

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Monday 28 November 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, C Hughes, P Hughes, I Montgomery, and D Peer.

Attending: Mrs S Roberts (Clerk), K Hughes (Deputy Clerk), Mr G Pithers (Resident)

16/RA/36 Public Questions

There were no public questions

16/RA/37 Apologies and declarations of members' interests

37.1 There were no apologies received as all members were present.

37.2 There were no declarations of interest.

16/RA/38 Minutes of the Previous Meeting

38.1 It was proposed and **RESOLVED** that the minutes of the meeting of 26 September 2016 were a correct record of the meeting and these were signed by Cllr Clarke.

38.2 Matters arising:

38.2.1: Litter picking at Spencers Wood Recreation Ground

The Clerk reported that the litter picking was extended for one month, until the end of October.

38.2.2: Allotment membrane

The Clerk confirmed that additional rolls of membrane for covering vacant allotments have been ordered and received.

38.2.3: Litter bins

The Deputy Clerk reported on two requests to site the one remaining available bin; one at the Three Mile Cross end of footpath twenty and one at Millworth Lane playground. Following discussion, members agreed to locate the remaining bin at Millworth Lane playground, but to consider budgeting to purchase additional bins in the next financial year.

38.2.4: Replacement trees for Kendal Avenue

Cllr Clarke reported that 7 leylandii trees at the recreation ground have been removed and the stumps now need to be ground out. He reported that five new trees, at a cost of £30 each, will need to be ordered to be planted once the stumps are removed.

38.2.5: Grazeley Road Pond

Cllr Clarke reported that he and the Clerk met with Steve Thompson at Grazeley Road pond. He reported that the pond clearance will be carried out, the surrounding area tidied up and some ditch clearance work carried out to

ensure suitable drainage, at a cost of £1,875 plus VAT. Members approved the work.

38.2.6 Bus shelter in Spencers Wood, opposite St Michael's Church

Cllr Clarke reported that the shelter has been repainted, at a cost of £280 for labour and materials.

38.2.7 Replacement Millennium benches

Members reviewed some options for replacement benches. Following discussion, the Deputy Clerk was asked to source some options for both metal and composite benches.

38.2.8 Chain link fencing at Deardon Field

Cllr Clarke confirmed that two quotes were received and the work to remove damaged fence palings, supply and erect 83m of chain link fencing, plus 28 new posts, will be carried out by Richard Morgan, in mid-December, at a cost of £1032. Members approved the works.

38.2.9 Deardon Field Orchard

Cllr Clarke confirmed that the one remaining tree is now at the Laurels Garden Centre and is waiting to be collected and planted by Nick Smith. Once the tree is planted, the mulch will be added around all the orchard trees.

Cllr Clarke confirmed that the rubbish in the wooded area adjacent to the footpath has been cleared.

38.2.10 CCTV

The Deputy Clerk reported that a 4TB external hard drive has been purchased and installed and the camera footage is now being stored for longer. She reported that there are still some gaps, when the power drops out and the cameras at Spencers Wood go offline, and the committee may need to consider installing a UPS in the future. The Deputy Clerk also reported that the current CCTV machine's internal hard drive is reaching capacity.

38.2.11 Scout Hut Lease

The Clerk reported on one outstanding matter for the lease, around the automatic right of renewal on the lease. Following a discussion on the sites identified for potential future development as part of the local plan update, members felt a requirement for a degree of flexibility may be required, to allow for the potential 'lift and shift' of the lease to another site in the future, and the Clerk was asked to investigate whether the lease allowed for this possibility.

38.2.12 Brambles at Hartley Court

Cllr Clarke reported that clearance of the brambles at Hartley Court allotments will be carried out by Nigel Jeffries shortly.

16/RA/39 **Property and allotment reports**

39.1 Properties:

39.1.1 Spencers Wood Pavilion

The Clerk reported on damage to the exterior 'skin' of the building, carried out the previous week. It was noted that the event was captured on CCTV and that a report has been made to the police, and footage passed to them.

39.1.2 Shinfield Parish Hall

The Clerk reported on incidents of the whistling noise caused by the boiler recurring.

She reported that the office and meeting room air conditioning is still broken, and will need further consideration.

