

Minutes of a meeting of
Recreation & Amenities Committee
Held on Thursday 2nd February 2023
At School Green Centre commencing at 19.30

Present: Cllrs N Boyer, I Clarke (Ch), P Emmment, P Jahromi, L James, N Masseron,
D Peer, R Tatla

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

23/RA/14

Public Questions

14.1 There were no public questions

23/RA/15

Apologies and declarations of Members' Interest

15.1 There were no apologies for absence

15.2 There were no declarations of members' interests

15.3 There were no changes to members' declarations of pecuniary interest

23/RA/16

Minutes of the Previous Meeting

16.1 The minutes of the committee meeting of 5th January 2023 were approved as a correct record and signed as such by Cllr I Clarke

Proposed: Cllr P Jahromi
Seconded: Cllr P Emmment
Approved: Unanimously

16.2 The following matters arising were covered:

- 23/RA/1 Report graffiti to WBC
Report graffiti as Criminal damage
Report graffiti to the ASB team at Wokingham Borough Council (WBC)

These had all been carried out.

- 22/RA/94.1 Arrange a meeting with the Chairman of R&A, the developer and the Facilities Manager

The Facilities manager is awaiting a response from Ray Barry at WBC

- 22/RA/48.2 Chase for formal permission from the University of Reading (UoR) for preparatory works at Millworth Lane

This has been requested from UoR but not yet provided.

- 22/RA/57.1 Chase the UoR regarding the Manor Court Pavilion
Keep on the agenda for the next meeting.

This is on the agenda.

- 22/RA/61.3 Clerk to write to the Chairman of Governors of Whiteknights School regarding providing space for SPC to provide a facility for Shinfield North

The Clerk sent a letter to the Chairman of the Governors last week and is awaiting a response.

ACTION – Clerk to follow up when a response is received

- 22/RA/91.1 Add Bookings Report to the agenda for the February 2023 meeting of R&A

This is on the agenda.

- 22/RA/98.2 Cllr Clarke to follow up on obtaining a quote for toilets for the Shinfield Tennis Club – to be put on the next agenda of R&A

This was on the agenda

- 22/RA/105.2 Investigate options for new community notice boards – to be put on the next agenda of R&A

This is on the agenda.

- 22/RA/105.3 Investigate options for displaying history of parish and names of previous Chairs at SGC - to be put on the next agenda of R&A

This is on the agenda.

- 23/RA/4.1 Division of the R&A Committee to be put on the next agenda.

Due to the length of the agenda for this month it was agreed with the Chairman to defer further discussion to next month.

ACTION – Clerk to add to the next agenda

- 23/RA/5.1 MUGA
To obtain quote for a connecting path
To continue to monitor the MUGA for official handover.

A quote had been requested by the Facilities Manager and would be shared with the Committee when received. The handover is still being managed.

ACTION – Clerk to add to the next agenda

- 23/RA/6.1(a) Sports Consultation
(i) Invite organisations to the consultation.
(ii) To include the provision of physical training facilities in the consultation exercise

This was carried out for the consultation.

- 23/RA/6.1(b) To report the outcome of a meeting with a sports company to the Sports Strategy Group

That discussion took place but there has been no further movement as the focus has been on the consultation. Further discussions will be reported back to this committee.

- 23/RA/6.1(c) Suggest to the Sports Strategy Group that an external member be added to the constitution of the group

Various suggestions were made but no final decision made.

- 23/RA/6.1(d) To investigate the feasibility and cost of picnic tables with accessibility for wheelchair users for Deardon Field

Facilities Manager was in the process of obtaining a quote.

ACTION – Facilities Manager to obtain a quote

- 23/RA/6.2 Report on the Community Services to be added to the next agenda.

This is on the agenda

- 23/RA/6.3 To monitor the operation of the Pavilion Youth Club and the Flat at Shinfield Rise

This was on the agenda

- 23/RA/7.1 Clerk to inform the Shinfield Volunteers of the outcome of the grant application.

This had been carried out

- 23/RA/7.2 Clerk to inform the Link Visiting Scheme of the outcome of the grant application.

This had been carried out

- 23/RA/8.1 To add 'Padel Tennis' at Millworth Lane to the Sports Consultation

This had been carried out

- 23/RA/8.2 Physical training company, Heads of Terms, to be added to the next agenda.

This is on the agenda

23/RA/8.3 To set up a Sports Working party in 2023

This item is to be carried forward to the next meeting following the analysis of the results from the Sports Consultation held on 28th January 2023.

