

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 25 September 2017 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs N Boyer, I Clarke, P Emmet, G Hewett, and D Peer.

Attending: Mrs. S Roberts (Clerk); Mr Laurie James (resident).

17/RA/19 **Public Questions**

There were none.

17/RA/20 **Apologies and declarations of members' interests**

20.1 Apologies were received and accepted from Cllrs C Hughes, P Hughes and I Montgomery

20.2 There were no declarations of interest.

17/RA/21 **Minutes**

21.1 Members reviewed and **RESOLVED** to approve the minutes of the 19 June 2017 as an accurate record of meeting, and these were signed by Cllr Clarke.

21.2 Matters arising:

21.2.1 Millennium Benches

The Clerk reported that four new benches have been ordered inscribed with the parish logo, to replace the existing Millennium benches in Spencers Wood Recreation Ground, School Green Shinfield, Grazeley and Frensham Green. She reported that delivery is expected in the near future

21.2.2 Security Gate

The Clerk reported that 2 quotes had been circulated to members for a security gate for the side alleyway at the Parish Hall. Following a discussion, members asked the Clerk/Deputy Clerk to also investigate the security gate used by the Infant School and circulate the details to members in order to progress this project and make a decision via email.

21.2.3 Spencers Wood Pavilion Car Park

The Clerk reported that quotes to repair the car park at Spencers Wood Recreation Ground had been circulated to members and the decision made to proceed with Cockburn Building and Groundworks at a cost of £850 + VAT. The works had been completed before the end of the summer holidays.

21.2.4 Grass cutting and gardening contracts

Members agreed these would be reviewed at the November committee meeting.

21.2.5 Deardon Field

The Clerk reported that the information board for the community orchard has now been delivered and a suitable location identified, and quotes are now being sought for installation. Members agreed to review the quotes and make a decision via email in order to complete this project.

21.2.6 Litter Bins

Members agreed this item should be deferred to the November committee meeting.

21.2.7 Bus shelters on Hollow Lane

Members noted the Deputy Clerk is still in the process of confirming with WBC who is responsible for each one and how long they are likely to remain in situ, and will then source quotes for cleaning the parish council's as appropriate.

21.2.8 Spencers Wood community hall space

Members noted that Cllr P Hughes had prepared a leaflet in advance of Spencers Wood Carnival, but this had not been distributed in favour of a more general consultation on community facilities in Spencers Wood and Three Mile Cross. However, members also noted there had been a very poor response to this on the day.

All other actions and matters arising were covered under the agenda.

17/RA/22 Property and Allotment Reports

22.1: Parish Hall Refurbishment Project

22.1.1 The Clerk gave an update on the project, and reported that the schedule of contract variations was available on request to the Clerk. The Clerk highlighted in particular that following the removal of the previous vinyl tile installation in the parish hall and in preparing the subfloor prior to the installation of Karndean vinyl tiles there was significant evidence of moisture on the base of the main hall. Due to the age of the property, further inspections and hygrometer readings had determined that the floor base was not adequately protected and that urgent remedial works were required prior to installation of the new flooring, including the application of a new solvent free epoxy damp proof membrane. The cost of this was an additional £3,909.36 +VAT. The Clerk and Cllr Clarke had met on site with the contractors on 21st September and concluded that at this point in the project, and given the circumstances, this was the best course of action to take, and agreed to approve the works as an urgent repair so they could take place immediately. It was also noted that the energy efficiency grant of £10K secured for the parish hall was underspent by £4K. Members agreed this was the correct decision and **RESOLVED** to approve the works retrospectively, on the basis these would be charged against the energy efficiency grant as repairs and maintenance, rather than to the parish hall refurbishment project.

22.1.2 The Clerk will ensure that all members are invited to the parish hall opening event.

22.1.3 The discussion on the hall hire charges was deferred to the next meeting. Hall bookings will be honoured until 1st January 2018 pending further discussion with regular and potential new hirers.

