

Minutes approved on:	
----------------------	--



Clerk: Mrs S E Roberts
Shinfield Parish Hall
School Green
Shinfield
Reading
RG2 9EH
Tel: (0118) 988 8220
E-mail: clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Monday 19 June 2017 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs N Boyer, I Clarke, P Emmet, G Hewett, P Hughes, I Montgomery and D Peer.
Attending: Mrs S Roberts (Clerk), K Hughes (Deputy Clerk)

17/RA/10 **Public Questions**
There were none.

17/RA/11 **Apologies and declarations of members' interests**
11.1 Apologies were received and accepted from C Hughes
11.2 There were no declarations of interest.

17/RA/12 **Minutes**
12.1 Members reviewed and **RESOLVED** to approve the minutes of the 6 June 2017 as an accurate record of meeting, and these were signed by Cllr Clarke.
12.2 Matters arising:
12.2.1 Election of Vice-Chairman for the committee
Cllr Boyer was nominated by Cllr Emmet, seconded by Cllr Montgomery and duly elected as Vice-Chairman of the committee for the ensuing year.
12.2.2 Terms of Reference
Members reviewed the Terms of Reference for the committee, and **RESOLVED** to approve them, subject to the amendment of bullet point 10 under 'Delegated Powers' to read "Development of youth provision across the parish"
12.2.3 Millennium Benches
The Clerk reported that four benches have been ordered, to replace existing Millennium benches in Spencers Wood Recreation Ground, School Green Shinfield, Grazeley and Frensham Green. She reported that the lead time on delivery of these benches is around 6 to 8 weeks, so delivery is expected during August.
Cllr Peer had expressed a request to purchase two of the existing benches. Cllr Peer left the room, and, following discussion, members agreed to as £20 each for the existing benches. Following the discussion, Cllr Peer rejoined the meeting.
12.2.4 Security Gate
The Deputy Clerk reported that three companies have been contacted to quote for a security gate for the side alleyway at the Parish Hall. Following discussion,

members agreed to review quotes and make a decision via email, in order to progress this project.

12.2.5 Spencers Wood Pavilion Car Park

The Clerk reported that two contractors have been sourced to quote for repairing the car park at Spencers Wood Recreation Ground. In order for the work to be carried out at a time when there will be minimum disruption to pavilion hirers, members agreed to review quotes and make a decision via email.

12.2.6 Parish Hall Refurbishment

The Clerk reported that John Peer, a member of the Chartered Institute of Builders, has been providing technical advice on the draft contract for the Parish Hall refurbishment project. She reported that there are a few issues with the contract, specifically regarding cash flow forecasting, which the Clerk is liaising with Oakleaf over. Cllr Peer read out an explanation of the issues, and following discussion, members accepted an offer from John to speak with the contractors directly. Following a discussion, member agreed not to sign the contract until all the issues are resolved.

The Clerk reported that the accountant is reviewing the council's VAT position in relation to the refurbishment on 22 June 2017.

The Clerk reported that Cllr P Hughes and Cllr Clarke are meeting with the Deputy Clerk on 22 June 2017 to review a list of contract variations. The Clerk noted that all existing suggestions, plus any new suggestions, will be recorded on a spreadsheet, and that a dated record will be kept of all the discussion held, and decisions made. The Clerk agreed to circulate a list of these variations to members via email, and any comments should be sent to the Deputy Clerk by Thursday morning.

12.2.7 Ryeish Green Pavilion

The Clerk reported on a health and safety inspection carried out at Ryeish Green pavilion. She reported that the water has been turned back on, but that the building is very dirty inside, and as such is unsuitable to be used before it can be properly cleaned. The Clerk reported that Spencers Wood Youth Football Club will have access to the storage facilities at Ryeish Pavilion.

Following discussion, members postponed a decision on cleaning the building to make it fit for use, until further information on the management of the pitches and the timeframe for the sports hall refurbishment is released by Wokingham Borough Council, or until nearer the start of the new football season.

