

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Monday 06 February 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).

16/RA/48 **Public Questions**

There were no public questions

16/RA/49 **Apologies and declarations of members' interests**

- 49.1 Apologies were received and accepted from Cllr C Hughes.
- 49.2 There were no declarations of interest.

16/RA/50 **Minutes of the Previous Meeting**

50.1 It was proposed and **RESOLVED** that the minutes of the meeting of 28 November 2016 were a correct record of the meeting and these were signed by Cllr Clarke.

50.2 Matters arising:

50.2.1: Litter bin for Millworth Lane Playground

The Deputy Clerk reported that the remaining bin is at the parish hall, awaiting delivery to Millworth Lane.

50.2.2: Millennium Benches

Members reviewed options for replacement benches. Members requested the Chairman and Deputy Clerk to review the existing benches to determine which order to replace them in. Following discussion, members agreed to proceed with ordering the 'Stanford' style bench, with metal ends and composite plastic slats.

50.2.3: Scout Hut Lease

The Clerk reported on progress to date with the scout hut lease. She reported that further information on the inclusion of a potential 'lift and shift' agreement will be brought to the next meeting.

50.2.4 Updated allotment agreement

Members reviewed and approved of the updates to the allotment agreement, to incorporate information around the use of poly tunnels.

50.2.5 Orchard signage

Members reviewed the orchard signage design. Following discussion, Cllr P Hughes was asked to draw up some notes on suggested changes.

50.2.6 Deardon Field Lease extension

The Clerk reported that there was no further update on the request to extend the lease on Deardon Field.

50.2.7 Leisure Strategy Consultation

The Clerk reported that the WBC Leisure Strategy was approved at the January executive meeting, without any changes. The Clerk reported that she has received a request from Andy Glencross so speak to members about the Ryeish Sports Hub. Two dates for a meeting were suggested, and members requested Tuesday 14th February at 4pm.

50.2.8 Dog waste signage

The Deputy Clerk reported that new dog waste signage has been put up along footpath 11.

16/RA/51 **Property and allotment reports**

51.1 Properties:

51.1.1 Shinfield Parish hall

The Clerk reported the following for the hall:

- Items have been cleared from the boiler cupboard
- Fire extinguishers have been serviced

The Clerk reported on concerns regarding security for the hall. A quote for a replacement CCTV camera for the rear of the hall, at a cost of £1,057.16. Following discussion, members requested that the Clerk investigate the cost of gating off the side passageway with a gate suitable for a fire exit.

51.1.2 Spencers Wood Pavilion

The Clerk reported on some incidents of anti-social behavior at the Recreation Ground. Following discussion, members **APPROVED** the Clerk to initiate a trial of a security patrol service, which would attend on a Friday and Saturday evening, and would ensure that the building is secured after use.

Member reviewed and **APPROVED** a quote for a new CCTV camera for Spencers Wood Pavilion, to complement the existing cameras, at a cost of £1,891.60, which it was noted, was within budget for CCTV for the current financial year.

Cllr Clarke expressed a wish to carry out a survey of options for the future replacement of Spencers Wood Pavilion. Cllr P Hughes suggested looking at alternative uses for a building on the site. Following discussion, members agreed to establish a working group to consider the possible options.

The Clerk reported on a request from Chapel Lane Playgroup to install an outdoor tap at Spencers Wood Pavilion, for their outdoor play area. Members **APPROVED** the request, provided it is purchased and installed at the playgroup's expense.

51.2 Allotments:

The Clerk reported on a planning application for new allotments which had been referred from the Planning and Highways Committee.

Following a review of the plan, the following comments were made:

- There is insufficient parking for 70+ allotment plots, and this is likely to lead to on-street parking on neighbouring roads.
- Clarification was requested on where the top access gate leads to.
- There are no water points shown on the plan.
- The Parish Council does not wish to take on the management of plots that incorporate areas of amenity land which will incur an ongoing cost of maintenance (e.g. grass cutting).

