

Minutes of a meeting of
Recreation & Amenities Committee
Held on Tuesday 27th September 2022
At School Green Centre commencing at 19.30

*(This meeting was originally scheduled for 8th September and
cancelled due to the death of HM The Queen)*

Present: I Clarke (Chair), P Emmet, P Jahromi, L James, M Jones, D Peer

Attending: B Winton (Clerk), P Gudge (Facilities Manager), two representatives from Shinfield Cricket Club and one prospective new councillor

22/RA/57

Public Questions

- 57.1 Two representatives of Shinfield Cricket Club were in attendance. They asked for confirmation of when Manor Court would be available and for information on the clubhouse. It was expected that the pitch would be available from April 2023 and the clubhouse would be a modular design installed over the winter. The cricket club advised that both pitch and clubhouse would need to meet the relevant ECB requirements.

The cricket club also wished to know if it would be possible for their 3rd and 4th sides to play matches at Millworth Lane and for their junior section (which was growing in popularity for both boys and girls). The Chairman advised that the committee would need to consider these requests taking into account factors including their own plans for Millworth Lane. The cricket club advised that they had been increasing subscriptions and match fees to ensure they were financially viable and that they would, if required, be able to fund the work necessary to maintain two different cricket squares as well as work to the outfield.

There was also a discussion that it was likely cricket nets would be required at Manor Court to protect nearby homes.

ACTION – Facilities Manager to liaise with University of Reading and the cricket club regarding the ECB requirements

22/RA/58

Apologies and declarations of Members' Interest

- 58.1 Apologies had been received for this meeting from Cllr Tatla who is unwell. Cllr Brown has unfortunately resigned from the Council due to his health.
- 58.2 There were no declarations of members' interests.
- 58.3 There were no changes to members' declarations of pecuniary interest.

22/RA/59

Minutes of the Previous Meeting

- 59.1 The minutes of the committee meeting of 18th August 2022 were approved as a correct record and signed as such by the Chairman.

Proposed: Cllr Jahromi
Seconded: Cllr Emmet
Approved: Unanimously

- 59.2 The following matters arising were covered:

22/RA/43/1

Clerk to review grant application form – This was ongoing.

ACTION – Clerk to review application form

22/RA/44.1

Clerk to check with the Chairman regarding the tree for Peter Hughes.

ACTION – Clerk to check with Chairman

22/RA/44.14

Clerk to put in place specific agreement with the three allotment holders who currently have chickens – This item was on the agenda

22/RA/48.2

The Facilities manager had been requested to write to the University of Reading for permission to carry out preparatory works. No response had been received to this request.

ACTION – Facilities Manager to follow up with University

22/RA/49.3

Clerk to liaise with Cllr Tatla and Mark Sandringham regarding the best possible location for this group. Ryeish Green Pavilion had been suggested as a possible location for youth services. This would be covered later in the agenda.

22/RA/51.4

Shinfield Village Green Working Party. This was on the agenda.

22/RA/52

The Clerk had provided the additional information requested and this was an item on the agenda

22/RA/55.3

The site visit to Ryeish Green Pavilion had been arranged for Tuesday 6th September and 5 councillors had attended accompanied by the Facilities Manager. Further discussion of the Pavilion was on the agenda.

22/RA/60

Works Update

60.1

Progress on new MUGA and outdoor gym equipment for Spencers' Wood Recreation Ground

The provisional date for the start of the installation of the MUGA was Tuesday 4th October. Tracking to the site would be laid on Monday 3rd. The Pre-school were fully aware of the plans and the date was being advertised on our website and social media. The build period was expected to be four weeks.

We still have not had the final corrective work taken on the new fitness equipment and continue to withhold the payment until the work is completed.

ACTION: - Facilities Manager to monitor progress of MUGA and corrective work on fitness equipment

60.2

Update on progress for new toilets at Shinfield Tennis Club

Cllr Clarke was still awaiting a more detailed quote for the proposed toilets.

ACTION – Cllr Clarke to obtain detailed quote

60.3 Initial Costings for Millworth Lane

First draft costings are £567,510 plus additional options for the finish to the car park which range from £3,400 to £19,500 making the total potentially £587,010 VAT ex. Floodlights for basketball and netball courts would be in the region of an additional £10,000.

Members noted these costs and were content to continue to develop the proposals while recognising that the final choice of sports provided for may need to be modified to ensure the scheme was affordable.

Members asked the Clerk and Facilities Manager to develop an initial business plan that would consider

- Potential income streams

- Potential external sources of funding

- Estimated ongoing operating and maintenance costs

Some of these income streams and associated costs may be linked to a specific sport and the business case should be presented to allow consideration of whether each item should be included or not.