22.2: Allotments update

22.2.1 Cllr Clarke reported that on 9th September he and Angela King had organized an extraordinary meeting for the allotment holders at Recreation Lane to discuss the on-going problem of grass cutting on site, as the on-site mower is no longer working and will cost money to repair; and the local volunteer who was cutting the grass and doing other maintenance around the site for free is no longer able to continue. At the meeting Councillor Clarke had explained the problems of the Recreation Lane site to allotment holders who do not take responsibility of the site as a whole unlike other sites who take full responsibility keeping the grass down around their plots, and communal areas. The council paid £60.00 for a one off cut in the summer. He suggested each plot holder paid an extra £10.00 per year on top of the yearly rental to enable the council to employ a contractor to cut the grass (in communal areas). Plot holders will still be responsible for the footpaths around their plots. After a lengthy discussion, the allotment holders present suggested half plot users would pay £4.00 extra and Full plot holders would pay £8.00 extra, which Cllr Clarke agreed. It was also discussed that a working party be formed to help out on site when necessary. Members discussed the matter, and **RESOLVED** to recommend to full Council to approve these additional charges for Recreation Lane allotments. The Clerk would write to the allotment holders after the parish council's meeting in October.

22.2.2 The Clerk also highlighted reports of rats on the Recreation Lane site. As there are now 2 pest control contracts in place with Pest UK for Millworth Lane and Clares Green allotment sites. Following a proposal by Cllr Emmet, seconded by Cllr Hewett, Members **RESOLVED** to approve a pest control contract for Recreation Lane but for 4 visits initially, given the time of year, with a review.

22.2.3 The Clerk reported there are vacant plots at Millworth Lane (3); Clares Green Road (3); Church Lane (2); Recreation Lane (8); but none at Grazeley, Arborfield Road, or Hartley Court

22.2.4 Cllr Clarke highlighted that a meeting was taking place with Andy Glencross on 2nd October 2017 which would include a discussion on the new allotments currently earmarked for the parish.

17/RA/23 Proposed CIL projects

23.1 Cllr Clarke highlighted that a number of projects were being considered by the committee, in particular:

Bulb and wildflower planting in the parish. Members discussed a number of suitable locations for this, and noted the following had already been identified at an approximate cost of £8K:

- A33 entrance Three Mile Cross (bulbs)
- Grass verge on eastern side of Basingstoke Road near Body's Farm (bulbs)
- Eggerton Road, Shinfield Rise (bulbs)
- Lambwood Hill, Grazeley (bulbs)
- Corner of Brookers Hill and Hollow Lane (wild flower bed)
- New roundabout on Church Lane

Members considered the new roundabout on Church Lane but felt this would be inappropriate because of the building work and the possibility that Taylor Wimpy might take on responsibility for it for a couple of years anyway.

Cllr Boyer also suggested a number of other potential sites which could increase the budget for this project to £10K.

Following a discussion, members **RESOLVED** to recommend to full Council that an amount of £10k be allocated from CIL funds for bulb and wildflower planting at specific locations in the parish. The Clerk requested that any other additional sites be notified to the Deputy Clerk by Friday 29th September.

- 23.2 Village Gateways: Members discussed Village Gateways at appropriate sites and the potential for CIL funding. Cllr Hewett agreed to work on this project with the Clerk/Deputy Clerk and identify some suitable examples with costings where possible.
- 23.3 Open Space: Members also expressed a desire for developing the concept of an open space, or “neighbourhood park” in the parish. Cllr Clarke highlighted there was a meeting with Nigel Frankland from the University of Reading on 9th October where this would be discussed.
- 23.4 Millworth Lane Recreation Ground: Cllr Clarke reported that he is attending a meeting with Cllr P Hughes and the Clerk and representatives from Shinfield Association on Wednesday 4th October to discuss the financial position relating to Millworth Lane Recreation Ground.

17/RA/24 Sport and Leisure

- 24.1 Cllr Clarke reported he had been informed by Andy Glencross from WBC that contractors were moving in to Ryeish Green on 2nd October 2017 and works were planned to be completed by July 2018. WBC is now managing and maintaining all the grass pitches at Ryeish including those on the parish council’s land, although for health and safety reasons the parish council has given gate keys to WBC to permit access to emergency vehicles, ambulances etc if necessary when games are being played. The position on the parish council’s pavilion and car park, and related matters, such as CCTV and lighting are still to be negotiated with WBC, and these will all be discussed at the meeting with Andy Glencross on 2nd October.