12.2.8 Grass cutting and gardening contracts

The Clerk reported that the grass cutting and gardening contracts have been awarded for the current year, and that a full review of the contacts will be carried out ahead of the 2018 growing season.

12.2.9 Deardon Field

The Clerk reported that a final copy of the artwork for the information board has been sent to Fitzpatrick Woolmer, and they have been asked to source an oak tree picture for the board, which will be an additional cost.

The Clerk displayed an example of how the board will look once made. Members **RESOLVED** to approve the design, at a total cost of £1,733.93 plus VAT.

The Clerk confirmed that Nick Smith has been asked to take a look at one of trees that has come loose from its tree guard.

17/RA/13 Property and Allotment Reports

- 13.1 Members noted that a discussion on the hall refurbishment has already been covered under matters arising.
- 13.2 The Clerk circulated a list of hirers, charges and a copy of the current hirer agreement, which reflects a change in the process for hirers obtaining keys.
- 13.3 The Clerk circulated a list of current hall hire rates, which have remained unchanged since 2013. The Clerk noted that rates for nearby halls have also been included, for comparison purposes.
- 13.4 Members noted that the refurbishment work is anticipated to run until the end of September, and any changes to hall charges would be effective from 1st January 2018.
- 13.5 Members discussed arranging an open evening event to allow hirers to see the changes to the hall following the refurbishment works. Members suggested that the arrangements for this be referred to the Communications and Policies Committee.
- 13.6 Following discussion, the following rates were proposed from 1st January 2018:
Standard weekday rate - £20 per hour
Concession rate - £15 per hour
Weekend rate - £25 per hour, with a minimum booking of 2 hours for parties.
Members agreed there should no longer be a business rate, local or non-local, and that preference should be given to hirers who make block bookings throughout the year. Other arrangements must be negotiated with the parish council. The Clerk and Deputy Clerk will put together a report to compare this to the existing charges and send out with the papers for the September meeting.
- 13.7 Members reviewed the list of groups who have received free hire. Members reviewed the list and **RESOLVED** to charge a flat rate for the hire on the May Day bank holiday for the fun run.
- 13.8 The Clerk reported that she has carried out Health and Safety checks at the Parish Hall and Spencers Wood Pavilion. She noted that a few issues have been identified which the Clerk will investigate, and quotes for works to rectify the issues will be sought and circulated to members once available.
- 13.9 The Clerk reported that there are a small number of vacancies at Clares Green Road and at Recreation Lane allotments, but that prospective allotment holders are being shown around the plots, so it is anticipated that these vacancies will soon be filled.
- 13.10 The Clerk reported on one complaint about allotment bonfires raised by a resident. Members discussed the matter and **RESOLVED** to ask the Clerk to write to the allotment holder and to remind all allotment holders of the tenancy agreement rules related to bonfires on allotment plots.
- 13.11 The Clerk reported that the litter bin at Ryeish Green has been moved.
- 13.12 The Clerk reported that a small area of the surface at Millworth Lane playground has been damaged by an arson incident. The Clerk reported that the resulting hole in the surface has been filled with sand and that the situation will be monitored.
- 13.13 Cllr Clarke reported that Bovis Homes has kindly agreed to sponsor both the allotment and the front garden competitions.
- 13.14 The Clerk reported that the graffiti damaged panels on the bus shelter on Hollow Lane have been replaced. Members **RESOLVED** to approve a request to clean the bus shelters and the Clerk and Deputy Clerk were asked to source quotes for the work.

17/RA/14 CIL projects

- 14.1 The Clerk reported that a number of potential CIL projects identified at the workshop meeting on 6th June had been referred to the Recreation and Amenities Committee for further discussion.
- 14.2 Cllr Clarke reported that he had spoken to Grahame Hawker at Earley Town Council about bulb planting and wild flower beds. Following discussion, members were asked to consider some suitable areas, and the Clerk and Deputy Clerk were asked to source some quote for planting bulbs in the autumn.

