

To all members of the Recreation and Amenities Committee

Notice is hereby given that a meeting of the Recreation and Amenities Committee to be held on THURSDAY 8th September 2022 at 19.30 at the School Green Centre



Bruce Winton
Parish Clerk
2nd September 2022

Members: Cllrs N Boyer, E Brown, I Clarke (Ch), P Emmment, P Jahromi, L James, M Jones, D Peer and R Tatla

Agenda

1. Public Questions

- 1.1 To **RECEIVE** and **CONSIDER** public questions

2. Apologies and declaration of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
- 2.2 To **RECEIVE** members' declarations of interest

3. Minutes of the previous meeting

- 3.1 To **RECEIVE** and **APPROVE** the minutes of 18th August 2022 as a correct record of the meeting and to authorize the Chairman to sign the same *
- 3.2 To **CONSIDER** matters arising from the minutes

4. Works Update

- 4.1 To **RECEIVE** and **NOTE** a verbal update on progress for the new MUGA and outdoor gym equipment for Spencer's Wood Recreation Ground
- 4.2 To **RECEIVE** and **NOTE** a verbal update on progress for new toilets at Shinfield Tennis Club
- 4.3 To **RECEIVE** and **CONSIDER** initial costings for the new facilities under consideration for Millworth Lane *

5. Community Services

- 5.1 To **RECEIVE** and **NOTE** a verbal report from the Sports Strategy group
- 5.2 To **RECEIVE** and **NOTE** a verbal report from Cllr Brown on Community Services (if available)
- 5.3 To **RECEIVE** and **CONSIDER** a verbal update from Cllr Tatla on the Pavilion Youth Club and the Flat at Shinfield Rise

6. Grant Applications

- 6.1 To **RECEIVE** and **CONSIDER** grant requests – None awaiting consideration at time of issue of agenda
- 6.2 To **RECEIVE** and **NOTE** summary of grant requests *

7. Shinfield Village Green Working Party

- 7.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding this Working Party

8. Allotment Rents

- 8.1 To **RECEIVE** and **CONSIDER** updated proposals for revised allotment rents *

9. Warm Banks

- 9.1 To **RECEIVE** and **CONSIDER** options for providing “warm banks” for residents to help with heating during the cost of living crisis *

10. Help for Ukraine

- 10.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk for the proposed event to raise funds for Ukraine

11. Options for Ryeish Green Pavilion

- 11.1 To **CONSIDER** potential options for the future use of Ryeish Green Pavilion following site visit taking place on 6th September at 4.00 p.m.

12. Other Items

- 12.1 To **RECEIVE** and **NOTE** a verbal update on Orchard Rise allotments
- 12.2 To **RECEIVE** and **NOTE** a verbal update on cricket issues
- 12.3 To **RECEIVE** and **NOTE** a verbal update on Newsletter
- 12.4 To **RECEIVE** and **NOTE** a verbal update from the Clerk on Terms and Conditions of room hire
- 12.5 To **RECEIVE** and **NOTE** a verbal update from the Clerk regarding the continuation of the keeping of chickens on allotments

13. Next Meeting

- 13.1 The next Recreation & Amenities Committee meeting will be **Thursday 13th October 2022**

* Report attached

** Report to follow

Minutes of a meeting of
Recreation & Amenities Committee
Held on Thursday 18th August June 2022
At School Green Centre commencing at 19.30

Present: N Boyer, I Clarke (Chair), P Emmment, P Jahromi, L James, M Jones, I Montgomery, D Peer, R Tatla

Attending: B Winton (Clerk), P Gudge (Facilities Manager)

22/RA/45 Public Questions

45.1 There were no public questions.

22/RA/46 Apologies and declarations of Members' Interest

46.1 Apologies had been received for this meeting from Cllr Brown who is unwell. Cllr Montgomery had withdrawn from the committee due to the new schedule of meetings coming into effect from 1st September 2022 and so this was his last meeting.

46.2 There were no declarations of members' interests.

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

22/RA/47 Minutes of the Previous Meeting

47.1 The minutes of the committee meeting of 30th June 2022 were approved as a correct record and signed as such by the Chairman.

Proposed: Cllr Tatla
Seconded: Cllr Emmment
Approved: Unanimously

47.2 The following matters arising were covered:

22/RA/40.2

- a. Report on Maintenance work to go to August Meeting - On the agenda at Item 11.4
- b. Orchard Rise allotments to be transferred to SPC when preparatory works have been completed – On the agenda at Item 11.2
- c. Quarterly Report on Bookings to go to August meeting – On the agenda at Item 9.1

22/RA/42.2

- a. Clerk to write to SWVH Committee about the provision of a Christmas Tree – The previous secretary of SWVH Committee believed that SPC had given an undertaking to provide a Christmas tree for the hall every year. This was not the SPC position, and it will be revisited with SWVH Committee later in the year.
- b. Clerk to ask Facilities Manager to consider planting permanent Christmas trees – The Facilities Manager did not think this was viable at Spencers Wood, but it would be worth considering as part of the Village Green Working Party