ACTION – Clerk to add to the next agenda

23/RA/9.2 Car Park

- (i) Request information from the Land Registry regarding the ownership of the public car park on School Green

The Clerk had the land registry document confirming the transfer to Wokingham Borough Council in 1988. The transfer contained a covenant “not to use the Property other than as a public car park”

- (ii) To obtain facts of the transfer from WBC using the Freedom of Information legislation if necessary

The Clerk had arranged to visit the Berkshire Records Office on 3rd February to inspect parish council minutes from the period of the transfer to see if any further information was available from that source. SPC would like to take back ownership of the car park

ACTION – Clerk to provide an update at the next meeting

23/RA/9.5 Initial costings to be obtained for the proposals for the School Green, North and South end

The Clerk and Facilities Manager had met with a landscaping company to request an initial quote which will help set an order of magnitude for the scoped works. This had not been received to date.

ACTION – Clerk to add to the next agenda

23/RA/9.6 Soft lights on the trees on the Green to be added to the agenda in September / October 2023

This will be on the agenda for September

23/RA/10.1 Warm Room Update to be added to the next agenda.

This is on the agenda

23/RA/11.1 Develop the event plan of Help for Ukraine event and promote the event.

This is going ahead as planned tomorrow evening

23/RA/12.1 Booking terms and conditions to be added to the next agenda.

This is on the agenda

23/RA/12.2 SWP Playgroup contract to be added to the next agenda.

This is on the agenda

23/RA/17

Works Update

17.1 The Facilities Manager gave the following update on the new MUGA and the outdoor gym equipment.

The Facilities Manager had met with the company who had installed the equipment and reported that £3,000 would be held back until the final work had been completed. Outstanding work included damage to the gate, topsoil and turf to be laid. SPC would be working on getting the path in first.

ACTION – Facilities Manager to report progress to the next meeting

23/RA/18

Community Services

18.1 **Verbal report from the Sports Strategy Group**

This was discussed under item 23/RA/20

18.2 **Verbal report on the Community Services**

No report was available at this time

18.3 Verbal report on Pavilion Youth Club and the Flat at Shinfield Rise

Cllr R Tatla reported that she had met with Shabina and had the following feedback:

- The Pantomime visit had been successful
- Youth Group at Spencers Wood Pavilion (SWP) had one evening cancelled due to the lights not working at SWP
- The viability of the group being bussed to SWP was being reviewed as it was time consuming for Mark Tomkinson (WBC) in collecting and returning the mini bus to Wokingham. Numbers had fallen so they may return to the Flat in North Shinfield
- It was recognized that this cohort were very different from the group run by Mark Sandringham who wasn't familiar with working with a group where 'special needs' youths were in attendance where more time was required for preparation. The Clerk agreed to follow this up
- Anti-Social Behaviour was still a problem at SWP on a Wednesday mainly from youths not taking part in the youth club but being in the vicinity

ACTION – Clerk to follow up with Mark Sandringham

23/RA/19

Grant Applications

19.1 Application from CAB Wokingham

The grant application of £2,500 was considered and the request was declined

Proposed: Cllr P Emment

Seconded: Cllr D Peer

Approved: Unanimously

ACTION – Clerk to inform the CAB

19.2 **Application from Spencers Wood Football Club**

The grant application of £5,000 was considered and the request was declined

Proposed: Cllr
Seconded: Cllr
Approved: Unanimously

ACTION – Clerk to inform the Spencers Wood Football Club

19.3 **Summary of Grant requests**

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

23/RA/20

Millworth Lane

20.1 Cllr I Clarke reported that he had a meeting on 3rd February 2023 and would report back to the next meeting

ACTION – Clerk to add to the next agenda

20.2 The Clerk advised that there had been no progression on the discussion on 'Heads of Terms' for a potential fitness training facility as the focus had been on the sports consultation. That consultation would suggest support for the concept and so the Clerk proposed to continue to resume the discussions.

ACTION – Clerk to continue discussions on 'Heads of Terms' with the fitness training company

20.3 The original business model was based on the sports originally put forward for Millworth Lane. This would need to be adapted as the actual sports provision was refined.