39.2 Allotments:

The Clerk reported that there are currently seven half plots vacant. The Clerk asked for guidance from the committee regarding a discussion at the recent Allotment Holders AGM regarding poly tunnels. Following discussion, members requested some additions to the wording on the allotment agreement to specify the restriction for one shed and

one additional structure, to be within permitted size guidelines, per plot. The Deputy Clerk was asked to circulate the updated allotment agreement form to members for review and comment.

39.3 Deardon Field:

The Clerk circulated details of options for a Community Orchard sign for Deardon Field orchard. Members reviewed and approved a 'Musketeer' lectern in stainless steel with an anti-graffiti coating, at a cost of £1,888.72

16/RA/40 Community Asset Transfer

- 40.1 The Clerk reported on a recent meeting with the Head of Community Assets at Wokingham Borough Council, Dee Maddox-Hinton, where the transfer of Deardon Field, the School Green Car Park and Spencers Wood Library was discussed.
- 40.2 She reported that the council can submit an expression of interest to Wokingham Borough Council for a 30 year lease on Deardon Field, and that a similar form could be used to request a lease on the further land that belongs to the University of Reading.
- 40.3 Members approved a request to submit the Expression of Interest, subject to clarification on the Section 106 funding tied to the site.

16/RA/41 Sports facilities update

- 41.1 Cllr Clarke reported that the 3G pitch has been installed, but that the connection for the floodlighting is still outstanding, and as such, the pitch is being used during the daytimes only.
- 41.2 He reported on the proposed hire costs for the pitch.
- 41.3 He reported that a new fence has been erected around the pitches
- 41.4 Cllr C Hughes asked what the impact was on council's pitches, and it was noted that the future management of the 3G and grass pitches was as yet unknown.

16/RA/42 Sport and Leisure draft strategy

- 42.1 Cllr Clarke reported on the current Wokingham Borough Council consultation on sport and leisure. He reported that the closing date for feedback is Friday 23 December 2016 and copies of the consultation form will be in the office for members to complete. The Clerk and Deputy Clerk will collate forms and submit a collective response.

16/RA/43 Parish Hall Project

- 43.1 The Clerk reported that initial design options have been received from Oakleaf. Following discussion, the committee agreed that the working group, consisting of Cllrs Clarke, Emmet, Hewett and P Hughes should meet to review the options, and bring a recommendation directly to full council in either January or February, subject to the arrangement of meetings with Oakleaf.

16/RA/44 Youth Club Report

- 44.1 The Clerk reported that minutes of a recent youth club committee meeting have been circulated to members.
- 44.2 She reported that the Senior Youth Worker at the youth club is now on maternity leave, and a new interim Senior Youth Worker has been appointed, along with a new assistant worker.
- 44.3 The Clerk reported that youth club attendance figures are increasing.

16/RA/45 Budget 2017/18

- 45.1 Members reviewed a report detailing the expenditure to date for the committee. Following discussion, the Clerk and Deputy Clerk were asked to add a nominal 5% increase for utilities, repairs and maintenance, and make recommendations for the remaining items.
The following additional budget items were requested:

Replacement millennium benches (including purchase and installation)	£6,000
New litter bins	£1,500
Replacement bus shelter for Hollow Lane	£8,500
Parish Hall refurbishment	£15,000

Cllr Peer left the meeting at 9:05 pm

16/RA/46 Correspondence

46.1 The Deputy Clerk reported on an option to purchase some metal dog waste signs, for displaying along footpaths around the parish. Members requested a sample for review.

16/RA/47 Date of next meeting

47.1 Members noted the date of the next meeting as Monday 06 February

2017

The meeting ended at 21.40.

List of actions

Ref	Action	Action by
38.2.3	Locate remaining bin at Millworth Lane Playground	Deputy Clerk
38.2.7	Source and circulate options for metal and composite benches to replace the millennium benches	Deputy Clerk
38.2.11	Investigate whether the scout hut lease enables a 'lift and shift'	Clerk
39.2	Circulate updated allotment agreement to members for review	Deputy Clerk
39.3	Order orchard signage	Clerk
40.3	Contact WBC to clarify S106 position regarding a 30 year lease for Deardon Field	Clerk
42.1	Complete a leisure strategy consultation form	All members
42.1	Collate responses and send to WBC	Clerk / Deputy Clerk
43.1	Arrange a meeting with Oakleaf to review options	Clerk
45.1	Revise budget figures for 2017/18	Clerk / Deputy Clerk
46.1	Obtain sample metal dog waste signage	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