22/RA/43/1

- a. Clerk to obtain more information on Brownie & Guide applications – The Clerk had provided feedback to the Guides/Brownies following the previous meeting. They have withdrawn their general application with the intention of resubmitting for a specific trip in due course.
- b. Clerk to offer use of School Green as a possible venue for Brownie/Guide activity – The Clerk has made this offer, but this would require approval from within Brownie/Guides hierarchy for health & safety & safeguarding. The organiser will advise if they wish to follow this up.
- c. Clerk to review application form – This was ongoing
ACTION – Clerk to review application form

22/RA/43.7

- a. Clerk to investigate options for helping Ukrainian refugees – On agenda as Item 10.1

22/RA/44.1

- a. Clerk to arrange replacement of tree on Village Green – This will be included in Village Green Working Party remit.
 - b. Clerk to establish if all the works from the tree survey have been completed – The Grounds Maintenance Officer has advised that all the works identified had been carried out
 - c. Clerk to check with the Chairman regarding the tree for Peter Hughes – No update
- ACTION – Clerk to check with Chairman**

22/RA/44.3

- a. Clerk to arrange site visit to Ryeish Pavilion in September – On the agenda at Item 11.3
- b. Clerk to establish possible midwifery interest in Ryeish Pavilion – Clerk has written to his contact in midwifery service who has expressed initial interest. The Clerk has asked them for a rough outline of what their requirements may be.

22/RA/44.13

- a. Clerk to include information on use of bouncy castles in future report – So far, there have been two parties who have had a bouncy castle and another two have been booked. The response has been very positive.

22/RA/44.14

- a. Clerk to put in place specific agreement with the three allotment holders who currently have chickens – The Clerk advised that this was nearly complete and would be based on National Allotment Society guidance on the subject. The Clerk hoped to finalise this in the next couple of weeks.

ACTION – Clerk to finalise agreement

22/RA/48

Works Update

48.1

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

The outdoor equipment has been installed although there are still some issues with the surface that has been laid and a final cleaning of tarmac from the bottom of the equipment is still required. Payment will be withheld until this has been carried out.

Planning permission had been received for the MUGA. The lead time from the contractor was 8-10 weeks and more information is awaited on a formal start date which is likely to be sometime in October.

48.2 **Update on Proposals for Millworth Lane**

Cllr Clarke has had a meeting regarding the potential provision of toilets for the tennis club as per the provided report. The contractor involved in the meeting would be providing a full quote for connecting water and electrical supplies. It was likely to be next year before any work took place, so the costs were expected to increase from the August 2022 prices provided for indicative purposes. Another potential cost may be tracking required to enable access to the site for delivery. It was expected that SPC would fund the provision of the toilets and the tennis club would pay a rental for their use.

Cllr Clarke advised that the first provisional costs for the overall plan of work for Millworth Lane will be tabled at the meeting on 8th September. The Facilities Manager will write to the University of Reading requesting permission to carry out some preparatory works such as the removal of trees.

ACTION – Facilities Manager to write to University of Reading

22/RA/49

Community Services

49.1 **Sports Strategy Group**

Nigel Frankland from University of Reading had attended a meeting on Tuesday 16th August with Cllrs Clark and James, the Clerk and Facilities Manager and had provided an update on works.

The intention was now to hand over the Manor cricket pitch in April 2023 ready for the next cricket season. A contractor had been appointed by UoR to install a modular prefabricated pavilion. UoR would also install a flat surface for cricket nets, but the equipment would need to be provided by SPC. Heads of Terms for the SPC use of the site would need to be agreed before the start of the season. It was expected that the cricket club would maintain the cricket square while SPC would be responsible for the outfield. There remained a concern that some houses may be affected by cricket balls landing in their garden and nets may be required in the future.

Work had started on the High Copse site with concrete being removed and plans progressing to remove the overhead power cables in the area and bury them instead. The University were considering the provision of a community park including some allotments for educational use by schools and organisations.

49.2 Community Services

There was no update due to Cllr Brown's absence.

49.3 Pavilion Youth Club

Cllr Montgomery has acted as the link between the Pavilion Youth Club and R&A but as he had now withdrawn from the committee a replacement was required. Cllr Tatla agreed to take over this role.

Cllr Montgomery advised that it was now no longer viable for the Community Flat Group to continue with a Monday session at the flat as previously. The group consists of about 14 young people and Mark Sandringham (youth club leader) has been offered the use of a minibus on a Tuesday afternoon provided he can identify another location. The Clerk advised that Spencers Wood Pavilion has all the equipment but is already booked by a regular hirer on a Tuesday afternoon. It would be possible to make use of the Grazeley at School Green Centre and Millworth Lane was also suggested as an option.

ACTION – Clerk to liaise with Cllr Tatla and Mark Sandringham regarding the best possible location for this group.

22/RA/50

Grant Applications

50.1 Welcome Club

A request to provide a grant of £625 towards the cost of a festive lunch for the Welcome Club based at Shinfield Baptist Church was approved.