17/RA/25 Youth Club committee report

- 25.1 The Clerk reported on a meeting of the Pavilion Youth Club Management Committee on 31st August 2017 (minutes to be circulated), and in particular, on a workshop which is taking place on Thursday 19th October 2017 7 pm – 9 pm to look at the needs of young people in the parish and developing a youth strategy in association with Berkshire Youth (programme previously circulated). A wide range of community partners are being invited, including the Pavilion Youth Club, church representatives, sports clubs, uniformed groups, and Oakbank School, to develop a vision and action plan. All members of the committee are welcome to attend and a report will be presented to the next meeting of the committee.

17/RA/26 Correspondence

There were 2 items:

- i. Cllr Clarke reported on a complaint received from an allotment holder on the Church Lane site who had suffered damage to two tyres whilst driving on the site to access his plot (passing the parking area) which he claimed had been caused by bramble hedge cuttings and was seeking £84 in compensation from the parish council. Following a lengthy discussion, the committee decided not to support this claim, and instructed the Clerk to write to the allotment holder accordingly. For the avoidance of doubt in the future, members agreed that signs should be placed on all the allotment sites to the effect that parking is at your own risk, and

that Shinfield Parish Council takes no responsibility for vehicles and their contents at allotment sites.

- ii. The Clerk highlighted previous correspondence from the 1st Shinfield Scout Group confirming that the parish council had given its permission for the Scout Group to set off fireworks on Bonfire Night from the same location as in 2016

17/RA/27 Date of future meetings

Members confirmed the date and time of the next two meetings as:

- **1st November 2017 7.45 pm (parish hall):** Extraordinary meeting to discuss (i) the CIL proposals and outcome of the meetings with (ii) Andy Glencross on 2nd October, (iii) Shinfield Association on 4th October; and (iv) Nigel Frankland on 9th October
- 27th November 2017 7.30 pm: Ordinary meeting of the committee

The meeting ended at 21.20 pm.

List of actions

Ref	Action	Action by
21.2.2	Contact infant school and circulate updated quotes for security gate to parish hall for decision by email	Deputy Clerk
21.2.4	Seek quotes for grass cutting and gardening contracts for review at November meeting	Clerk
21.2.5	Seek quotes for installation of Community Orchard sign and circulate to members for decision by email	Deputy Clerk
21.2.6	Seek quotes for more litter bins at appropriate locations and report to next meeting for decision	Deputy Clerk
21.2.7	Continue discussions with WBC and seek quotes as appropriate for cleaning bus shelters on Hollow Lane	Deputy Clerk
22.1.1	Continue to monitor budget for parish hall refurbishment project and report back to council	Cllrs Clarke, P Hughes and Clerk
22.1.3	Bring report to next meeting on hall hire charges and terms and conditions for 2018	Clerk
22.2.1	Recommend to full Council on additional charges for grass cutting and general maintenance on Recreation Lane allotment site	Cllr Clarke
22.2.2	Place contract with Pest UK for pest control contract for 4 visits initially to Recreation Lane allotment site to manage rat problem	Clerk
23.1	Identify further sites for bulb and wildflower planting and advise Deputy Clerk by 29 th September to enable recommendation to full Council for £10K CIL funds	All
23.2	Identify examples of Village Gateway signs with costings and advise the Clerk/Deputy Clerk	Cllr Hewett
23.3	Report back on meeting with Nigel Frankland on 9 th October	Cllrs Clarke, P Hughes, and Peer, Clerk, Deputy Clerk
24.1	Report back on meeting with Andy Glencross on 2 nd October	Cllrs Clarke, P Hughes and Peer, Clerk and Deputy Clerk
25.1	Report back on Youth Provision workshop on 19 th October	Clerk
26.1	Write to allotment holder at Church Lane site to advise the committee will not support claim for tyre damage	Clerk
26.1	Arrange signage at all allotment sites to advise parking at own risk and parish council not responsible for vehicles and their contents	Clerk