ACTION – Clerk and Facilities Manager to develop a Business Plan

Having established a viable first proposal for sports to be included at Millworth Lane it would now be useful to have wider consultation with the public about what they thought of this proposal, if they thought any elements should be excluded and if they thought there were other elements which could be viably added to the proposal. As the University of Reading were already intending to hold a similar consultation regarding High Copse at the School Green Centre it was felt that the two could usefully be combined into the one event.

ACTION – Clerk and Facilities Manager to work with University of Reading for a consultation event to take place before Christmas 2022

22/RA/61

Community Services

61.1 **Sports Strategy Group**

This had been covered already in the agenda.

61.2 **Community Services**

There was no update due to Cllr Brown's absence through illness. Cllr Jones and the prospective new councillor were both prepared to take on this role.

61.3 Pavilion Youth Club and Shinfield Rise Monday club

Cllrs Tatla and Montgomery and the Clerk have been exploring option following the requirement to relocate the Monday club from the flat. Initially Wokingham Borough Council had said they could provide a minibus but not on a Monday. Unfortunately, Spencers Wood Pavilion is already booked for other days, so this was not possible. The Clerk had enquired about the cost of a minibus hire and was advised it would be in the region of £200 per week.

As a result of this there has been further discussion with WBC who may now be able to find a minibus for the group which would allow them to meet at Spencers Wood Pavilion on a Monday. Provisionally it was intended for the group to resume from Monday 31st October. A booking for the pavilion had been made on that basis.

ACTION – Cllr Tatla to follow up the availability of the minibus with WBC

There was also discussion about the possibility of SPC having its own facility in Shinfield North.

ACTION – Clerk and Facilities Manager to investigate viable options

22/RA/62

Grant Applications

62.1 Wokingham Job Support Centre

Members agreed to the request of a grant of £300 for the Wokingham Job Support Centre.

Proposed: Cllr Jahromi
Seconded: Cllr Emmet
Approved: Unanimously

62.2 1st and 3rd Shinfield Guides

Members were reminded that the previous request from the Guides needed to be more specific and that they wished to know how any grant might be tailored towards helping specific girls who may not have been able to take part in that specific activity. The Clerk was asked to revisit this request with the Guides on that basis.

ACTION – Clerk to revisit the grant request with the Guides

22/RA/63 Shinfield Village Green Working Party

- 63.1 The Clerk advised that he had now issued invites to the first meeting of the working party which would be held on October 12th at 2.00 p.m., and he would be able to report back to the next R&A Meeting on 13th October. The Clerk also advised that all those invited to take part had agreed to do so.

ACTION – Clerk to report back at next R&A Meeting

22/RA/64 Allotment Rents

- 64.1 Members had asked for further information on the following
- a) The full costs of providing the allotment sites (including water, pest control and staffing support)
 - b) Indicative rents from neighbouring parishes

The current annual cost (excluding staff costs) for the provision of allotments in the parish is £12,300 p.a. (which includes an allowance for Orchard Rise when this comes on stream). In addition, there is an apportionment of £17,400 for staff costs. This is predominantly the Allotments Officer but also includes elements of the Clerk, Facilities Manager, Finance Manager and the Groundsman).

It was agreed that the pest control provision should be deleted for the next year and monitored to see what, if any, impact there is on rodent problems. This would reduce the annual cash expenditure to £8,500 p.a.

It was agreed that the rent increase for 2023 should be 20% which would mean that the most common plot rate (rate 103) would increase from £20 to £24 per annum. Even with this increase Shinfield would still have one of the lower rates in the area.

Proposed: Cllr James
Seconded: Cllr Jahromi
Approved: Unanimously

It was further agreed that the allotment rates should continue to move in future years towards a point where rent incomes are in balance with the cash expenditure costs (not including payroll costs). No decision was made for 2024 or beyond as there were too many variables at this time.

ACTION – Clerk to arrange new rates to be implemented

ACTION – Facilities Manager to remove pest control contracts and monitor impact

22/RA/65**Warm Banks Proposal**

- 65.1 Members considered the proposal and were generally supportive of the concept. They wished to see more details on how the activity could be safely and reliably delivered over an extended period.

Cllr James asked if there were any capital costs likely to be required and the Clerk advised that he did not anticipate any but there would be some additional revenue expenditure on consumables, heating of a room that would otherwise be empty. The Clerk also expressed a hope that volunteers could be recruited from participants to help welcome others to the room.

The approach was approved in principle with a further discussion at the next meeting to confirm the details. The Clerk advised that it was to be expected that there would need to be some tweaking of arrangements in any case in the light of experience gained in the initial days of the activity.

It was likely this would not begin until the end of October at the earliest.

ACTION – Clerk to bring back to the next meeting

22/RA/66**Help for Ukraine**

- 66.1 The Clerk advised that while he still wished to deliver this event recent events had meant that he did not feel it was now possible until spring 2023. He had not been able to devote the necessary time to getting the event moving and a major opportunity to promote the event was lost due to the cancellation of the Spencers Wood Carnival. Deferring the event to later this year would increase the risk of adverse weather which would seriously affect participation. Cllr Jahromi felt that it may still be possible to run this event sooner and he and the Clerk would discuss further.