**Proposed: Cllr Tatla
Seconded: Cllr Boyer
Approved: Unanimously**

22/RA/51

Shinfield Village Green Working Party

51.1 Membership

The proposed membership was agreed as follows

- Shinfield Parish Council
 - Cllr Clarke
 - Cllr Jahromi
 - Cllr James
 - Cllr Tatla
 - Clerk
 - Facilities Manager
- Others to be invited
 - Representative from Shinfield Infants School
 - Representative from Shinfield St Mary's Junior School
 - Elaine Butler
 - Patricia Green
 - Martin Prosser
- Input from others
 - John Coneley (fairground operator)

51.2 Areas to be Considered

The areas to be considered were as follows

- Preventing unauthorized vehicle access to the Village Green
 - This may bollards and/or other solutions
- The replanting of the tree on the Village Green
- The possibility of a path between the pedestrian crossing and the school and what form this may take (if provided)
- Improving the location for the SPC Christmas Tree and ensuring electricity is provided for its illumination
- Considering whether any enhancement to the war memorial is desirable and achievable
- Future use of the Green as a focal point for village events
 - Power and water supplies, display of artwork etc.
 - Ensuring the ability for the Green to be used by funfairs
- Provision of Shelter (from sun and rain)
- Provision of benches
- Consideration of the road between the Green and the Infants School
- Consideration of planting
- Consideration of interpretation of the local history

51.3 Desired Outcomes

The desired outcomes were

- A coherent plan for the overall enhancement of the Village Green as a space to be used and enjoyed by residents
- Establishment of indicative costs involved in achieving the plan
- Exploration of potential additional sources of finance for the plan

51.4 The above Terms of Reference were agreed, and the Clerk asked to convene the first meeting on site.

Proposed: Cllr Boyer
Seconded: Cllr Jahromi
Approved: Unanimously

ACTION: Clerk to arrange first meeting

22/RA/52

Allotment Rents

52.1 Francesca Lane (Allotments Officer) has provided a summarised position of the current set of rates. The “standard” rate (Code 103) is based on a half plot for residents and is currently £20 per annum. This rate accounts for 170 out of 249 (68%). Around that there are a number of “historic” rates including for Full plots (which are generally recognised as being far too big for most plot holders) and whether they were available to non-residents (we are only offering new allotments to residents due to the level of demand). 39 (16%) allotments are with non-residents who obtained them before Covid and 28 (11%) have some form of historic concession on them.

Members asked for further information on the following to be provided before making a final decision

- a) The full costs of providing the allotment sites (including water, pest control and staffing support)
- b) Indicative rents from neighbouring parishes

ACTION: Clerk to provide the additional information for the next meeting

22/RA/53**Room Hire Report**

- 53.1 The Clerk provided an update (to the end of July 2022) on the report first submitted in May 2022. There has been good progress on bookings at School Green Centre since then including
- a 3 day a week booking for Flexx Gymnastics (moving from Alder Grove as the school expands)
 - A baby sensory group on a Tuesday
 - An expanded booking on a Sunday morning
 - General improvement in the party bookings at weekends
 - Tower Room booking from WBC in September/October while they work in the area on travel plans for residents

Projected shortfall against the target budget for the year is now £33k which is down from a projected £58k shortfall in May (an improvement of £25k).

There has also been a slight improvement in bookings at Spencers Wood Pavilion.

The broad strategy is to fill in gaps in the booking calendar with regular hirers Monday to Friday and party bookings over the weekend. Friday remains the quietest (as indicated by the relative lack of light blue bars on the graph on page 5 of the report). One option may be to commission our own activities on a Friday e.g., pay as you go carpet bowls or similar.

Members NOTED the report.

22/RA/54**Help for Ukraine**

- 54.1 The Clerk outlined a possible event that could be organised to raise funds to provide Help for Ukraine. The event was based on a similar event he had been involved with for a number of years elsewhere in support of a homeless charity.

A Friday evening would work best for the event including ensuring the availability of the School Green Centre for toilets and also as a base if the weather was especially bad. The Clerk suggested 7th October as a viable date.

The Clerk advised that he was happy to be heavily involved in the event but would need additional support. Cllrs Emmet, Jahromi, Jones and Tatla all offered to help. It was also suggested that the Baptist Church may wish to be involved.

Members agreed for the event to proceed in principle.

22/RA/55**Other Items**

55.1 **Pride in our Parish**

The replacement tree for the Village Green would be considered as part of the Village Green working party.

55.2 **Orchard Rise Allotment**

This was still ongoing but large amounts of stone were still being removed from the site by Taylor Wimpey. SPC would only take on the site when fit for purpose.

55.3 **Visit to Ryeish Green Pavilion**

It was agreed that a visit would be arranged for 16.00 on Tuesday 6th September 2022. The Facilities Manager would arrange for the gate to be opened and Members should make their own way to the pavilion ready for a 16.00 start.

ACTION – Clerk and Facilities Manager to arrange the visit and access on the day

55.4 Report on Grounds Maintenance Officer Hours

Members NOTED the report. It was agreed that with the arrival of the Facilities Manager members no longer needed to see this level of detail in a report format and the Facilities Manager would provide updates on activity as required.

55.5 Verbal Update on Cricket matters

Covered in the Sports Strategy Update.

55.6 Verbal Update on Newsletter

The Clerk advised that he was expecting the initial hard copy newsletter to be delivered in early September. He reminded members that the focus was on getting recipients to sign up for the electronic newsletter which would be provided normally every other week. There would be a hard copy option for those unable to access the electronic version.

55.7 Update on replacement bus Shelter at Spencers Wood

It was expected that the replacement bus shelter would be in place by the end of August 2022.

55.8 Update on use of bouncy castles

There had been two parties who had made use of this new arrangement and another two were booked. The feedback had been very positive.

