

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Thursday 30 January 2020, Shinfield Parish Hall, commencing 19:30 hrs.

Present: Cllrs N Boyer, E Brown, I Clarke (Ch), P Emmment, L James, I Montgomery.
Attending: Mike Balbini (Clerk), Jo Skidmore (Committee Clerk), Phillip Alexander and Arathy Narayanan
(From agenda minute point 5)

20/RA/1 **Public Questions**
There were no public questions.

20/RA/2 **Apologies and declarations of members' interests**
2.1 Apologies were received from Cllr. Lias, Cllr. Darley and Cllr Jahromi.
2.2 There were no declarations of members' interest.

20/RA/3 3.1 Minutes of the Previous Meeting

The minutes of the committee meeting of 28 November 2019 were approved as a correct record and signed by Cllr. Clarke:

Proposed: Cllr I Montgomery Seconded: Cllr P Emmment Approved unanimously

3.2 Matters Arising

53.2 It was noted that Cherish Risi-Elford, Community Development Worker would be leaving her role to take over as a Community Development Worker in Woodley. It was **AGREED** that the Clerk would write a letter to Cherish thanking her for her work in the parish.

53.3 Cllr. Brown noted that the previously suggested grant funding of £500 each for the Car Share service and Welcome club were now obsolete due to a change in circumstances.

3.3 Actions

31.2 To notify the office of the requirement of bins (no of) and location around Anson Crescent

The Clerk confirmed that six bins would be delivered within four weeks. These would be placed as follows: x 2 Anson Crescent, x 2 Shinfield Rise, x 1 at the bus stop in Hollow Lane. There would be one spare bin available.

Cllr. Emmment requested that the spare bin be placed at Church Lane at the bottom of

footpath 17.

- 52.0 Clerk to arrange for children to assist with the planting of 4/5 trees offered by a resident and for media to cover the event.

This item was noted as closed.

- 56.0 Cllr. Lias to document issues with bus stops in the parish to enable joined up approach to action required.

This item was noted as ongoing.

- 64.0 Clerk to speak to insurer about cover for volunteers using power tools

The Clerk confirmed that he had spoken with SPC's insurance company which had confirmed that the policy in place covered the use of power tools by volunteers provided tools were used in accordance with instructions.

- 65.5 Clerk to find out who owns footpaths in the parish and who is responsible for maintaining them.

The Clerk confirmed that he had been informed by WBC that if a footpath had been adopted by WBC then WBC were the owners of it but that if it was a permissive path then WBC would own path but the landowner would be responsible for the land below it.

In light of this information members questioned SPC's decision to pay for maintenance work on footpath 11 which it was felt should sit with The University of Reading as the landowner. It was requested that this matter was taken back to the Planning and Highways committee.

Cllr. Boyer arrived at 7:45

- 72.1 Clerk to send plans provided with the lease to members

The Clerk confirmed that he was in receipt of lease plans for the Deardon Way allotments and that they were available for members to view.

- 72.1 Clerk to write to Nigel Frankland UoR to procure letter of guarantee for 4 to 5 years on the Deardon Way allotments

The Clerk noted that he was not yet in receipt of the letter of guarantee from Nigel Frankland and undertook to follow this up.

- 72.1 Clerk to seek clarification on the easement clause on page 9 of the lease as it seemed to allow access to several parties

The Clerk noted that he had spoken to the solicitor who had confirmed that this clause was a standard paragraph added to such leases. The solicitor had however noted the lack of notice period for access to the land in the lease and would be querying this with the University of Reading.

- 72.4 Project Manager to be commissioned to oversee SPC projects

This matter was noted as ongoing. Cllr. James noted that Cllr. Grimes had suggested that MEA, the project manager for the construction of the community centre also had oversight of the Spencers Wood Pavilion project and requested that the Clerk set up a meeting with them during the next week. Cllr. James reiterated his committed to providing a framework for the project but noted that he was currently struggling to obtain the information required to enable him to produce it.

- 72.6 Clerk to procure lights for trees on village green for illumination at Christmas

It was noted that this would be progressed mid-year.

- 74.2 Clerk to request financial and constitutional information from S.O.S. in respect of grant

request

The Clerk confirmed that no response had been received to date.

75. Website working party to continue discussions with a chosen provider to discuss the incorporation of further requirements into a possible new website.

It was confirmed that the meeting had been rearranged for 20th February due to illness. In the meantime a discussion had taken place on additional functionality that the website may need and research carried out on similar websites.

It was **AGREED** that although the working party would continue the Clerk would lead on the project and that accountability sat with him.

- 76.2 Parish council to consider the provision of a bench near the war memorial of either the VE Day or Fallen Soldier design.

Cllr. Brown confirmed that he had spoken to Chris Young, Shinfield Association who was in the process of arranging a fun day to celebrate VE day. It had been agreed with him that SPC would work in support of the event rather than organising a separate event.

