

Minutes approved on:	
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**DRAFT**

**Minutes of an extraordinary meeting of the Recreation and Amenities Committee held on Monday 05 February 2018 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.**

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

17/RA/43 **Public Questions**  
There were none

17/RA/44 **Apologies and declarations of members' interests**  
44.1 Apologies were received and accepted from Cllrs C Hughes, P Hughes and D Peer.  
44.2 There were no declarations of members' interest.

17/RA/45 **Minutes**  
45.1 Minutes of 27 November 2017 meeting  
The minutes of the committee meeting of 27 November 2017 were approved as a correct record of the meeting and these were signed by Cllr Clarke.  
45.2 Matters arising  
45.2.1 Write to Mr Waite  
The Clerk reported that a letter was sent to Mr Waite, who had subsequently requested further information. A further response had been sent to Mr. Waite by the chairman of the council on 24<sup>th</sup> January 2018.  
45.2.2 Hall hire  
Members reviewed a table of hall bookings and a list of booking requests. Cllr Clarke noted that he has requested a monthly list of hall bookings, to allow the committee to review hall usage.  
Cllr Clarke gave a verbal report on the Open House event on 27 January. Members noted that the new hire rates have only been in place since 1<sup>st</sup> January, and will be reviewed at the March meeting.  
45.2.3 Resurfacing car park at Spencers Wood Recreation Ground.  
Cllr Clark reported on three quotes received to tarmac the surface of the car park at Spencers Wood Recreation Ground, from:

- Thornbury Surfacing: 2 options
  - Option 1: £6,525 for 500m<sup>2</sup> to supply and lay to a thickness of 60 mm compacted for the rate of £13.05m<sup>2</sup>;
  - Option 2: £10,700 for 1000m<sup>2</sup> to supply and lay to a thickness of 60 mm compacted for the rate of £10.70m<sup>2</sup>
- AP Brickwork and Driveways: £25,000 to supply and lay 10m stone for total area compacted to 60ml;
- A&F Services (Bath) Ltd: £9,800 to supply and lay 14m for 542 sqm compacted to 50mm.

Members proposed to recommend in principle option 2 in the quote from Thornbury Surfacing at a cost of £10,700. However, Following discussion, members asked Cllr Boyer and the Deputy Clerk to complete a CIL application form for this project for consideration by the Development Board at its next meeting on 22 March 2018. Cllr Boyer noted that CIL funds have been used by Chippenham Town Council for this purpose. Members noted that the work would need to be completed during the school holidays, when the car park is not in use by the preschool.

45.2.4 Millworth Lane

Cllr Clarke reported that he and other members are due to meet with Nigel Frankland from the University of Reading on 12<sup>th</sup> February, and the issue of a 'lift and shift' clause on the land will be raised at this meeting.

45.2.5 Budget figures for the committee for 2018/19

The Clerk confirmed that this had been done.

45.2.6 Bus Shelters

The Deputy Clerk confirmed that the replacement mesh panels for the bus shelter opposite Cutbush Lane have been ordered. Members noted that there is now a contract in place for a quarterly clean of the shelters along Hollow Lane.

17/RA/46 **Property and allotment reports**

46.1 Shinfield Parish Hall

The Clerk reported that the Finance and General Purpose Committee has approved an additional spend of £12,000 in the current financial year for further improvements/enhancements to the hall: hearing loop for the hard of hearing; upgrade of the intruder alarm system; chairs, tables and additional kitchen goods including cutlery and crockery; and essential fire safety works and installations recommended to ensure health and safety compliance following a fire risk assessment of the premises on 21<sup>st</sup> November 2017. Members **RESOLVED** to approve these additional purchases.

46.2 Spencers Wood Pavilion

The Clerk reported that the storm damage to the pavilion in Spencers Wood has not got any worse, and a site inspection by BDS has reported that the building is still safe and fit for purpose.

The Clerk reported that she is investigating options for a temporary replacement for the building, which could be provided at short notice if there were to be further damage which rendered the existing building unusable. These vary in cost from approximately £700-£1100 per week (from Portakabin) to hire, depending upon the length of time required and type/square footage of building.

Members noted that Locality will be carrying out a comprehensive consultation on community facilities in Spencers Wood, the outcome of which is expected in the summer. Following discussion, members **RESOLVED** to await the outcome of the consultation before any long-term decisions are made over Spencers Wood Pavilion, but that the committee should be prepared with a short term solution, should the need arise.

46.3 Grounds maintenance

The Deputy Clerk reported on competitive quotes received for grass cutting and grounds maintenance.