55.9 Update on Chickens on Allotments

The specific requirements will be based on the requirements for keeping chickens set out by the National Allotment Society and the Clerk expected to finalise these in next couple of weeks.

22/RA/56

Future Meetings

- 56.1** The first meeting under the new schedule would be Thursday 8th September 2022.

The meeting ended at 21.11

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 write to N Frankland at University of Reading requesting permission for some preparatory works at Millworth Lane	Facilities Manager
22/RA/49.3	Clerk to liaise with Cllr Tatla and Mark Sandringham regarding possible new location for Community Flat Group	Clerk
22/RA/51.4	Clerk to convene Village Green Action Group	Clerk
22/RA/52.1	Clerk to provide additional information on Allotments for 8 th September 2022 meeting	Clerk
22/RA/55.3	Clerk and Facilities Manager to arrange visit to Ryeish Green Pavilion for 16.00 on Tuesday 6 th September 2022	Clerk Facilities Manager

Millworth Lane Initial Costings

Members have already considered the draft layout for the new sports facilities at Millworth Lane (a copy is attached for ease of reference).

Also attached are the initial costings from Tony Grover, the Chartered Building Surveyor working on the project. These costings are to be considered at the September meeting.

Shinfield Parish Council - Millworth Lane Recreation Ground, Shinfield - Budget Costs

General Summary

	<u>Costs</u>	<u>Options</u>
Site Clearance, Demolition & Removals	10900.00	
Recreation Ground Car Park	27,500.00	
Option - Macadam finish to existing & extended car park areas		19,500.00
Option - Path edgings to existing & new car park areas		3,400.00
Option - HB2 kerb edgings to existing & new car park areas		7,500.00
Tennis Club Car Park	21,500.00	
Additional Tennis Courts	150,300.00	
Netball & Basketball Courts	171,700.00	
Pump Track	75,800.00	
Pedestrian Paths	79,300.00	
Storage Containers & Climbing Wall	17,200.00	
Contractors Preliminaries	13,310.00	
Total Excluding VAT	<u>£ 567,510.00</u>	

Shinfield Parish Council - Millworth Lane Recreation Ground, Shinfield - Budget Costs

	<u>Qty</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>	<u>Section Totals</u>
<u>Site Clearance, Demolition & Removals</u>					
Dismantle/demolish existing storage buildings located in western corner of recreation ground & remove from site - sectional type garage structure, sectional/timber storage building & steel container - Assumes no asbestos or hazardous materials present	1	Item	1,677.20	1,677.20	
Dismantle & remove from site existing netted 'scaffold' surround to cricket practice nets	1	Item	1,014.75	1,014.75	
Break out existing concrete base to cricket practice net area & cart away	175	m2	29.65	5,187.88	
Backfill 'say' 200mm thick with retained topsoil from other works being carried out on site.	175	m2	13.20	2,310.00	
Grade & seed area	175	m2	3.89	680.97	
Site Clearance, Demolition & Removals					10,870.79

Recreation Ground Car Park

Break out post bases, unbolt & remove existing car park railings - set aside for reuse	1	Item	241.40	241.40	
Excavate to reduce levels to extended car park area	109	m3	15.13	1,651.65	
Cart away excavated material	109	m3	57.48	6,276.27	
Level & compact bottom of exc & treat with weed killer	364	m2	2.83	1,031.03	
Geotextile membrane	364	m2	1.65	600.60	
Sub-base - open graded crushed concrete	64	m3	79.89	5,088.83	
Capping layer - limestone scalplings	36	m3	106.43	3,873.87	
Compact fill	364	m2	2.28	830.83	
Loose gravel finish	364	m2	4.26	1,551.55	
Clean off as required, grade & refinish existing car park area	364	m2	7.25	2,637.64	
Refix set aside railings including all post holes etc.	1	Item	616.98	616.98	
New galvanised bow top railings to suit extended length all to match existing	36	m	86.46	3,112.47	
Recreation Ground Car Park					27,513.11

Option - Macadam finish to existing & extended car park areas

Clean off existing parking area, re-grade & compact	468	m2	6.77	3,166.02	
Omit loose gravel finish to new car park area	468	m2	-4.26	-1,994.85	
Omit - Clean off as required, grade & refinish existing car park area	468	m2	-7.25	-3,391.25	
Macadam surfacing 'say' 50mm base course & 30mm wearing course	468	m2	45.38	21,235.50	
Car park lining	1	Item	495.00	495.00	
Option - Macadam fish to existing & extended car park areas					19,510.43

Option - Path edgings to existing & new car park areas

EF1 PCC path edgings including excavation, cart away, bed & haunch	133	m	25.86	3,439.17	
Option - Path edgings to existing & new car park areas					3,439.17

Option - HB2 kerb edgings to existing & new car park areas

HB2 kerb edgings including excavation, cart away, bed & haunch	133	m	56.75	7,547.55	
Option - Path edgings to existing & new car park areas					7,547.55

Shinfield Parish Council - Millworth Lane Recreation Ground, Shinfield - Budget Costs

