strimmed plots that are not in use. Following discussion, members **RESOLVED** to purchase two quantities of sheeting for this purpose, up to a cost of £100.

14.3 Members discussed a proposed increase in allotment plots from October 2016

Category	Current rate	New rate
Concession rate half plot	£7	£7.50
Concession rate full plot	£14	£15
Resident rate half plot	£15	£16
Resident rate full plot	£30	£32
Regular rate existing non-resident (pre 2011) half plot	£19	£21
Regular rate existing non-resident (pre 2011) full plot	£38	£42
Concession rate existing non-resident (pre 2011) half plot	£9	£10
Concession rate existing non-resident (pre 2011) full plot	£18	£20

Non-Resident half plot	£25	£27
Non-Resident full plot	£50	£54

14.4 Cllr Clarke reported that the handyman will be carrying out some repairs to the guttering at Spencers Wood Pavilion during the summer break for the playgroup.

14.5 Members reviewed the proposals for a new playground at the West of Shinfield development. The Deputy Clerk was asked to submit the following comments to Wokingham Borough Council:

- The parish council would like to see fewer items of the smaller toddler equipment such as ‘Spring chicken’ and ‘spinner’ as these types of equipment don’t get a great deal of use.
- The parish council would like to see more equipment like the bridges, team swings and scramble climber.
- They welcome the provision of the MUGA area for older children / teens.
- The parish council would like to see the playground areas fenced in with self-closing gates to help keep younger children more secure.
- The parish council requests that the bench seating sited behind the mound be moved so that it has clear sight of the play equipment.

14.6 Members reviewed the proposals for new allotments at the West of Shinfield development. The Deputy Clerk was asked to submit the following comments to Wokingham Borough Council:

- The parish council would like to see at least three water points spread across the length of the allotment plots
- All plots to be 5 pole with clear boundaries, preferably in grasscrete or similar material.
- A trade shed on the plot at the far end that is an irregular shape.
- No additional grass or hedge planting within the site, as these require regular maintenance
- Members expressed concern that the access to the allotments is via a road adjacent to two houses where on-street parking could hinder access to the allotment site.

16/RA/15 Parish Hall project

15.1 Members reviewed the Display Energy Certificate and report. Following discussion, members requested that a list be compiled of the recommendations from the report, and when these are carried out.

15.2 Members reviewed the quotes for the hall lighting. Following discussion, Cllrs Clarke, Emmet and P Hughes agreed to meet with the Clerk and review the quotes to determine what works the council wishes to take forward.

16/RA/16 Deardon Field

16.1 The Deputy Clerk reported on a quote to clear vegetation and grass from around the trees.

16.2 Members requested the Deputy Clerk to obtain quotes to have trees reviewed and, where necessary, re-staked and improved deer protection added.

16/RA/17 Sport and Leisure update

Cllr Clarke reported on works to approve a contractor to carry out the drainage work at the site. Members discussed the future of the sports facilities.

16/RA/18 Youth Club Report

18.1 Cllr Clarke noted that there were no current council members on the Youth Club Management Committee.

- 18.2 The Deputy Clerk reported that the club is still looking to recruit an additional member of staff.
- 18.3 She reported that the youth club were seeking to purchase a new screen for gaming. Members asked the Deputy Clerk to investigate whether there were implications for this regarding Television Licensing.

16/RA/19 Millworth Lane

Following the presentation from Mr Ian Young, members discussed the situation with the footpath from Millworth Lane to the Langley Mead SANG entrance. Following discussion, members **RESOLVED** to commit a sum of up to £500 to purchase the metal kissing gate and to support the implementation of a new pedestrian footpath adjacent to the existing track.

16/RA/20 Footpaths

- 20.1 The Deputy Clerk reported that she has been liaising with the borough council regarding footpath 10A, running from Church Lane (the back of St Mary's Church cemetery) to Hollow Lane. It was noted that this temporary closure, due to run until mid-August, is likely to be extended for a further six months.
- 20.2 The Deputy Clerk reported on an emergency closure of byway 32 (Shepherdton Lane) in Grazeley, from the railway line to the West Berkshire Council boundary, due to 4X4 damage. The borough council is hoping to undertake work along the damaged stretch shortly.

16/RA/21 Correspondence

- 21.1 The Deputy Clerk reported on a request from Mr Peter Roberts, a volunteer litter picker who regularly collects litter at the Recreation Ground in Spencers Wood, to have a wheely bin to store the waste in. Member **RESOLVED** to approve the request. Members reviewed the ISS contract for scheduled litter picking and bin emptying at the site and **RESOLVED** to replicate the schedule from 2015, to cease the weekly picks after the end of September, when the schools return, and the day-time usage of the site declines.
- 21.2 The Deputy Clerk reported on a request from a member of the public to run outdoor fitness classes on the recreation ground and at School Green. Following discussion, members asked the Deputy Clerk to seek advice from the council's insurers, regarding the council's liabilities.
- 21.3 The Deputy Clerk reported on a request for a litter bin to be sited at the end of Footpath 20 in Three Mile Cross. Members discussed the matter and asked the Deputy Clerk to review the site and determine the suitability for the siting of a ground mounted bin at the site, and to investigate bin emptying options.

16/RA/22 Date of next meeting

- 22.1 Members noted the date of the next meeting as Monday 26 September 2016

The meeting ended at 21.45.

List of actions

Ref	Action	Action by
13.2.4	Arrange for cleaning of the bus shelter at the top of Hollow Lane, Shinfield.	Clerk / Deputy Clerk
13.2.5	Seek additional quotes for tarmac play area for Deardon Field	Clerk / Deputy Clerk
14.2	Purchase membrane for strimmed allotment plots	Deputy Clerk
14.5	Submit comments to WBC on the West of Shinfield allotment and playground proposals	Deputy Clerk
15.1	Compile list of recommended activities from the SPH energy review	Clerk / Deputy Clerk
15.2	Meet with the Clerk to determine work to be taken forward	CLRs Clarke, Emmet and P

	for SPH	Hughes.
16.2	Obtain quotes for re-staking and installation of deer protection mesh for trees at Deardon Field orchard	Deputy Clerk
18.3	Investigate implications for a gaming screen for the pavilion youth club	Deputy Clerk
21.2	Liaise with insurers re outdoor fitness activities taking place on parish owned and maintained land	Clerk / Deputy Clerk
21.3	Review the site and determine suitability for the siting of a new bin in Three Mile Cross	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