It was requested that members consider presentation of the SPC stall and check their availability for supporting the event. It was suggested that Cllr. Brown spoke with the Administration Assistant to see what assistance she could offer.

Members **AGREED** that if it wasn't possible to purchase a 'VE Day' bench that a 'fallen soldier' bench should be purchased.

- 76.5 Clerk to respond to a request for funding from Wokingham Borough Sports Sponsorship Fund (WBSSF) by asking them to submit a grant form next fiscal year

This item was noted as complete.

3.3 Matters Arising

There were no further matters arising.

20/RA/4

Parish Wide Update

4.1 Millworth Lane

4.1.1 It was noted that the tenant was still residing in the caravan on site and that SPC had taken the decision not to take over the site until the tenant had vacated. Cllr. Clarke confirmed that he would be holding a meeting with Shinfield Association during the next week to try and find a way of moving the situation forward.

4.1.2 Members were reminded that the pitches at Millworth Lane were in a poor condition. The Clerk confirmed that he had received a quote from SpaceCare for approximately £14,000 for the work required. Cllr. Clarke undertook to consult Raymond Barclay, Shinfield Rangers FC regarding the possibility of funding from the Football Association to assist with this.

4.2 Deardon Allotments Lease

See item 72.1

4.3 Pride in Our Parish

Cllr. Clarke confirmed that daffodils had been planted at multiple sites across the parish. Contractors used by SPC would maintain the areas. It was hoped that a meeting would take place with a representative from WBC at Hollow Lane to discuss further plans to

improve the parish.

4.4 Pavilion Youth Club Management Committee

4.4.1 Cllr. Montgomery gave an overview of the minutes of the Pavilion Youth Club management committee meeting that had taken place on 20 January which had been circulated prior to the meeting. He confirmed the appointment of a further youth worker and noted the intention to reopen the Youth Club during February. Attendee numbers would be monitored to ensure adequate staffing resource was in place.

4.4.2 It was confirmed that management meetings would now be taking on a quarterly basis with the possibility of a youth representative in attendance.

20/RA/5

Community Service Update

5.1 Cllr. Brown gave an update of his work in the parish.

5.2 He confirmed that the Langley Mead walk leaflets had now been published and had been well received with schools wanting to offer them to parents.

5.3 Work was currently taking place to produce 'historic walks' leaflets for Shinfield, Spencers Wood and Three Mile Cross. WBC had expressed an interest in adding them to welcome packs for developers to give to new residents along with the character statement on the SPC website which talked about the history of the area. Cllr. Brown had advised WBC to check any information in the statement with the Spencers Wood History group for accuracy since it was produced in 2008. It was confirmed that WBC would fund the printing of leaflets and information that they intended to use.

5.4 It was confirmed that the sign-post for the Langley Mead SANG was ready to be installed. The intention to obtain further sign-posts using the same template was noted once further SANGS were completed.

5.5 Cllr. Brown requested that the matter of Cycle Ways, raised some months ago with WBC, be progressed. The Clerk confirmed that he would add the matter to the Development Board project list.

5.6 Cllr. Brown confirmed that he would be circulating a list of groups operational in the parish to members for information.

5.7 Cllr. Montgomery noted that he had attended a meeting of WBC's Health and Wellbeing branch which was working to reduce social isolation, narrow inequalities gap and increase physical activity. The crossover of its objectives with that of the Friendship Alliance were observed.

20/RA/6

Grant Applications

6.1 Spencers Wood Community Luncheon Club

A grant of £279.40 for the repair of an oven for the Spencers Wood Community luncheon Club was **APPROVED**.

Proposed: Cllr. Emmet Seconded: Cllr. Boyer Unanimously Approved

6.2. Berkshire Vision

A grant of £1000.00 for the provision of services to the residents of SPC has been

requested.

Members **AGREED** that the Clerk should obtain more information on how many members in the parish were assisted by the charity and that a decision would be made in the following month.

6.3 Lambs Lane School

A grant of £200 for Lambs Lane School to give as a prize was **APPROVED**.

It was **AGREED** that the Clerk would write to the other schools in the parish confirming the opportunity to apply for a grant on the same basis.

Proposed: Cllr. Emmet Seconded: Cllr. Boyer Unanimously Approved

20/RA/7

Correspondence

7.1 Request from Shinfield View to create time capsule and plant on School Green.

The Clerk confirmed that Shinfield View were intending to create a time capsule and sought views as to how the community might get involved. It was suggested that this was planted on School Green as part of the VE day celebrations. Cllr. Boyer suggested it should be planted in the foundations of new community building rather than on the green

The Clerk undertook to consult with Shinfield View about how to proceed.

7.2 Oak Tree and School Green

An e-mail thanking SPC for the planting of the Oak Tree on School Green was acknowledged.

