

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 an extraordinary meeting of the Recreation and Amenities Committee held on Monday 27 November 2017 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs N Boyer, I Clarke, P Emmet, C Hughes, P Hughes, L James, I Montgomery and D Peer.
Attending: Mrs. S Roberts (Clerk); K Hughes (Deputy Clerk), Mr and Mrs C Waite (Residents)

17/RA/32 Public Questions

- 32.1 Mr C Waite spoke to members about a claim he has made £84 for tyre damage to his car, which he reported was caused by driving over thorns at the Church Lane allotments, when he drove his car beyond the car park area.
- 32.2 He reported that he had cleared away the hedge cuttings himself, using a rake.
- 32.2 Cllr Clarke noted that the committee had discussed the claim at length at the September committee meeting.
- 33.3 Mr Waite asked members why the claim had been refused and noted that new signage is now in place at the allotments.

Mr and Mrs Waite left the meeting at 19.50hrs

- 33.4 Following discussion, members voted, 4 to 3 against paying the claim, and the following statement was agreed:

Members noted that if Mr Waite cleared the thorns from beyond the car park area, he was aware that there were thorns along this section of the path, and members felt he should have used better judgement and not taken a vehicle across the area.

Members felt that given the amount of construction occurring in the area and the amount of debris on the road, it would be difficult to prove that the tyre damage was caused by driving on the allotment.

17/RA/34 Co-option of Cllr L James

Members **RESOLVED** to approve the co-option of Cllr James to the committee.

17/RA/35 Apologies and declarations of members' interests

- 35.1 Apologies were received and accepted from Cllr Hewett.
- 35.2 There were no declarations of members' interest.

17/RA/36 Minutes

- 36.1 Minutes of 25 September 2017 meeting
The minutes of the committee meeting of 25 September 2017 were approved as a correct record of the meeting and these were signed by Cllr Clarke.
- 36.2 Matters arising (not listed on the agenda for discussion)

- 36.2.1 Security Gate
The Deputy Clerk reported that the gate is due to be fitted on 29th November 2017.
- 36.2.2 Community Orchard sign
The Clerk reported that this has been fitted
- 36.2.3 Additional litter bins
Members noted that a CIL application form to purchase 12 new litter bins has been reviewed and recommended for approval by the development board, and will be reviewed by the Finance and General Purpose Committee in January.
- 36.2.4 Bus shelter on Hollow Lane
The Clerk reported that we have received a number of complaints about the state of the bus shelter at the junction of Hollow Lane and Brookers Hill. Following discussion, the Deputy Clerk was asked to seek some quotes for replacing the panels with mesh panels, and to liaise with TA Fisher regarding the fencing behind the shelter.
- 36.2.5 Parish Hall Refurbishment
The Clerk reported that a fire risk assessment has been undertaken, and a report on the assessment is awaited. Members agreed to review this further once the report has been received.
- 36.2.6 Additional grass cutting charges for Recreation Lane allotments
The Clerk reported that this was done.
- 36.2.7 Pest control contracts for allotment sites
The Clerk reported that this was done
- 36.2.8 Bulb planting
The Deputy Clerk was asked to contact ISS for an update on this project, which members noted would not be funded by CIL.
- 36.2.9 Meeting with the University of Reading
Cllr P Hughes reported that he has followed up with Nigel Frankland on some matters discussed at the meeting on 9 October and is awaiting a response.
- 36.2.10 Meeting with Andy Glencross
Cllr P Hughes reported that he has followed up with Andy Glencross on some matters discussed at the meeting on 2 October and is awaiting a response.
- 36.2.11 Allotment claim for tyre damage
The Clerk reported that this was done.
- 36.3 Minutes of 1 November 2017 meeting
The minutes of the committee meeting of 1 November 2017 were approved as a correct record of the meeting and these were signed by Cllr Clarke.
- 36.4 Matters arising (not listed on the agenda for discussion)
- 36.4.1 CIL application form
The Clerk reported that this was done
- 36.4.2 CIL forms for projects
Members noted that the Development Board had recommended that neither the bulb planting nor the electricity supply projects should be funded by CIL.
- 36.4.3 Future allotment provision
The Clerk reported that the council's views on future allotment sites have been forwarded to Andy Glencross.
- 36.4.4 Millworth Lane Recreation Ground
The Clerk noted that this is work in progress. Cllr P Hughes reported that he, Cllr Clarke and the Clerk had met with Bev Thompson and Jane Hopkins from Wokingham Borough Council to discuss the children's play area at Millworth Lane. It was noted that the site will be assessed and actions reviewed once a report is received.

