

Minutes of a meeting of
Recreation & Amenities Committee
Held on Thursday 10th November 2022
At School Green Centre commencing at 19.30

Present: Cllrs I Clarke (Ch), P Emmment, L James and R Tatla

Attending: B Winton (Clerk), P Gudge (Facilities Manager), S Herring (Deputy Clerk),
one prospective new councillor

22/RA/81 Public Questions

81.1 There were no questions from the public.

22/RA/82 Apologies and declarations of Members' Interest

82.1 Apologies had been received for this meeting from Cllr N Boyer, P Jahromi
and D Peer

82.2 There were no declarations of members' interests.

82.3 There were no changes to members' declarations of pecuniary interest.

22/RA/83 Minutes of the Previous Meeting

83.1 The minutes of the committee meeting of 13th October 2022 were
approved as a correct record and signed as such by Cllr I Clarke.

Proposed: Cllr P Emmment
Seconded: Cllr R Tatla
Approved: Unanimously

83.2 The following matters arising were covered:

22/RA/40.2 a) Clerk to ensure Orchard Rise allotments are only transferred to SPC
when preparatory works had been completed to an acceptable
standard. Following a meeting with Taylor Wimpey, Cllrs Clarke & Lias
and the Facilities Manager requested that a deep layer of topsoil to be

laid. Cllr Emmet advised that there was a lot of surface water following heavy rain.

ACTION - Clerk to ensure Orchard Rise allotments are only transferred to SPC when preparatory works had been completed to an acceptable standard

b) Clerk to add Quarterly Report on Bookings to agenda for 10th November meeting

This is an item on the agenda.

22/RA/42.2 Clerk to arrange a Christmas tree for Spencers Wood Memorial Hall and to investigate possible sites for Shinfield North

The Facilities Manager had arranged a tree for Spencers Wood Memorial Hall.

No ideal location had been identified for Shinfield North, however, it was suggested that a Christmas Tree on Frensham Green could be put up this year as a trial. This would be evaluated for future years depending on an evaluation as to its success.

ACTION – Facilities Manager to arrange a tree for Frensham Green, North Shinfield.

22/RA/43.1 Clerk to review the grant application form to provide more information to allow members to be better informed about grant requests

The Clerk has not yet addressed this. See also later in the minutes.

22/RA/44.1 Clerk to include the provision of a tree as a memorial for Peter Hughes in the School Green Working Party plans

A potential site had been identified for a tree as part of the School Green Working Party and would be discussed later the agenda.

- 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

The Facilities Manager has confirmed the process required to get formal permission and no difficulties were anticipated.

ACTION – Facilities Manager to request formal permission from University of Reading for some preparatory works at Millworth Lane

- 22/RA/57.1 Facilities Manager to liaise with the University of Reading (UoR) and Shinfield Cricket Club (SCC) to ensure the Manor Court Pavilion will be compliant with league requirements

The Facilities Manager reported that a planning application had been submitted but a variation was required to include an air source heat pump. The Cricket Club were due to visit the site to inspect the wicket. Assurances had been received from the university that it would be operational by April 2023.

ACTION – Facilities Manager to write to UoR and SCC setting out the position, as understood, and asking them to confirm.

- 22/RA/61.3 Clerk and Facilities Manager to investigate viable options for SPC having its own facility in Shinfield North

The Clerk and Facilities Manager have explored potential sites in Shinfield North but did not feel that Frensham Green would be a suitable location for such a facility. He suggested that it may be worthwhile approaching Whiteknights School to see if there was any scope for a facility within their grounds that could be used by the school during term time and by the community in the evenings, weekends and school holiday periods. Benefits may include the sharing of operational costs and existing parking. It was agreed that the Clerk should make an initial enquiry with the school

ACTION – Clerk to investigate the option with Whiteknights School

- 22/RA/62.2 Clerk to revisit the grant request with Shinfield Guides

This is an item on the agenda

- 22/RA/68.1 Facilities Manager to arrange a soil sample of Orchard Rise Allotments

Facilities Manager advised that he is waiting for the topsoil to be put down.

- 22/RA/73.1 Facilities Manager to monitor the progress of the MUGA works at Spencers Wood Recreation Ground

This was on the agenda

- 22/RA/73.2 Cllr Clarke to obtain a detailed quote for new toilets at Shinfield Tennis Club

The first quote had been received and was on the agenda.