Following discussion, members proposed and **RESOLVED** to approve of the following quotes for the 2018/19 fiscal year:

Nigel Jeffries Landscapes for grass cutting on a fortnightly basis during the growing season at a cost per cut of:

- Spencers Wood Recreation Ground: £76
- School Green: £74
- Kendal Avenue: £50

- Brookers Hill verges: £35
- Deardon Field: £62
- Area adjacent to MereOak Park: twice-yearly: £225

Nick Smith for grounds maintenance at Three Mile Cross, Clares Green Road, the Parish Office, Millworth Lane allotments, and the orchard at Deardon Field, a cost of £310 per month from April to October, and £60 per month for November and December, to clear leaves at the playground and pathways at Spencers Wood Recreation Ground.

#### 46.4 Allotments

Members reviewed a schedule of allotment availability, prices and facilities offered at sites in the neighbouring parishes. Following discussion, it was proposed that further discussion on allotments be deferred until all the data is available for review.

Members noted there is some availability of plots at Recreation Lane and Clares Green Road.

#### 46.5 Waste and grit bins

The Clerk reported on a quote received for emptying the bus shelter bins, parish waste bins and grass cutting at Church Lane playground from Mr Chris Blow.

Members **RESOLVED** to approve a quote for £220.00 per month for the 2018/19 fiscal year.

Members noted the need to empty the waste bins at Ryeish Green, and noted that Wokingham Borough Council is now controlling the site. The Clerk was asked to follow this up with WBC's Cleaner and Greener team.

Members discussed the litter along Church Lane, and the Clerk and Deputy Clerk were asked to obtain quotes for having the area cleared on a regular basis, if Wokingham Borough Council is unable to do this.

The Clerk reported on a request for a grit bin from the Pearmans Croft Residents Association. Following discussion, the Deputy Clerk was asked to follow up with the borough council on this request.

### 17/RA/47 **Spencers Wood Recreation Ground - Open Air Cinema request**

47.1 Members discussed a proposal sent to the parish council to run open air cinema events on the recreation ground in Spencers Wood during the summer.

47.2 Following extensive discussion, it was agreed in principle that permission could be granted for a maximum of one event per month from May to August.

Members noted the following:

- Residents on Recreation Lane, Clare Green Road and Basingstoke Road (backing onto the site) would need to be advised, ideally by a letter drop
- A risk assessment will need to be completed
- As on site catering will be provided, litter will need to be cleared from the site, and the bins emptied after the events
- Contact Spencers Wood Youth Football Club to ensure that proposed dates and times do not conflict with current use of the recreation ground.

Members asked whether the proprietor could visit the council to discuss the proposal further, ahead of the next meeting. The Clerk was asked to arrange this.

### 17/RA/48 **Trees in Shinfield Parish**

48.1 The Clerk reported on a quote obtained to crown lift the jubilee trees along Hollow Lane, and clear the growth at the foot of the trees. Following discussion, members proposed and **RESOLVED** to accept a quote from Wessex Trees at a cost of £1,345.

48.2 The Clerk reported on a proposal from the Wokingham District Veteran Tree Association, for the naming of trees in the parish, and for the mapping of interesting trees within the

parish. The Council has been asked to nominate a tree and environmental warden. Cllr Emmet was proposed, seconded and duly nominated for this position.

**17/RA/49 Shinfield Cricket Club**

- 49.1 The Clerk reported on a request from the Shinfield Cricket Club for support for the purchase of a number of items of equipment for the club.
- 49.2 Following discussion, members noted the sum of money required was around £15,000 and recommended that, subject to the satisfactory review of the clubs finances, that the council could offer an interest free loan to the club, similar to the agreement with the Shinfield Tennis Club, to be repaid over a ten year period. Members agreed to give this further consideration at their next meeting.

**17/RA/50 Correspondence**

There were none

**17/RA/51 Date of next meeting**

The date of the next meeting was confirmed as Monday 26 March 2018 at 19.30 hrs

*The meeting ended at 21.25 pm.*

**List of actions**

<b>Ref</b>	<b>Action</b>	<b>Action by</b>
45.2.3	Complete CIL application form for car park resurfacing for consideration by the Development Board at its next meeting	Cllr Boyer and Deputy Clerk
46.4	Complete allotment data for review at March meeting	Clerk
46.5	Obtain quotes for clearing litter regularly from Church Lane	Clerk / Deputy Clerk
46.5	Liaise with Wokingham Borough Council about a request for a grit bin on Cutbush Lane	Deputy Clerk
47.2	Arrange a meeting with Berkshire Events to discuss proposal for an open air cinema event at Spencers Wood Recreation Ground	Clerk
49.1	Ask Shinfield Cricket Club for further financial information for consideration at the next committee meeting	Clerk