ACTION – Clerk and Cllr Jahromi to discuss possible date for this event

22/RA/67**Options for Ryeish Green Pavilion**

- 67.1 The feedback from those who attended the site visit was that there were no obvious viable alternative uses for the Pavilion and any conversion work would prove to be extremely costly. It may therefore be appropriate to consider including the pavilion in any land swap package with Wokingham Borough Council.

22/RA/68**Other Items****68.1 Orchard Rise Allotment**

Work was still progressing at the site with sheds and photo voltaic panels being installed. New tarmac had been laid and the raised beds for disabled allotment holders were being repositioned. There was still a concern over the state of the soil in the allotments and the Facilities Manager was asked to investigate the soil condition. Until such time as members were satisfied with the condition of the site, Shinfield Parish Council would not agree to accept ownership.

ACTION – Facilities Manager to arrange a soil sample

68.2 Verbal Update on Cricket matters

This had been covered in the earlier discussion with the cricket club.

68.3 Verbal Update on Newsletter

The Clerk advised that the experience of getting the initial hard copy delivered to every doorstep had confirmed his belief that the emphasis should be on encouraging take up of an electronic newsletter.

Whereas pre-Covid there had been no difficulties in arranging either the printing or the delivery it has been a challenge this time around. Both the printer and Royal Mail have created scheduling challenges arising from their own circumstances.

Delivery was now going to be mid-October.

Going forward the intention was to arrange meetings with printers and delivery companies before Christmas to establish a timetable for the next hard copy edition (the arrangement being one per year). This would be for June to follow up on the Annual Full Council meeting, election of councillors and provisional year end accounts.

68.4 Update on Chickens on Allotments

The Clerk advised that this was nearly complete and will be ready this week. It would be based on National Allotment Society and RSPCA guidance on the subject. The Clerk intended to discuss this at the Allotments AGM on 3rd October.

ACTION – Clerk to finalise agreement

22/RA/69 Future Meetings

69.1 The next meeting would be Thursday 13th October 2022.

The meeting ended at 21.30

List of Actions

22/RA/40.2	a) Orchard Rise allotments to be transferred to SPC when preparatory works have been completed	Clerk
	b) Quarterly Report on Bookings to go to November R&A	Clerk
22/RA/42.2	Clerk to write to SWVH committee about the provision of a Christmas tree	Clerk
22/RA/43.1	Clerk to review application form to provide more information to allow members to be better informed about grant requests	Clerk
22/RA/44.1	Clerk to check with Chairman regarding the tree for Peter Hughes	Clerk
22/RA/44.14	Clerk to put in place specific agreement with the three allotment holders who currently have chickens	Clerk
22/RA/48.2	Facilities Manager to follow up with N Frankland at University of Reading regarding permission for some preparatory works at Millworth Lane	Facilities Manager
22/RA/57.1	Facilities Manager to liaise with the University of Reading and Shinfield Cricket Club regarding ECB requirements for Manor Court	Facilities Manager
22/RA/60.1	Facilities Manager to monitor progress of MUGA works at Spencers Wood Recreation ground and the corrective actions required on the fitness equipment	Facilities Manager
22/RA/60.2	Cllr Clarke to obtain detailed quote for toilets at Shinfield Tennis Club	Cllr Clarke
22/RA/60.3	Clerk and Facilities Manager to develop an initial business plan for Millworth Lane post redevelopment	Clerk Facilities Manager
22/RA/60.3	Clerk and Facilities Manager to work with the University of Reading for a consultation event to take place before Christmas 2022	Clerk Facilities Manager

22/RA/61.3	Cllr Tatla to follow up the availability of the minibus for Frensham Green group with Wokingham Borough Council	Cllr Tatla
22/RA/61.3	Clerk and Facilities Manager to investigate viable options for SPC having its own facility in Shinfield North	Clerk Facilities Manager
22/RA/62.2	Clerk to revisit the grant request with Shinfield Guides	Clerk
22/RA/63.1	Clerk to report back to R&A following first meeting of Village Green Working Party after initial meeting on 12 th October	Clerk
22/RA/64.1	Clerk to arrange for new allotment rates to be implemented	Clerk
22/RA/64.1	Facilities Manager to remove pest control contracts from allotments and to monitor impact	Facilities Manager
22/RA/65.1	Clerk to bring back Warm Bank proposal to next R&A meeting	Clerk
22/RA/66.1	Clerk to discuss option for future date for Ukraine Event with Cllr Jahromi	Clerk
22/RA/68.1	Facilities Manager to arrange a soil sample of Orchard Rise Allotments	Facilities Manager
22/RA/68.4	Clerk to finalise agreement for keeping chickens on allotments	Clerk