- 22/RA/73.3 Clerk and Facilities Manager to develop an initial business plan for Millworth Lane post redevelopment for 10th November meeting

This was on the agenda

- 22/RA/73.4 Clerk and Facilities Manager to work with University of Reading for a consultation event to take place before Christmas 2022

The Clerk and Facilities Manager had met with Nigel Frankland from the University to discuss a joint consultation exercise on sports provision in the parish. UoR still wished to proceed with this. The Clerk was in contact with the university's Community Relations Manager (Molli Cleaver) and a possible date of 10th December was under consideration. SPC would undertake its own consultation exercise in respect of Millworth Lane at the same time.

ACTION – Clerk to confirm date with University of Reading

- 22/RA/75.2 Clerk to advise WBC Community Engagement Team regarding funding for trip to pantomime

The Clerk had advised the Community Engagement Team accordingly.

- 22/RA/76.1 Clerk to convene next meeting of School Green Working Party and provide a more detailed update to the R&A committee

The second meeting of the working party had been held on 7th November and the item was also on the agenda.

- 22/RA/77.1 Clerk to add the Warm Banks Proposal to the agenda for Full Council meeting on 20th November

The matter had been discussed and approved at Full Council. It was intended to start with a soft launch on Monday 14th November which will allow time to develop processes and arrangements as numbers increased.

- 22/RA/78.1 Clerk to arrange a “Sleep In” event for Ukraine to take place in early December

This is an item on the agenda

22/RA/84

Works Update

- 84.1 **Progress on new MUGA and outdoor gym equipment for Spencers’ Wood Recreation Ground**

The Facilities Manager advised that progress had been delayed due to bad weather. The tarmac would be arriving during the next week but would need to rest before the lines were completed. The variation to the planning application to amend the colour of the equipment should be resolved within approximately 14 days. The final fixes on the gym equipment had been completed and this payment had now been released.

ACTION – Facilities Manager to monitor the progress of the new MUGA

- 84.2 **Update on progress for new toilets at Shinfield Tennis Club**

Cllr Clarke reported that the estimated costs would be approximately £26,000 but if this was delayed the costs could rise. The initial costs would be paid by Shinfield Parish Council and the tennis club would pay back in rent over approximately ten years.

It was recognised that if more activities were taking place on Millworth Lane there would be a higher usage. It was reported that the Pavilion did not have a disabled toilet therefore it was essential that this was included in the plan.

ACTION – Cllr Clarke to obtain a second quotation from the contractor used by University of Reading

84.3 **Draft Business case for Millworth Lane**

The Clerk and Facilities Manager had developed a spreadsheet model which included the capital costs already tabled from BDS and some additional capital items they thought would be required. In addition they considered the potential income streams and likely revenue expenditure required and included a provision for £5k per annum towards a repairs and renewals sinking fund as well as a contingency of £10k to cover any unexpected costs or revenue shortfalls. These initial calculations suggested a potential operating surplus in the region of £15,000 per annum.

While conducting this exercise they had also identified some potential alternative provisions and set these out separately.

Option 1 was to have a combined basketball and netball court and add a five a side pitch instead which could be used by many sports for year-round training. There would be additional capital outlay but with increased operating contributions

Option 2 envisaged replacing the tennis courts with padel tennis and table tennis. This would have reduced capital costs but lower operating contribution

The alternative options were included to stimulate debate over the type of sports provision in anticipation of the joint consultation with the University of Reading.

After the consultation process had taken place, the proposals will be revisited. This will include consideration of the balance between making the installed facilities free to use and where a charge would be levied.

ACTION – Clerk to arrange the joint consultation exercise with the University of Reading

22/RA/85

Community Services

85.1 Verbal report from the Sports Strategy Group

Cllr Clarke referred to the last full council meeting where it was discussed that throughout the Parish there were antisocial behavioural problems. Wokingham Borough Council had set up a special unit to deal with the problem throughout the Borough. Currently Shinfield Parish Council only had the skate park at the Spencers Wood Pavillion as a facility for the youth aged 12 to 18 years. He suggested that the committee explore what could be done to make improvements.

ACTION: Clerk to put on the agenda of the next R & A Committee meeting

85.2 Verbal report on the Community Services

Nothing to report.