	<u>Qty</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>	<u>Section Totals</u>
<u>Tennis Club Car Park</u>					
Remove & set aside existing chainlink fencing	1	Item	233.75	233.75	
Excavate to reduce levels to extended car park area	87	m3	15.13	1,311.34	
Cart away excavated material	87	m3	57.48	4,983.08	
Level & compact bottom of exc & treat with weed killer	289	m2	2.83	818.59	
Geotextile membrane	289	m2	1.65	476.85	
Sub-base - open graded crushed concrete	51	m3	79.89	4,040.31	
Capping layer - limestone scalpings	29	m3	106.43	3,075.68	
Compact fill	289	m2	2.28	659.64	
Loose gravel finish	289	m2	4.26	1,231.86	
EF1 PCC path edgings including excavation, cart away, bed & haunch	51	m	25.86	1,318.78	
Re-fit previous set aside fencing to edge of new parking area	1	Item	511.72	511.72	
New chainlink fencing to 'road' side of extended parking area to match existing	1	Item	2,805.00	2,805.00	

Tennis Club Car Park	21,466.61
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Additional Tennis Courts

Remove & set aside for reuse existing fencing to side of existing courts next to recreation field	1	Item	818.13	818.13	
Excavate to reduce levels to new tennis court area	298	m3	15.13	4,499.69	
Cart away excavated material	298	m3	57.48	17,098.81	
Level & compact bottom of exc & treat with weed killer	1,190	m2	2.83	3,370.68	
Geotextile membrane	1,190	m2	1.65	1,963.50	
Sub-base limestone scalpings	238	m3	106.43	25,329.15	
Compact fill	1,190	m2	2.28	2,716.18	
EF1 PCC path edgings including excavation, cart away, bed & haunch	104	m	25.86	2,689.28	
Permeable macadam surfacing in coloured tarmac (or standard tarmac painted with approved tennis court paint)	1,190	m2	61.26	72,894.94	
Re-fit previous set aside fencing to side of new tennis courts	1	Item	2,305.71	2,305.71	
New fencing to opposite ends of additional tennis courts to match existing	1	Item	5,610.00	5,610.00	
Extra for gated entry with digital lock	1	Item	550.00	550.00	
Tennis nets including posts etc. to both courts	1	Item	2,799.50	2,799.50	
Line marking	1	Item	521.40	521.40	
Floodlights fitted to existing light columns & connect	3	No	819.50	2,458.50	
Lighting columns with floodlights & connect to existing including all ducting etc.	3	No	1,550.10	4,650.31	

Additional Tennis Courts	150,275.76
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Netball & Basketball Courts

Excavate to reduce levels to proposed courts area	332	m3	15.13	5,022.45	
Cart away excavated material	332	m3	57.48	19,085.29	
Level & compact bottom of exc & treat with weed killer	1,328	m2	2.83	3,762.27	
Geotextile membrane	1,328	m2	1.65	2,191.61	
Sub-base limestone scalpings	266	m3	106.43	28,271.80	
Compact fill	1,328	m2	2.28	3,031.73	
EF1 PCC path edgings including excavation, cart away, bed & haunch	146	m	25.86	3,775.33	
Permeable macadam surfacing in coloured tarmac (or standard tarmac painted with approved tennis court paint)	1,328	m2	61.26	81,363.61	
New fencing to perimeter courts	1	Item	24,090.00	24,090.00	
Extra for gated entry with digital lock	1	Item	550.00	550.00	
Line marking	1	Item	562.65	562.65	

Netball & Basketball Courts	171,706.74
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Shinfield Parish Council - Millworth Lane Recreation Ground, Shinfield - Budget Costs

	<u>Qty</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>	<u>Section Totals</u>
<u>Pump Track</u>					
Individually designed 'Pump Track' installed by specialist all to agreed design & specification	1	Item	75,784.50	75,784.50	
				Pump Track	75,784.50
<u>Pedestrian Paths</u>					
Excavate to reduce levels to proposed new paths	182	m3	15.13	2,748.97	
Cart away excavated material	182	m3	57.48	10,446.08	
Level & compact bottom of exc & treat with weed killer	727	m2	2.83	2,059.23	
Geotextile membrane	727	m2	1.65	1,199.55	
Sub-base limestone scalplings	109	m3	106.43	11,605.65	
Compact fill	727	m2	2.28	1,659.38	
EF1 PCC path edgings including excavation, cart away, bed & haunch	579	m	25.86	14,972.03	
Macadam surfacing 'say' 50mm base course & 30mm wearing course	727	m2	45.38	32,987.63	
Allow for widening existing path to north side of tennis courts	1	Item	1,578.50	1,578.50	
				Pedestrian Paths	79,257.00
<u>Storage Containers & Climbing Wall</u>					
Prepare & tidy existing concrete base area	1	Item	1,069.75	1,069.75	
Supply & place 2 No 20 ft single use shipping containers on existing concrete base	1	Item	8,000.58	8,000.58	
Horizontal traverse climbing wall & fix to storage container	1	Item	3,302.72	3,302.72	
Safety flooring zone in front of storage containers - wet pour rubber safety flooring or similar	1	Item	4,801.50	4,801.50	
				Storage Containers & Climbing Wall	17,174.54

