

Minutes approved on:	
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**DRAFT**

**Minutes of a meeting of the Recreation and Amenities Committee held on Tuesday 6 June 2017 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 10.00 hrs.**

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

Attending: Mrs S Roberts (Clerk)

**17/RA/1 Election of Chairman**

Cllr Clarke was proposed as committee Chair, nominated by Cllr C Hughes and seconded by Cllr Peer. Cllr Clarke was duly elected as Chair of the committee for the ensuing year.

**17/RA/2 Election of Vice-Chairman**

This item was deferred to the next meeting.

**17/RA/3 Public Questions**

There were none.

**17/RA/4 Apologies and declarations of members' interests**

4.1 Apologies were received and accepted from Cllrs N Boyer, P Emmet, G Hewett, P Hughes, and I Montgomery

4.2 There were no declarations of interest.

**17/RA/5 Terms of Reference**

5.1 Members reviewed the committee's terms of reference and suggested that reference to the committee's youth work be added to the list of delegated powers. The Clerk was asked to draft some appropriate wording for the committee to consider at its next meeting.

**17/RA/6 Minutes of the Previous Meeting**

6.1 Members reviewed the minutes of the previous meeting on 20 March 2017 for accuracy. It was noted that under 60.3 Cllr Ian Clarke had also attended the meetings with Nigel Frankland from the University of Reading and Rev. Paul Willis.

6.2 With this amendment it was proposed and **RESOLVED** that the minutes of the meeting of 20 March 2017 were a correct record of the meeting and these were signed by the chair.

6.2 Matters arising:

59.2.1 Millenium benches

The Clerk reported on the quotation received from Glasdon for the supply of 4 replacement benches @ £1,053.60 each (total £4,214.76) plus installation, for Grazeley (on the field opposite the school); Frensham Green; School Green and

Spencers Wood Recreation Ground. Members **RESOLVED** to purchase the benches and asked the Clerk to source quotes for their installation.

59.2.3 Deardon Field

The Clerk reported that revised artwork for the community orchard sign had been resubmitted and a quotation was expected soon. Cllr Clarke reported on ongoing discussions, and that the University of Reading had commissioned Barton Wilmore to review opportunities for sport and open space and report back in July.

59.2.4 Security Gate for Shinfield Parish Hall

Members requested that this be followed up

59.2.6 Spencers Wood Pavilion Car Park

Members requested that quotes be obtain for re-rolling the car park surface

60.1.1 Shinfield Parish Hall

Members noted that following the procurement process, the contract had been awarded in principle to Hillier Fox, and that the installation of the air conditioning units in the office and meeting room would start on 3<sup>rd</sup> July and the refurbishment works of the main hall area on 24<sup>th</sup> July for a period of 12 weeks. Members also noted that at the May Council meeting, members had resolved to grant authority for completion and sign-off of contractual terms and conditions, approval of works and staged payments as appropriate, to the Chairman of the Council, Chairman of the Recreation and Amenities Committee and the Clerk up to the total amount of budget agreed of £114,800 + VAT. During this period, alternative accommodation was being sought for the council's regular hirers, and there would be no bookings taken for parties or single event bookings until the final completion date of the works had been confirmed and risk assessment completed.

Members discussed the council's current lettings policy and schedule of fees, including the criteria for free hall use, and whether these should be reviewed following the improvements in order to recover at least some of the costs. It was agreed this should be a proper agenda item for the next meeting of the committee.

61.2 Ryeish Green Sports Hub

Cllr Clarke highlighted the recent planning application for the Ryeish Green sports hub and reported that he and Cllr P Hughes had also met the local football clubs to review options for the grass pitches and pavilion at Ryeish Green. Members noted that at the May Council meeting the Council had resolved to advise WBC that the parish council does not want to take on the future management of the grass pitches at Ryeish Green, and to give delegated authority to the Chairman, Chair of Recreation and Amenities Committee and the Clerk to negotiate with WBC over a potential lease, sale or land swap at Ryeish. It was noted that a decision on any outcome will come back to full council.

Spencers Wood Football Club has asked about the possibility of meeting at Ryeish Pavilion from time to time and accessing storage facilities there. Members agreed that the Clerk should arrange a health and safety inspection of the Pavilion as soon as possible, in particular the toilet/water facilities.

Members also discussed cricket facilities in the parish and noted that representatives from the Cricket Club had attended the Council's May meeting

to request parish council support for improvements to local facilities for adults and children. Additional cricket facilities are due to be delivered off Hyde End Road as part of the West of Shinfield housing development, but this will be in line with the 900<sup>th</sup> occupation, hence not due for some time. The committee noted that the Cricket Club had submitted a grant application to the parish council, and that members would be able to provide background information when the application is considered.

**17/RA/7 2017-18 Priorities**

7.1 Discussion on this item was deferred to the next meeting, after the CIL workshop had taken place.

**17/RA/8 Correspondence**

8.1 The Clerk reported on 2 quotations referred by Council to the committee for 2017-18, for gardening services (from Nicholas Smith Garden Maintenance) and for grounds maintenance (from Nigel Jeffries). Other quotations had been sought but not all contractors had responded, hence comparisons difficult to achieve. Members **RESOLVED** that, as it was already part way through the growing season, the quotes from Nicholas Smith and Nigel Jeffries be accepted for this year only, but that the tender process should start much earlier, and a formal specification for 2018-19 be drafted in the autumn for members to review as part of the budget setting process.

8.2 The Clerk reported on a quotation received from Pest UK for a pest control contract following a charge of £144 for 1 visit to treat Clares Green allotments. Members acknowledged there was a rat problem across the parish due to the various developments taking place, but felt it was appropriate to monitor the situation and pay for just 1 visit at this stage.

**17/RA/9 Date of next meeting**

Members confirmed the date and time of the next meeting as 7.30pm on 19 June 2017.

*The meeting ended at 11.40am.*

**List of actions**

Ref	Action	Action by
2	Receive nominations for vice-chairman	Cllr Clarke
5.1	Add wording for reference to youth work to committee's terms of reference	Clerk
59.2.1	Purchase 4 replacement benches and source quotes for installation at agreed locations in the parish	Clerk
59.2.4	Follow up on quotes for a security gate for Shinfield Parish Hall	Clerk
60.1.4	Seek quotes for re-rolling the Spencers Wood Pavilion car park	Clerk
60.1.1	Oversee contract completion and implementation of parish hall refurbishment project	Cllrs Clarke, P Hughes and Clerk
60.1.1	Add parish hall letting s policy and schedule of fees to agenda for next meeting	Clerk
61.1.2	Arrange health and safety inspection of Ryeish Pavilion to see if fit for use by football clubs next season	Clerk
7.1	Add committee's priorities for 2017-18 to agenda for next meeting	Clerk
8.1	Advise Nigel Jeffries and Nick Smith that works agreed for this year only and organize proper tender process in the autumn	Clerk