85.3 Verbal report on Pavilion Youth Club and Shinfield Rise Monday club

Cllr Tatla reported on the following:

- Shinfield Youth Group had started. Following discussions with Mark and Shabina it was identified that Wokingham Borough Council needed to recruit a more experienced youth person to assist with the particular needs of this group. However it was doubtful that WBC would continue to provide resources if numbers did not increase.
- The Wednesday Group had increased in numbers, but Mark had reduced the two-hour sessions from two to one. The ratio of adults to young people will need to be kept under review.
- Mum's Zone project: this ran pre-pandemic and was a holistic programme incorporating yoga, advice, etc. for young mothers. This would be good to resurrect in Shinfield as the mothers have difficulty travelling to Winnersh where an existing group operates. School Green Centre could be offered on a Friday, with the group applying for a grant which would cover the cost of the room hire. Alternatively, St Barnabas Church could be approached which would be more local, and easily accessible, to the young mothers. The Council recognised that help was required.

ACTION – Cllr R Tatla to suggest to the group that they could apply for a grant from Shinfield Parish Council for the use of the School Green Centre and/or to investigate the use of St Barnabas Church as a venue.

22/RA/86

Grant Applications

86.1 **Application from Me2 Club**

It was agreed to offer £500.

Proposed: Cllr P Emmment
Seconded: Cllr I Clarke
Approved: Unanimously

ACTION – Clerk to respond to the Me2 Club application for a grant

86.2 **Application from St Mary's Church Hall**

Historically Shinfield Parish Council had agreed not to approve grants to religious organisations. As there was already a Warm Bank set up at the School Green Centre, the church would be informed they could direct people to our Warm Bank.

ACTION – Clerk to respond to St Mary's Church declining to make a grant but offering the facilities of the Warm Bank at the School Green Centre.

86.3 **Updated application from Shinfield Guides**

It was agreed to offer the Shinfield Guides £1000.

Proposed: Cllr L James
Seconded: Cllr P Emmment
Approved: Unanimously

ACTION – Clerk to respond to the Shinfield Guides' application for a grant

86.4 **Interim Monitoring Report from Shinfield St Mary's School**

The interim monitoring report from Shinfield St Mary's School was **NOTED**.

86.5 **Interim Monitoring Report from the Link Visiting Scheme**

The interim monitoring report from the Link Visiting Scheme was **NOTED**.

86.6 **Summary of Grant requests**

The summary of the grant requests was **NOTED**.

- 86.7 It was suggested that grants for the next financial year be considered at one specific point in the year to allow a fair distribution of the available funds to all applications. It was **NOTED** that the Finance and General Purposes Committee would be dealing with future grant applications.

ACTION –

- Clerk to prepare a proposal for switching to one grant award session per annum
- Clerk to put on the agenda of the Financial and General Purposes Committee

22/RA/87

Shinfield School Green Working Party

- 87.1 The Clerk took members through the outcomes from the first two Working Party meetings as per the paper he had distributed following the second meeting.

It was agreed that the Clerk would obtain initial costings for the scheme as presented to allow for more discussion at the next meeting.

ACTION – Clerk to arrange for the production of provisional costings

22/RA/88

Warm Room Proposal

- 88.1 Following approval to proceed from Full Council, the Clerk advised that arrangements were in place to have a soft launch from Monday 14th November. While the weather remained as relatively mild as it was, he did not anticipate many attendees initially. This would allow an opportunity to refine the arrangements and engage with those that did attend. The plan was to be in the procedures ready for when numbers built up in colder weather.

ACTION – Clerk to monitor the usage of the Warm Room and provide an update at the next meeting

22/RA/89

Help for Ukraine

- 89.1 The Clerk had provisionally identified a date of 2nd December but due to other operational commitments and the lead up to Christmas festivities it was agreed to reset the date for either 3rd or 10th February 2023.

ACTION – Clerk to put on the agenda for the next meeting

22/RA/90 School Green Christmas Opening

- 90.1 The Clerk proposed Christmas opening times and these were agreed by the committee

Proposed: Cllr P Emment
Seconded: Cllr I Clarke
Approved: Unanimously

22/RA/91 Bookings Report

- 91.1 The Clerk advised that the forecast income for the year continued to improve for the School Green Centre. In May the projection had been a shortfall of £57.6k (VAT Inc) and when reported in August this had reduced to £33.0k. The latest projection was now a deficit of £15.2k of which only £7.0k was income from anticipated bookings. The remainder of the income had already been achieved or was booked to take place.