7.3 Old Village Pound Marker Hollow Lane Roundabout

The Clerk confirmed that SPC was trying to take over maintenance of the Hollow Lane roundabout which may negate the need to get permission for a marker from WBC but stressed the need to ensure that the pound was located there. He undertook to consult the local history society and bring the item back to the committee for further consideration.

7.4 Clements Close Playground and Facilities

The Clerk agreed to write to the resident to ask her to contact WBC who owned the land.

19/RA/8

Date of next meeting: 27 February 2020 starting at **20.00hrs**

The meeting closed at 9:10pm

Part Two

19/RA/9

Spencers Wood Pavilion

9.1 Receive and Consider Quotes for the Pavilion for recommendation to F&GP and Full Council

An overview of the quotes received was given by the Clerk and Cllr. Clarke.

It was **PROPOSED** that the Recreation and Amenities committee recommend to Full Council in February that the Spencers Wood Replacement Pavilion project be initiated.

Proposed: Cllr. Emmet Seconded: Cllr. Boyer Unanimously Approved

9.2 Quotes for Tree Work in Spencers Wood Recreation Ground

It was confirmed that ongoing maintenance on trees surrounding the Spencers Wood pavilion was required. Cllr. Clarke noted that he had consulted residents that would be affected by it.

It was **PROPOSED** that the quotes for £650 and £750 received for maintenance work to trees around the Spencers Wood Pavilion were **APPROVED**.

Proposed: Cllr. Brown Seconded: Cllr. James Unanimously Approved

Cllr. Boyer suggested tree survey carried out on trees in the parish. It was **AGREED** that a tree specialist should be hired for this purpose.

9.3 Fly Tipping

The Clerk requested that members submitted details of known hotspots for fly tipping to be sent to WBC and undertook to contact all SP councilors on this issue. It was also **AGREED** that a request to residents to identify problem areas

9.4 Offer of Bench

The offer of a free bench was noted. The Clerk was asked to respond expressing thanks for the offer but noting that currently there was no space available for it.

9.5 PHS Contract

Issues with service received from PHS were highlighted in respect of emptying sanitary bins. It was **AGREED** that the Clerk should serve notice of 3 months to PHS and that Select be appointed to carry out the same service.

Action items:

Minute Ref	Details	Action by
56.0	Cllr. Lias to document issues with bus stops in the parish to enable joined up approach to action required. Awaiting confirmation of bus routes from Wokingham and Reading.	Cllr. Lias
63.2	Clerk to seek approval for expenditure on maintenance of Millworth Lane at the next Council meeting once a quote has been provided.	Clerk
65.4	UoR to confirm Walk/cycle system on SANGs and grant permission before signs can be erected	Cllr Brown
65.5	Clerk to go back to WBC regarding paying for the maintenance of footpath 11.	Clerk
72.1	Clerk to write to Nigel Frankland UoR to procure letter of guarantee for 4 to 5 years on the Deardon Way allotments	Clerk
72.1	Clerk to seek clarification on the easement clause on page 9 of the lease as it seemed to allow access to several parties.	Clerk
72.4	Clerk to set up meeting between Cllr. Clarke and MEA to discuss project management of Spencers Wood pavilion.	Clerk
75	Website working party to continue discussions with a chosen provider to discuss the incorporation of further requirements into a possible new website.	Website working party
76.2	Parish council to consider the provision of a bench near the war memorial of either the VE Day or Fallen Soldier design.	Clerk
3.2	Clerk to write to Cherish Risi-Elford thanking her for her work.	Clerk
4.1.2	Cllr. Clarke to speak with Raymond Barclay to discuss funding	Cllr. Clarke

	from the FA for the maintenance of the Millworth Lane pitches	
5.5	Clerk to add cycle ways in the parish to the Development committee project list in order to progress	Clerk
6.2	Clerk to obtain further information from Berkshire Vision requesting the number of service users from the parish	Clerk
6.3	Clerk to write to local schools regarding the availability of funding for prize giving should they wish to apply	Clerk
7.1	Clerk to speak with Shinfield View on how to progress the idea of the time capsule.	Clerk
7.3	Clerk to consult local history group on the location of the old pound in Shinfield to confirm whether it was at the Hollow Lane roundabout and bring request back to the committee	Clerk
7.4	Clements Close playground and facilities – Clerk to write to resident to ask them to contact WBC.	Clerk
9.2	Clerk to arrange for specialist to do tree survey of trees in the parish	Clerk
9.3	Members to send details of fly tipping locations in the parish to the Clerk and Clerk to arrange for request for locations to be notified on Website	Clerk and All
9.4	Clerk to write and decline offer of bench.	Clerk
9.5	Clerk to cancel contract with PHS and appoint Select to empty sanitary bins.	Clerk