

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Monday 20 March 2017 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

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

16/RA/57 **Public Questions**

There were no public questions

16/RA/58 **Apologies and declarations of members' interests**

- 58.1 There were no apologies as all members were present.
- 58.2 There were no declarations of interest.

16/RA/59 **Minutes of the Previous Meeting**

59.1 It was proposed and **RESOLVED** that the minutes of the meeting of 06 February 2017 were a correct record of the meeting and these were signed by Cllr Clarke.

59.2 Matters arising:

59.2.1: Millennium Benches

The Deputy Clerk circulated a report on the state of the existing millennium benches, their locations, and a design for the recommended replacements. Following discussion, members approved the replacement of four benches, the removal of one bench in Spencers Wood and a 'wait and see' approach on the bench in Three Mile Cross, as layout changes to the junction of Church Lane would mean the existing location is no longer suitable.

The Deputy Clerk was asked to source quotes for installing new benches. Cllr Peer asked to be considered when the old benches are removed for disposal.

59.2.2 Scout Hut Lease

Members reviewed a report on the Scout Hut Lease. Following discussion, members agreed that it was no longer expedient to pursue this, and to let it lie on file.

59.2.3 Deardon Field

A copy of the revised information board for Deardon Field was tabled. Following discussion, members agreed to remove the animal names, incorporate an improved oak tree picture, in leaf, and to progress the ordering of this.

59.2.4 Security Gate for Shinfield Parish Hall

The Deputy Clerk reported that a site visit had occurred, but that no quote for the work has been received. Members requested that this be followed up.

- 59.2.5 Security patrol at Spencers Wood Recreation Ground
The Clerk confirmed that a trial patrol has been initiated.
- 59.2.6 CCTV at Spencers Wood Recreation Ground
The Clerk reported that the new CCTV camera has been ordered.
- 59.2.7 Outdoor Tap at Spencers Wood Pavilion
The Clerk confirmed that the outdoor tap has been installed at the pavilion, at the playgroup's expense.
- 59.2.8 Allotment turnover rates
The Clerk reported on the turnover rates for all the allotment sites during 2016. The Clerk reported that DEFRA guidance on the keeping of chickens on allotments has been sent to two allotment holders, but that the area is not currently classified as high risk for avian flu.

16/RA/60 **Property and allotment reports**

60.1 Properties:

60.1.1 Shinfield Parish hall

Hall refurbishment project:

The Clerk reported that 5 tenders have been received for the hall refurbishment project. These are being assessed by Oakleaf, who will produce a summary with recommendations for a meeting of the Parish Hall Working Group on 27 March. An update will be presented to the April Council meeting.

Toilet door handle

The Clerk reported that the handle on the door to the ladies' toilet has broken. Members agreed to replace this.

Hall cleaning

The Clerk reported that the cleaner and caretaker for Shinfield Parish Hall has resigned, effective from 7th April 2017. She reported that, due to the planned refurbishment works, a short term cleaning solution will be sought, until the works are completed, when longer term arrangements can be made. Following discussion, members granted the Clerk discretion to arrange cleaning as required, to meet the needs of the parish office and hall use.

Use of the hall and meeting room

Members reviewed a list of the activities held at the hall without charge. Following discussion, members agreed that this situation should remain as it is for the time being as a community benefit. Members noted that a review of hall charges would be undertaken once the parish hall improvements were complete.

60.1.2 Bus shelters

The Clerk reported on the cost of replacing the panels in the Hollow Lane bus shelter. Following discussion, members approved the replacement of the panels with anti-graffiti panels. Members requested that this be reported in the next newsletter.

60.1.3 Parish waste collections

The Clerk reported on a quote for litter picking at Spencers Wood Recreation Ground and emptying the dog waste bins. Members approved the quote from ISS Facilities for £3,916.00 for 2017/18

The Clerk reported on a quote from Chris Blow for parish rubbish collections, and mowing. She reported that the bin at Millworth Lane requires emptying fortnightly, rather than monthly, as it is being well used. Members approved a quote for fortnightly and monthly bin rounds and mowing, for 2017/18.