This progress represented the expected ramping up of bookings as people became more aware of the building and word of mouth spread about the facilities.

ACTION – Clerk to add to Agenda for February 2023 meeting

22/RA/92 Other Items

92.1 Update on Cricket matters

This was covered elsewhere in the meeting.

92.2 Update on Newsletter

The hard copies had now been distributed. The process had confirmed that there should only be one annual hard copy issue per annum and the Clerk was already taking steps to review that process for 2023. There had been a significant increase in the numbers signed up for the electronic newsletter and this would continue to be heavily promoted through all our available media.

The Clerk requested any items of interest to be sent to him for the next newsletter.

92.3 Verbal update on booking Terms and Conditions

The Clerk and Deputy Clerk had been working on refining the terms and conditions and the booking process. This was expected to be completed in November.

ACTION – To be added to the agenda for the December meeting.

92.4 Allotment Improvements

The Facilities Manager set out plans for improvements to the allotments to be funded by a combination of council money and S106 from WBC in the ratio 2:1. Members asked for more information to be provided to allow a distinction between work that was likely to be required and work that was just “nice to have”. These would be presented at the next R & A meeting.

ACTION –

- Facilities Manager to provide additional information on the work being requested.
- Clerk to add the agenda of the next R & A meeting.

22/RA/93

Future Meetings

- 93.1** The next meeting would be Thursday 8th December 2022.

The meeting ended at 21:36

List of Actions

22/RA/40.2	Clerk to ensure Orchard Rise allotments are only transferred to SPC when preparatory works had been completed to an acceptable standard	Clerk
22/RA/42.2	Facilities Manager to arrange a Christmas tree for Frensham Green	Facilities Manager
22/RA/48.2	Facilities Manager to request formal permission from the University of Reading for preparatory works at Millworth Lane	Facilities Manager
22/RA/57.1	Facilities Manager to liaise with the University of Reading and Shinfield Cricket Club to ensure the Manor Court Pavilion will be compliant with league requirements	Facilities Manager
22/RA/61.3	Clerk to make an initial enquiry to Whiteknights School regarding providing space for SPC to provide a facility for Shinfield North	Clerk
22/RA/73.4	Clerk to agree a date with the University of Reading for a consultation event regarding sports provision in the parish	Clerk
22/RA/84.1	Facilities Manager to monitor the progress of the new MUGA	Facilities Manager
22/RA/84.2	Cllr Clarke to obtain a second quote for toilets at Millworth Lane using University of Reading's contractor	Cllr Clarke
22/RA/84.3	Clerk to arrange the joint consultation exercise with the University of Reading	Clerk
22/RA/85.1	Report from the Sports Strategy Group to be added to the next agenda of the R & A Committee	Clerk
22/RA/85.3	Cllr Tatla to suggest the Mum's Zone group apply for a grant from SPC for the use of the School Green Centre	Cllr Tatla
22/RA/86.1	Clerk to advise Me2 Club of the grant decision	Clerk
22/RA/86.2	Clerk to advise St Mary's Church of the grant decision	Clerk

22/RA/86.3	Clerk to advise Shinfield Guides of the grant decision	Clerk
22/RA/86.7	Clerk to prepare a proposal for switching to one grant award sessions per annum	Clerk
	'Grants' to be added to the agenda of the Financial and General Purposes Committee	Clerk
22/RA/87.1	Clerk to arrange for provisional costings of items proposed for the Village Green Working Party	Clerk
22/RA/88.1	Clerk to monitor the usage of the Warm Room and provide an update at the next meeting	Clerk
22/RA/89.1	Clerk to put the Ukraine Sleep Out on the agenda for the next meeting	Clerk
22/RA/91.1	Clerk to add the Bookings Report to the agenda for the February 2023	Clerk
22/RA/92.3	Clerk to add Terms & Conditions to the agenda for the December 2022 meeting	Clerk
22/RA/92.4	Facilities Manager to provide additional information on the work being requested.	Facilities Manager
	Clerk to add the agenda of the next R & A meeting.	Clerk