17/RA/37 **Property and allotment reports**

37.1 Allotment vacancies

Members noted that there are currently three plots vacant at Clares Green Road and five plots vacant at Recreation Lane allotments.

Cllr Clarke reported on a rodent problem, which the council has sought professional advice on. He reported that pest control have recommended a number of actions, which the staff are following up on.

37.2 Lettings policy

Members reviewed the current lettings for Shinfield Parish Hall.

Members reviewed and **RESOLVED** to approve the following hire rates, and the definition for the concession rate:

Standard rate - £20 per hour

Concession rate - £15 per hour

Party rate - £25 per hour with a minimum booking of 2 hours for parties

The concession rate would be offered to 'not-for-profit' groups, which could include local associations, clubs and societies, local church groups, groups such as the WI, the Welcome Club, the Mature Movers seated exercise class (run by WBC), the Baptist Church, local residents associations.

A short term concession rate for a trial period of up to six months *may* be offered to existing hirers who are looking to expand their bookings to additional sessions.

Bookings by local business, or business organisations, would be charged at the standard rate, e.g. development presentations, exercise classes.

Following discussion, members agreed to review the hire situation again at the meeting scheduled for 19 March 2018.

37.3 Chapel Lane Playgroup Rent Review

Members discussed the hire charge to the playgroup, and agreed a recommended figure for rent for the next five years, to propose to the full council in December.

Members noted a request from the playgroup to take on further space at Spencers Wood Pavilion. The Deputy Clerk noted that professional VAT advice should be sought if this request is progressed further.

37.4 Spencers Wood Pavilion and Recreation Ground

Cllr P Hughes reported on a number of options following a survey of the pavilion building.

The Clerk reported on a quote for improving the car park surface at Spencers Wood Recreation Ground. Members noted the need to obtain further quotes for this work.

37.5 Dog waste bag dispensers

The Deputy Clerk reported that this initiative has been tried in other areas, and has been abused. Following discussion, members agreed to withdraw the proposal.

17/RA/38 **CIL projects**

38.1 Members discussed the playground at Millworth Lane, and the Clerk was asked to write to the University of Reading and seek clarification of a 'lift and shift' clause, were the land to be redeveloped in the future.

38.2 Members noted that the playground has been surveyed, and action will be taken pending the receipt of the report on the survey.

38.3 Members noted that other CIL projects have already been discussed.

17/RA/39 **Youth Provision**

39.1 The Clerk reported on the Youth Strategy Workshop held at the parish hall on 19 October 2017. She reported on the potential to create a youth partnership with other local organisations with an interest in youth work.

39.2 Members noted receipt of the notes on a recent Spencers Wood Youth Club Management Committee.

39.3 The Clerk reported that the new Wednesday youth club night has proved very successful, and as a result, the management committee have requested an additional member of staff to support the club. Following discussion, members voted 5 to 2 in favour of providing funds for an additional member of staff.

17/RA/40 **Budget Proposals for 2018/19**

Following discussion, members proposed a working group of Cllrs Clarke, James and P Hughes, to meet with the Clerk and Deputy Clerk on Tuesday 5 December at 2pm, to agree figures, and these would be circulated to the committee, for approval via email.

17/RA/41 **Correspondence**

There were none

17/RA/42 **Date of next meeting**

The date of the next meeting was confirmed as

The meeting ended at 21.30 pm.

List of actions

Ref	Action	Action by
33	Write to Mr Waite with the decision of the committee	Clerk
37.2	Add review of hall hire to the March 2018 agenda	Clerk
37.4	Obtain further quotes for resurfacing the carpark at Spencers Wood Recreation Ground	Clerk
38.1	Contact the University of Reading and seek confirmation of the 'lift and shift' clause for Millworth Lane Recreation Ground	Clerk
40	Meet to propose budget figures for the committee for 2018/19	Cllrs Clarke, James, P Hughes, Clerk and Deputy Clerk.