60.1.4 Spencers Wood Pavilion

The Clerk reported on potholes forming in the surface of the car park. Members agreed to install some signage, and asked the Clerk to obtain quotes for re-rolling the car park surface in the better weather.

60.2 Allotments:

The Clerk reported on a request to turn on the water supply at the allotments. Members approved this from 1st April, to lessen the risk of damage from overnight frosts.

The Clerk reported that following a successful article in the recent newsletter, there are currently only four half plot vacancies across the sites, and there is a list of interested parties for these plots.

60.3 Deardon Field lease and outdoor space

The Deputy Clerk reported on the sum of money spent in the current financial year on Deardon Field.

The Clerk reported on the terms proposed by Wokingham Borough Council for a longer lease on the site. Following discussion, members agreed that there was no merit in pursuing a longer lease on these terms.

Members discussed the S106 funds assigned to the site, and Cllr P Hughes agreed to submit a Freedom of Information request to WBC to view the original agreements.

Cllr P Hughes reported on a meeting held with the Clerk, Deputy Clerk and Nigel Frankland from the University of Reading to discuss options for the proposed allotments on land to the west of Deardon Field. Cllr P Hughes noted that Nigel was willing to discuss options for leasing the land to the Parish Council, with a commuted sum to develop allotments at a later date.

Cllr P Hughes reported on a meeting with Rev Paul Willis to discuss the possibility of a lease of the land off Church Lane that belongs to the Oxford Diocese. He reported that a lease was not possible, but that a further meeting was being organised with church representatives to discuss other options on the land.

Following discussion, members rejected a suggestion to change the name of the site to 'Deardon Meadow' and agreed to retain the existing name of 'Deardon Field'.

16/RA/61 Ryeish Green Sports Hub

61.1 Cllr Clarke reported that WBC has approved a £1.7M expenditure to refurbish the sports centre at Ryeish Green, proposing to demolish the existing changing facilities and rebuild them as part of the sports centre, rather than as a freestanding pavilion. The sports centre and ATP pitches will then be included in the borough wide leisure contract.

61.2 Cllr Clarke reported that the Parish Council has been offered the opportunity to manage all the grass pitches at Ryeish Green. Following discussion, members asked the Clerk to contact the local football clubs to arrange a meeting to discuss the options for the pitches and for Ryeish Pavilion.

16/RA/62 Youth Club Report

62.1 The Clerk noted that the minutes of the recent Youth Club Management Committee meeting have been circulated.

- 62.2 The Clerk reported that a vacancy for a youth club worker has been advertised, and noted that the club has received a lot of support from Berkshire Youth during the Senior Youth Worker's maternity leave.
- 62.3 The Clerk reported that, due to the numbers of young people regularly attending the sessions, that the club was reviewing options for splitting the sessions by age.

16/RA/63 Correspondence

- 63.1 The Deputy Clerk reported on a request from residents in Pearman's Croft for a dog waste bin, due to an increase in the use of the green area surrounding the playpark by dog walkers. She reported that the residents are willing to empty the bin themselves. Following discussion, members **APPROVED** the request.
- 63.2 The Clerk reported on a request from a resident in Three Mile Cross for a bus shelter at the southbound stop, just south of Church Lane. The Deputy Clerk noted that a request for information on whether this is included as part of the public transport improvements associated with the north and south of Church Lane developments. Members asked the Deputy Clerk to follow up on this.

16/RA/64 Date of next meeting

- 64.1 Members noted the date of the next meeting as Monday 19 June 2017

The meeting ended at 21.30.

List of actions

Ref	Action	Action by
59.2.1	Source quotes for installation of new benches	Clerk / Deputy Clerk
59.2.3	Make agreed changes to Deardon Field signage and progress	Deputy Clerk
59.2.4	Follow up on quotes for a security gate for Shinfield Parish Hall	Deputy Clerk
60.1.4	Obtain quotes for re-rolling the Spencers Wood Pavilion car park surface	Clerk / Deputy Clerk
60.2	Arrange to turn on water supply at allotments from 1 st April	Clerk
60.3	Submit a Freedom of Information request for S106 information related to Deardon Field	Cllr P Hughes
61.2	Contact the football clubs to arrange a meeting to review options for grass pitches and pavilion at Ryeish Green	Clerk