TREES	
A	Ash
AL	Alder
AP	Apple
B	Beech
C	Cedar
CB	Copper Beech
CH	Cherry
CY	Cypress
E	Elm
EU	Eucalyptus
F	Fir
FM	Field Maple
FR	Fruit
HZ	Hazel
HC	Horse Chestnut
HO	Holm Oak
HW	Hawthorn
HY	Holly
JM	Japanese Maple
LB	Laburnum
LM	Lime
LO	Locust Tree
LR	Laurel
M	Maple
MG	Magnolia
OK	Oak
P	Pine
PA	Palm
PL	Plane
PM	Plum
PO	Poplar
PP	Pissardii Plum
PR	Pear
R	Redwood
RD	Red Oak
RH	Rhododendron
RO	Rowan
SB	Silver Birch
SC	Sweet Chestnut
SP	Scots Pine
SU	Spruce
SY	Sycamore
U	Unidentified
W	Willow
WN	Walnut
Y	Yew
Species / Dia / Spread (max) / Ht e.g. OK / 0.6 / 8 / 15	

ABBREVIATIONS	
BT	British Telecom
BOL	Bollard
CB	Control Box
CL	Cover Level
CTV	Cable Television
EL	Electric
EP	Electricity Pole
FH	Fire Hydrant
GSV	Gas Stop Valve
HT	Height
HVC	High Voltage Cable
IC	Inspection Cover
IL	Invert Level
LP	Lamp Post
MH	Man-Hole
MKR	Marker
MW	Monitoring Well
O/H	Overhead
G	Road Gully
PB	Post Box
PC	Ptram Crossing
RNP	Road Name Plate
RS	Road Sign
S/A	Soakaway
ST	Stay / Strut
SV	Stop Valve (Unidentified)
TB	Telephone Box
TC	Telecom
TH	Trial Hole
TL	Traffic Light
TP	Telegraph Pole
UTL	Unable to Lift
VP	Vent pipe
WM	Water Meter
WSV	Water Stop Valve

FENCES	
BWF	Barbed Wire Fence
CBF	Closed Board Fence
CP	Concrete Post
CPF	Chestnut Paling Fence
CWF	Chicken Wire Fence
IRF	Iron Railing Fence
PKF	Picket Fence
PRF	Post & Rail Fence
PWF	Post & Wire Fence
SCF	Security Fence
SP	Steel Post
WMF	Wire Mesh Fence
WPF	Wood Panel Fence



SURVEY STATION INFORMATION				
Name	Easting	Northing	Height	Type
M1	473539.478	167491.832	42.880	NAIL
M2	473486.692	167516.014	43.127	PEG
M3	473539.322	167504.112	42.288	NAIL
M4	473520.343	167459.053	42.892	NAIL
M5	473573.295	167450.777	41.350	NAIL
M6	473511.634	167435.090	42.873	NAIL
M7	473482.371	167382.338	42.840	PEG
M8	473418.994	167475.487	43.461	PEG
M11	473434.473	167500.941	43.321	PEG
M15	473458.628	167540.707	43.122	PEG
M16	473473.283	167562.783	42.825	NAIL
M18	473516.712	167522.077	42.738	NAIL
M20	473441.776	167588.740	42.679	NAIL
M8	473551.811	167469.937	42.125	NAIL
M10	473470.323	167386.668	42.575	NAIL
M12	473430.881	167508.778	43.366	NAIL
M13	473403.327	167488.702	43.617	NAIL
M14	473364.512	167434.222	43.357	NAIL
M17	473510.117	167514.419	43.275	NAIL
M19	473441.386	167588.369	42.686	NAIL
M21	473437.222	167617.485	42.925	NAIL

NOTES

The survey grid has been related to OS National Grid using a flat earth projection and metric scale factor of 1, centred on Station M6. Levels are related to OS datum determined from the National GPS Network using OSGM15.

No assumptions should be made regarding the interconnection of manholes. Drainage details have been obtained from surface inspection and should be verified if of critical importance.

The position and height of adjacent buildings have been obtained using higher level reflectorless measurement and may not take account of single storey extensions or conservatories below the line of sight.



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Project
MILLWORTH LANE RECREATION GROUND
MILLWORTH LANE
SHINFIELD
READING

Drawing title
PROPOSED SITE PLAN

Client SHINFIELD PARISH COUNCIL	Scale 1:500
Drawing number & status 6890:22:002 FOR COMMENT	Rev 28.02.22 TCG

Revisions

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Scale bar - each bar measures 10mm



