

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Thursday 28 October 2021, at the Spencers Wood Pavilion commencing at 7:30pm

Present: Cllrs. N Boyer (Ch), E Brown, P Emmet
Attending: Mike Balbini (Clerk), Kouy Young (Deputy Clerk)

21/RA/67	Public Questions
	67.1 Accessible Playgrounds Presentation
	67.1.1 A resident gave a presentation outlining the problems faced by children with disabilities in the parish accessing play equipment. The resident had performed an audit of SPC playgrounds which he had graded as overall good but highlighting improvements that could be made. 67.1.2 The Chair thanked the resident and stated that the Committee and the Parish Council were keen to include accessible play equipment on the playgrounds owned by SPC when the scheduled refurbishments were due but noted that playgrounds created by developers were under the jurisdiction of the developers until adopted by WBC.
	67.2 Spencers Wood Village Hall Presentation
	67.2.1 The Chair of the Spencers Wood Village Hall thanked SPC for their grant of £3,000 and detailed the improvements to the hall that had happened as a result. 67.2.2 Thanks was also given for the use of the Spencers Wood recreation ground car park during the Farmers Market. This had proved successful as had the Saturday Community Cafe. A Halloween Disco and Christmas events were planned. It was PROPOSED that SPC purchase a Christmas Tree for the Spencers Wood Village Hall. Proposed: Cllr Emmet Seconded: Cllr Boyer Unanimously Agreed
21/RA/68	Apologies and declarations of members' interests
	68.1 Apologies were received from Cllr. Clarke, James, Montgomery and O'Brian.
	68.2 There were no declarations of members' interests.

21/RA/69	69.1 Minutes of the Previous Meeting
	The minutes of the committee meeting of 29 July 2021 were approved as a correct record and signed by Cllr. Boyer. Proposed: Cllr Jahromi Seconded: Cllr Brown Unanimously Approved
	69.2 Actions
	<u>14.3 Clerk to contact WBC regarding a safety survey on trees located on SPC land.</u> A tree survey has been commissioned and the results awaited therefore this item was closed.
	<u>14.4 Volunteer evening to be organised for October 2021 to say thank you for efforts made during the pandemic.</u> The Deputy Clerk confirmed that this item was ongoing and that the event would take place in December.
	<u>32.3.2 Clerk to draft a policy on SPC's approach to CCTV</u> This has been completed and the item closed.
	<u>48 Cllr Jahromi to supply Clerk with information on flower bed and monument to enable his to add it to the next R&A agenda</u> See item 68.4 below.
	<u>55 Deputy Clerk to send draft CCTV policy to the Data Protection Officer at WBC for validation.</u> The Deputy Clerk confirmed that this item was now complete.
	<u>62.1.3 Clerk to contact Cllr Clarke to discuss next steps in procurement process for Spencers Wood Rec facilities.</u> Clerk to contact Cllr Clarke to discuss next steps in procurement process for Spencers Wood Recreation ground facilities.
	<u>62.2.3 Clerk to provide monthly report detailing significant maintenance tasks carried out in the parish to help identify any recurring issues.</u> This had not been provided due to the high volume of work and other priorities.
62.4.2	<u>Clerk to obtain clarification on GDPR in relation to the level of detail that could be shared on room hire</u> This item was noted as complete.
63.2.4	<u>Clerk to obtain clarification on who was contracted to do what groundwork at The Manor sports facilities.</u> It was confirmed that grounds work was performed by White Horse Contractors.
65.1.2	<u>Clerk to provide Cllr. Emmet with contact details of Phil Milburn, WBC, to discuss issues at the Fulbrook Avenue Play Area</u> This item was noted as complete.
	69.3 Matters Arising
	There were no matters arising.
21/RA/70	Parish Wide Update
	70.1 Spencers Wood Recreation Ground Working Party Update

	70.1.1 The Spencers Wood recreation ground facilities project verbal update was NOTED .
	70.1.2 The recommendation of the Business Case to assemble the detailed specification for the tender process to bring back to the committee was AGREED . Proposed: Cllr Boyer Seconded: Cllr Jahromi Unanimously Agreed
	70.2 Millworth Lane Report from Sports Strategy Working Party 70.2.1 The report was received, and it was AGREED that the working party must produce a comprehensive plan detailing work to be carried out on site before any work commenced. Proposed: Cllr Boyer Seconded: Cllr Brown Unanimously Agreed 70.2.2 The working party was awaiting a report from the consultant.
	70.3 Sports strategy in the parish meeting It was noted that a meeting had taken place on 24 September between Cllr Clarke and WBC to discuss the sports strategy however as Cllr. Clarke was absent it was agreed that this item would be carried forward.
	70.4 Spencers Wood Pavilion Lettings
	70.4.1 A verbal report was given by the Deputy Clerk noting that bookings at Spencers Wood Pavilion were progressing well with up to five bookings taken every day. Feedback from hirers so far had been excellent and its reputation seemed to be generating further bookings. 70.4.2 The Deputy Clerk had attended the pavilion very late following a party. This was considered dangerous by the members. 70.4.3 The Clerk was asked to investigate security measures at the Spencers Wood Pavilion and review at the School Green Centre. Proposed: Cllr Brown Seconded: Cllr Jahromi Unanimously Agreed
	70.5 Fertilisation of Daffodils It was noted that this would be reviewed in early 2022.
21/RA/71	71.6 Allotments Update
	The Clerk reported that water troughs had been installed at Deardon Lane and Millworth Allotments but that the finish was not satisfactory. The facilities manager had asked to meet with the contractors to rectify the issues.
21/RA/72	Community Service Update
	The Community Services update was NOTED .
21/RA/73	Grant Applications
	73.1 Citizens Advice Reading
	It was PROPOSED that a grant of £1,250 for Citizens Advice Reading be APPROVED . Proposed: Cllr Boyer Seconded: Cllr Jahromi Unanimously Agreed