The Clerk reported that there are currently six half plots vacant.

Cllr P Hughes asked for information on the turnover of allotment plots each year.

The Clerk reported that she will write to one allotment holder who has thus far failed to adhere to DEFRA guidance on keeping chickens under cover, to prevent the spread of Avian Flu from wild birds.

51.3 Outside spaces

The Clerk reported that work to tidy and maintain Grazeley Road pond has been carried out. This was an unbudgeted item, and there will be some ongoing maintenance costs.

The Clerk reported on hedge cutting across the parish, proposed for this week.

16/RA/52 Parish Hall Refurbishment Project

52.1 Members reviewed the parish hall refurbishment proposals document from Oakleaf and the Clerk summarised the process carried out to date.

52.2 It was noted that the costs were estimates, and that the actual costs will be known when the tender process is completed.

52.3 Following discussion, the Chairman called for a vote on the proposal. All those present voted in favour of the proposal, and **RECOMMENDED** the proposal to full council.

16/RA/53 Millworth Lane

53.1 The Clerk reported on the situation with the Shinfield Association, where she has met with the Chairman and Treasurer to understand the income and expenditure situation, and aspirations for the Parish Council.

53.2 Members discussed a possible meeting with the Association to review options.

53.3 Members noted the need to understand the situation with a water supply for the recreation ground and the condition of the pavilion building.

53.4 Following discussion, members agreed to establish a small working group of Cllr Clarke, Emmet, Hewett and P Hughes to review figures due to be received from Shinfield Association. Members requested the Clerk to invite Mr Richard Hatton to join the working group.

16/RA/54 Youth Club Report

54.1 The Clerk reported on two recent meetings of the Youth Club Management Committee.

54.2 The Clerk reported that the senior youth worker is currently on Maternity Leave, and that the club is being supported by Berkshire Youth.

54.3 The Clerk reported on a proposal to split the session into two age groups, with an earlier session for the 11 to 13 year olds, and a later session for those 14 and older.

54.4 The Clerk reported on an incident at the Youth Club on Friday 3rd February, where the fire alarm was set off. The Clerk reported some concerns about the situation, and members discussed whether to temporarily close the youth club.

54.5 The Clerk reported that the weekly youth worker sessions at the community flat are going very well.

54.6 The Clerk reported that she is carrying out a staff appraisal this week.

16/RA/55 Correspondence

There were no correspondence items.

16/RA/56 Date of next meeting

56.1 Members noted the date of the next meeting as Monday 20 March 2017

The meeting ended at 21.20.

List of actions

Ref	Action	Action by
50.2.2	Review the Millennium benches and determine which order to replace them	Deputy Clerk and Cllr Ian Clarke

50.2.3	Bring a report on the Scout Hut Lease to the next meeting	Clerk
50.2.5	Write up some notes and suggestion on changes to the Community Orchard sign	Cllr P Hughes
50.2.7	Confirm a meeting with Andy Glencross on Tuesday 14 February at 4pm	Clerk
51.1.1	Investigate options and costs for gating the side of the Parish Hall	Clerk / Deputy Clerk
51.1.2	Initiate a trial security patrol for Spencers Wood Recreation Ground on a Friday and Saturday evening	Clerk
51.1.2	Order new CCTV camera for Spencers Wood Recreation Ground	Clerk
51.1.2	Confirm Chapel Lane Playgroup's request for an outdoor tap	Clerk
51.2	Report on allotment turnover	Clerk
51.2	Write to one allotment holder regarding DEFRA's advice on chickens	Clerk
52.3	Put recommendation for Parish Hall refurbishment project to full council	Clerk
53.4	Invite Mr Richard Hatton to join a working group to review options for Millworth Lane Recreation Ground	Clerk

Outstanding items

Item	Action	Action by
(15)5.2.1	Scout hut lease	Clerk