Drawing Copyright© BDS Surveyors Ltd A1 894 x 841mm

Item 6.2

	2019/20				2020/21				2021/22				2022/23			
Budget Approved	50,400				30,000				30,000				30,000			
Grants Agreed	54,228				15,579				38,890				18,112			
Budget Unallocated	(3,828)				14,421				(8,890)				11,888			
Council approved additional £10k for Grants Dec 2019																
Requested By	Application	Approved	Var	Committee Minute	Application	Approved	Var	Committee Minute	Application	Approved	Var	Committee Minute	Application	Approved	Var	Committee Minute
3rd Shinfield Brownies					350	350		72.3 20/0/2020					0	0		Application withdrawn following feedback from Jun 22 meeting. Will resubmit for a specific event
3rd Shinfield Guides	650	650			500	500		72.3 20/07/2020					0	0		Application withdrawn following feedback from Jun 22 meeting. Will resubmit for a specific event
ABC to Read	4,034		4,034		2,000	0	2,000	June FC 60.2								
Aldergrove Primary School													290	290		22/RA/43.3 Jubilee Grant
Berks Multiple Sclerosis Therapy Centre					800	800		May FC 49.1								
Berkshire Vision	1,000		1,000													
Car Service - Access to Lunch Clubs & Welcome Club									500	500		21/RA/33.2 55.4	600	500	100	22/RA/22
Citizens Advice Reading	1,494	1,000	494	19/RA/67					2,000	1,250	750	21/RA/73.1				
Citizens Advice Wokingham	2,150	1,000	1,150	19/RA/67	1,500	1,500		20/RA/36	1,250	1,250		21/RA/64.2	3,000	1,250	1,750	22/RA/43.5
First Days Childrens Charity													5,000	5,000		22/RA/36.1
Grazeley Parochial Primary School													416	416		22/RA/36.2
Grazeley Village Hall	30,000	30,000		19/FGP/8												
Involve									250	250		21/RA/62.2				
Keep Mobile Wokingham	2,411	2,411		19/RA/36	3,366	2,500	866	20/RA/36	1,000	1,000		21/RA/83.2	1,365	1,365		22/RA/43.6
Lambs Lane Primary School	200		200		3,200	3,200		25/08/2020/ June FC 60.3								
Laurel Park Netball Club									500	500		21/RA/55.3				
Link Visiting Scheme	200	200		19/RA/57	200	200		21/RA/24					900	900		22/RA/36.3
Loddon Reach Residents Magazine	2,800	2,800		19/RA/45												
Loddon Valley Ramblers - Kissing Gate					1,000	1,000		21RA/6								
Me2 Club	500	500		19/RA/67					500	500		21RA/83.1				
Oakbank Secondary School													1,050	1,050		22/RA/36.2
Pending Wokingham Job Support									500	0	500	21/RA				
Reach Magazine					950	950		May FC 49.6								
Readibus	2,000	2,000		19/RA/74												
Save Our Villages	1,063		1,063													
Shinfield Association	4,000	4,000														
Shinfield Baptist Church									250	250		21/RA/54.1				
Shinfield Cricket Club	2,800		2,800						3,000	3,000		21/RA/45	3,368	1,500	1,868	22/RA/27
Shinfield Infant and Nursery School	500	500		19/RA/45	200	200		21RA/6					156	156		22/RA/36.2
Shinfield North Community Flat	805	805		19/RA/67												
Shinfield Players Theatre									20,000	20,000		Council 17/5				
Shinfield Running Club	2,000	0	2,000	19/RA/36												
Shinfield Volunteers									4,090	3,890	200	21/FGP/48	2,125	2,125		22/RA/22
Spencers Wood Carnival	2,500	2,500		19/RA/45					3,500	3,500		21/RA/73.2				
Spencers Wood Luncheon Club	300	300		19/RA/45	279	279		20/RA/6								
Spencers Wood Village Hall					300	300		20/RA/49	3,000	3,000		21/RA/34.1				
St Mary's Church	1,180	800	380	19/RA/67												
St Marys Junior School	1,144	1,144		19/RA/57	3,000	3,000		20/RA/36					5,000	2,000	3,000	22/RA/22
St Marys Junior School													720	720		22/RA/36.2
Ukraine (Cllr Jahromi)													0	0		22/RA/43.7 Clerk to carry out more work
Veteran Tree Association	100	100		19/FGP/28												
Voluntary Car Service	2,868	2,868		19/RA/36												
Welcome Club	350	350		19/RA/67									625		625	
Whiteknights Primary School													840	840		22/RA/43.4 Jubilee Grant
Wokingham Job Centre	300	300		19/RA/36	800	800		June FC 60.1								

SHINFIELD PARISH COUNCIL - ALLOTMENT RATES

ITEM 8.1

Price Code	Plot Size	Resident	Concession	Current Price
101	Full	Yes	No	£40.00
102	Full	Yes	Yes	£20.00
103	Half	Yes	No	£20.00
104	Half	Yes	Yes	£10.00
105	Full	No	No	£50.00
106	Half	No	No	£25.00
107	Full	No	Yes	£30.00
108	Half	No	No	£15.00
110	Half	No	No	£30.00
112	3/4	No	No	£30.00
Pre-School FOC	Full	No	No	£0.00

Occupied

Currently Unoccupied

We should only be using code 103 for all new plot holders as this is resident, no concession, half plot.

‘Full Plot’ – Historical larger plot. All our plots are now half plots unless historically allocated

‘Half Plot’ – Our now regular sized plot. These are the only size of plot now offered

‘Non-resident’ We no longer offer spaces to non-residents due to high demand but honour historically allocated plots.

‘Concession’- We no longer offer concessions; we honour those who were given one historically.