	73.2 Spencers Wood Carnival
	It was PROPOSED that a grant of £3,500 for the Spencers Wood Carnival be APPROVED in view of the importance of the event to the parish. Proposed: Cllr Emmment Seconded: Cllr Boyer Unanimously Agreed
21/RA/74	Correspondence
	74.1 Orchard Rise
	A report on Orchard Rise circulated prior to the meeting was NOTED .
	74.2 Winter Planters
	It was PROPOSED that SPC entered a contract for five planters consisting of three on School Green and two for the plaza outside the School Green Centre. Proposed: Cllr Emmment Seconded: Cllr Brown Unanimously Agreed
	74.3 Hedge on Recreation Lane
	It was PROPOSED that the committee agree to allow the hedge on Recreation Lane to be grown two foot taller as requested by a resident. Proposed: Cllr Emmment Seconded: Cllr Jahromi Unanimously Agreed
21/RA/75	Date of next meeting: 25 November 2021
	Exclusion of the Press and the Public
	It was RESOLVED that, in view of the confidential nature of the business about to be transacted in relation to personal and business information, it is advisable in the public interest that the public and press were temporarily excluded and asked to withdraw from the next items on the agenda.
21/RA/76	Provision of cleaners to the New Community Centre
	It was PROPOSED that the recommendation of the business case to award the current Spencers Wood Pavilion cleaners a limited contract to clean the new community centre to fully understand the scope of the cleaning task and then decide on future actions was APPROVED . Proposed: Cllr Boyer Seconded: Cllr Jahromi Unanimously Agreed
21/RA/77	Late Entries
	77.1 Asbestos Survey and Legionella Survey at the Millworth Lane Pavilion It was PROPOSED that the recommendation to carry out an Asbestos and Legionella survey at a cost £350.00 each at Millworth Lane pavilion noted in the safety survey carried out by Quadriga be APPROVED . Proposed: Cllr Emmment Seconded: Cllr Jahromi Unanimously Agreed
	77.2 Parish Tree Survey

	It was PROPOSED that a tree survey be carried out in the parish at a cost of £2500.00. Proposed: Cllr Brown Seconded: Cllr Boyer Unanimously Agreed
	77.3 Request for Tree Planting Sites
	Further to a request from a local school for sites in the parish to plant apple trees that had been gifted to them the following options were determined: • Two in Deardon Orchard • Langley SANG and Ridge SANG subject to approval from the University of Reading. which the Clerk undertook to seek.
	77.4 War Memorial Planters It was PROPOSED that planters be installed around the war memorial. Members considered the proposal and decided that planters would detract from the memorial. Proposed: Cllr Jahromi Not Approved
	77.5 Spencers Wood Car Park
	It was PROPOSED that permission be granted for Spencers Wood Village Hall to use car park next to it when the Farmers Market took place every third Sunday of the month Proposed: Cllr Boyer Seconded: Cllr Emmet Unanimously Agreed
	The meeting closed at 10:05pm

Action items:

Minute Ref	Details	Action by
14.4	Volunteer evening to be organised for late December 2021 to say thank you for efforts made during the pandemic	Deputy Clerk
48	Cllr Jahromi to identify other areas in the parish to locate raised flower beds	Cllr. Jahromi
55	Deputy Clerk to send draft CCTV policy to the Data Protection Officer at WBC for validation.	Deputy Clerk
62.1.3	Clerk to contact Cllr Clarke to discuss next steps in procurement process for Spencers Wood Rec facilities.	Clerk
62.2.3	Clerk to provide monthly report detailing significant maintenance tasks carried out in the parish to help identify any recurring issues.	Clerk
70.2.1	Millworth Lane WP to produce a detailed plan of actions to be taken at Millworth Lane as a whole	ML WP
70.3	Cllr Clarke to provide a report from Cllr Clarke on the meeting held 24 Sept 2021 with B Thompson of WBC re sports strategy in the parish	Cllr Clarke
70.4.3	Clerk to investigate security measures at the Spencers Wood Pavilion and review at the School Green Centre.	Clerk
77.3	Clerk to ask UoR whether Apple trees can be planted in the SANGS	Clerk