- 14.3 Members discussed arranging a public meeting in the autumn in Spencers Wood to gauge views on the community hall space within Spencers Wood, its future and how it could be improved. It was suggested that a handout be made to distribute at the Spencers Wood Carnival on 16 September, and Cllr P Hughes agreed to draft some ideas for a leaflet and send to the Clerk.
- 14.4 Discussion on other potential CIL projects was deferred to the September meeting.

17/RA/15 Sport and Leisure

- 15.1 Cllr Clarke reported that there is no significant update as yet on the management of the sport and leisure facilities at Ryeish Green.
- 15.2 He reported that Shinfield Rangers will continue to use the facilities at Millworth Lane Recreation Ground.
- 15.3 Cllr P Hughes reported that the council has written to both Shinfield Rangers and Spencers Wood Youth Football Club to advise them that the Parish Council has taken the decision not to manage the grass pitches at Ryeish Green.
- 15.4 Cllr Clarke reported that he and the Clerk have met with the Shinfield Association, who are currently putting together a year's worth of financial accounts relating to Millworth Lane Recreation Ground.
- 15.5 The Clerk reported receipt of a grant application from Shinfield Cricket Club, and asked the committee for any input into this.

17/RA/16 Youth Club committee report

- 16.1 The Clerk reported on a recent meeting of the Pavilion Youth Club Management Committee. The Clerk confirmed that Mrs Susan Madigan is happy to continue as Chair of the Youth Club Management Committee for the time being, whilst the focus remains on the Pavilion Youth Club; but would like to review her position should the parish council decide to take a more strategic approach towards youth provision across the parish.
- 16.2 The Clerk reported on a draft proposal written by Cllr Montgomery, for broadening provision of youth services in the parish. Members noted that the Parish Council's youth staff support the provision of a youth club at the Shinfield North Community Flat on Monday evenings in term time.
- 16.3 The Clerk reported that the new Wednesday youth club night, aimed at younger teens, is working well. The Friday evening group is not currently running. The Clerk reported that the youth staff are working on promoting the Wednesday group through social media, and have a programme of activities for the rest of the term.
- 16.4 The Clerk reported that the Pavilion Youth Club Management Committee is supportive of the Parish Council's proposal to work with local partners such as Oakbank School, and Berkshire Youth, to review the wider provision across the parish. The Clerk reported that she intends to bring forward a paper with proposals for widening provision and involving more members of the community, to the September meeting.
- 16.5 The Clerk reported that the next meeting of the Youth Club Management Committee will be held on 17 August 2017.

17/RA/17 Correspondence

There were no correspondence items to discuss.

17/RA/18 Date of next meeting

Members confirmed the date and time of the next meeting as 7.30pm on 25 September 2017.

The meeting ended at 21.45pm.

List of actions

Ref	Action	Action by
12.2.2	Make agreed changes to the Terms of Reference	Clerk / Deputy

		Clerk
12.2.4	Circulate security gate quotes via email once received	Clerk / Deputy Clerk
12.2.5	Circulate car park surface repair quotes via email once received	Clerk / Deputy Clerk
12.2.6	Circulate the list of contract variations to members	Clerk
13.5	Add discussion on arranging an open evening event to the C&P agenda	Clerk
13.6	Put together a report on the proposed hall hire charges and circulate with the agenda for the next meeting	Clerk / Deputy Clerk
13.8	Circulate quotes for works to be carried out following Health and Safety Checks, once available	Clerk
13.10	Write to the allotment holder regarding the setting on bonfires on allotment plots	Clerk
13.14	Source quotes for cleaning bus shelters on Hollow Lane	Clerk / Deputy Clerk
14.2	Source quote for planting bulbs	Clerk / Deputy Clerk
14.3	Draft a leaflet on Spencers Wood community hall space for the Spencers Wood Carnival	ClIr P Hughes