Other Council's Rates	Full Plot (10 Poles)	Half Plot (5 Poles)	Quarter Plot (2.5 Poles)	Comments
Shinfield (Current Rate)	£40.00	£20.00	N/A	
Wokingham Parishes				
Earley	£58.00	£38.00		Plot sizes are actually 8 and 4 pole
Finchampstead		£63.00	£31.50	
Wargrave		£53.00		10% discount. 15% non-resident
Winnersh	£35.00	£20.00		
Wokingham Town			£26.85	Inc £1 per pole Water Charge
Woodley	£52.00			Inc £4 for Water Charge. 50% premium non-resident. 25% discounted rate
Other Parishes				
Binfield	£54.50	£30.00		
Pangbourne	£44.00	£24.00	£13.00	
Purley on Thames		£25.00	£15.00	
St Nicholas Hurst	£60.00	£30.00		
Wargrave	£52.75	£29.05	£16.00	

CURRENT ALLOCATION OF PLOTS									
Arborfield Road	Church Lane	Clares Green Road	Deardon	Hartley Court	Millworth Lane	Orchard Rise	Pound Green Grazeley	Recreation Lane	TOTAL
1	1	2		1	3		2	1	11
1		7			2		3	3	16
1	17	35	33	7	36			41	170
		4			6	34		2	46
1					2			1	4
		2			1				3
1		1							2
		1			1			1	3
	4	1			13			8	26
								1	1
								1	1
5	22	53	33	8	64	34	5	59	283
		1	1					3	5

REVISED RATE		
New Price	Increase	Increase %age
£50.00	£10.00	25%
£25.00	£5.00	25%
£25.00	£5.00	25%
£12.50	£2.50	25%
£62.50	£12.50	25%
£31.25	£6.25	25%
£37.50	£7.50	25%
£18.75	£3.75	25%
£37.50	£7.50	25%
£37.50	£7.50	25%
£0.00	£0.00	
Potential Annual Income		
£7,262.50		

Annual Costs *	
Water	£2,500.00
Repairs & Maintenance	£3,200.00
Grass Cutting & Weeds	£900.00
Pest Control	£3,800.00
Furniture & Equipment	£600.00
Postage	£500.00
Stationery	£300.00
Subs to Nat Allmnt Soc	£100.00
Allotment System	£400.00
Total	£12,300.00

Surplus/(Defecit) (£5,037.50)

* Includes Assumed costs for Orchard Rise

Apportioned Staff Cost £17,400.00

Net Defecit (£22,437.50)

ALTERNATIVE REVISED RATE		
New Price	Increase	Increase %age
£84.00	£44.00	110%
£42.00	£22.00	110%
£42.00	£22.00	110%
£21.00	£11.00	110%
£105.00	£55.00	110%
£52.50	£27.50	110%
£63.00	£33.00	110%
£31.50	£16.50	110%
£63.00	£33.00	110%
£63.00	£33.00	110%
£0.00	£0.00	
Potential Annual Income		
£12,201.00		

Annual Costs *	
Water	£2,500.00
Repairs & Maintenance	£3,200.00
Grass Cutting & Weeds	£900.00
Pest Control	£3,800.00
Furniture & Equipment	£600.00
Postage	£500.00
Stationery	£300.00
Subs to Nat Allmnt Soc	£100.00
Allotment System	£400.00
Total	£12,300.00

Surplus/(Defecit) (£99.00)

Apportioned Staff Cost £17,400.00

Net Defecit (£17,499.00)

Warm Banks

Some councils are already discussing the option of having Warm Banks that perform a function similar to Food Banks but for those who are unable to heat their homes.

It is possible to offer such a service to residents of the parish and initial thoughts on what this may look like as set out below for Members to consider.

It is also likely that Wokingham Borough Council will wish to put in place similar arrangements and most likely this would be in collaboration with parishes. Those discussions have not yet taken place.

It would also be sensible to see if we can co-ordinate with other organisations within the parish

General Principles

- This service, if adopted, should be available to anyone who feels the need or wishes to make use of the service
 - It may be worth considering restricting to residents especially if it proves to be in high demand
- It should be offered in such a way that it does not cause any embarrassment to potential users
 - E.g. instead of specifically calling it a “warm bank” SPC explains what the service is and calls it something more positive such a “Shinfield Together Club”
- The service could be promoted through our usual channels and there would be time to create awareness of it before it officially was opened to the public
 - It would also allow time to discuss and co-ordinate with WBC
- As set out below for School Green Centre the service would entail minimal staff time but would benefit from one or more volunteers
- Consideration should be given to whether a Monday to Friday or 7 day a week service

School Green Centre

- Ideally would be the same room as much as possible so that set up etc is simplified
 - In practice this would most likely be the Tower Room as this is not normally hired out to anyone else (and would be available after a booking with WBC comes to an end on 21st October)
 - The Tower Room already has 10 tables which could be arranged in pairs to create 5 blocks for 4-6 people each
 - It would also be possible to relocate some of the chairs from Spencers Wood and Three Mile Cross Rooms
- Facilities could include
 - Flasks of Tea & Coffee set up at the start of the session on a help yourself basis
 - Biscuits (possibly provided on a donation basis from local shops?)

- Newspapers (as above)
- Board Games & Jigsaw puzzles
 - SPC to buy a selection
- TV
 - Screen already in position and TV licence already owned
- Kitchen Facilities
 - It may be possible to offer up the use of kitchen facilities to heat meals (kitchen has oven and microwave)
 - Especially if we can arrange volunteers
 - Alternatively we could consider arranging basic/subsidized meals with Robyn's Nest
- Additional Services
 - Work with the library to encourage lending
 - CAB and other organisations to come in at pre-arranged times to help ensure users
 - SPC Councillors to drop in when available to talk to users and see if there is anything that can be done to help them
 - Ideally these could be joint sessions with Borough Councillors

Spencers Wood Pavilion

- The main room is available most weekday mornings/lunchtime
- Consider if it would be possible to extend the Tea Club to additional days beyond the current Thursday
- Alternatively make arrangements similar to School Green Centre