ACTION – Clerk to update business model to reflect the latest proposals for Millworth Lane

20.4 There was an initial discussion regarding the results of the questionnaires completed at the Sports Consultation

The Clerk reported that:

Over 200 people attended

There were 46 responses on the day and, to date, a further 40 responses via the website. The larger the sample size the more likely it was to reflect the views of the general population although this was still just a sample

There were a good range of responses, with representation from both ends of the age range covered, with almost a 2:1 female to male representation

It was noted that that nobody stated that they would use public transport to get to Millworth Lane, even though this was one of the planning assumptions about High Copse

Of sports eight sports identified in the questionnaire, netball seemed to be the least preferred, but a lot of people verbally seemed to favour one combined netball/basketball court. Of the “write ins” a few thought that cricket should stay, as should football, and table tennis seemed to interest a few respondents. A running track was another popular request and should probably be included (by adapting the access footpath that would be required in any case)

Generally, people were prepared to ‘pay as you play’, but there was a reluctance to have any kind of membership. The pavilion should be included in the proposals, even if only as an opportunity to provide access to toilets

In terms of general comments there was some support for a 3G pitch in the location but the concerns of local residents regarding parking and access would need to be addressed. This would mean providing a larger car park than originally envisaged to avoid cars needing to park in the lane itself and improving access to Hyde End Road.

ACTION – Clerk to produce revised plans for the site and present this at the next meeting

23/RA/21

Allotment Management Protocol

- 21.1 The Facilities Manager had produced a document setting out the 'Allotment Management Protocol' that clearly laid out the expected requirements for allotment holders and the management progression where necessary. It was important that allotment holders were aware of the expectations on them, the rules and how they would be enforced (if required).

Proposed: Cllr N Boyer
Seconded: Cllr P Emmet
Approved: Unanimously

23/RA/22

Cricket Equipment for Manor Ground

- 22.1 (i) It was **AGREED** that the official name would be 'The Manor Ground'

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

- (ii) The Facilities Manager reported that the Manor Ground would be owned by SPC. The UoR would not be supplying any equipment. A list of essential equipment that would be required was circulated with the agenda. Revenue would be obtained through chargeable rent and match fees. The equipment would belong to SPC who would be responsible for the maintenance and replacement, in time, and would need to be covered by an occupational licence. It was recognised that there were eight cricket clubs in Shinfield and the costs for maintenance would be factored into the contact price. The ground would also be used for football. It was agreed to allocate CIL money for the capital costs.

Proposed: Cllr L James
Seconded: Cllr N Boyer
Approved: Unanimously

ACTION – Facilities Manager to arrange procurement of the required equipment

ACTION – Clerk and Facilities Manager to pursue the licence with the cricket club

23/RA/23

Additional CCTV cameras for School Green Centre

- 23.1 The Facilities Manager had circulated a proposal for two additional CCTV cameras at the School Green Centre in areas where there was currently no coverage. One would be fitted in the café area and the other in the external Courtyard area. The cost to supply, install and connect would be £1669 excluding VAT.

Proposed: Cllr P Emmet
Seconded: Cllr P Jahromi
Approved: Unanimously

ACTION – Facilities Manager to organise the installation of the CCTV cameras

23/RA/24

Bookings Report

- 24 .1 The Clerk reported a further slight improvement in the forecast outturn for School Green Centre compared to the last report. He had now included utilisation figures.

At the school Green Centre the 10 largest room hirers accounted for 45% of total bookings which at Spencers Wood Pavilion the top ten hirers accounted for over 75% of bookings. The Clerk felt that these ratios were appropriate given that SWP was managed remotely and benefitted from having more regular hirers while SGC had staff on site to manage any issues that may arise.

ACTION – Clerk to report on year-end figures when available

23/RA/25

Booking Terms & Conditions

- 25 .1 The Clerk advised that this was nearly complete but has not yet been finished due to staff illness and other items requiring more attention. It is hoped to complete the review soon.

ACTION – Clerk to add to the next agenda

23/RA/26

Other Items

26 .1 School Green Working Party

An initial quote for the scoped works has not yet been received

ACTION – Clerk to add to the next agenda

26.2 Warm Room

The Clerk reported that in hindsight we had been overly generous in terms of making the warm room available for such an extended period over five days of the week. Other locations ended to go for a limited period of time on specific days of the week which created more of a reason to attend and more likelihood of creating a critical mass for attendees. The Clerk recommended that the warm room continue and would bear this information in mind if it was decided to offer the provision next winter

26.3 Ukraine Event

The Clerk reported that this event would proceed. Attendees would receive soup and a roll and bacon butties (or vegetarian option) in the morning. A Ukrainian singer would provide entertainment along with a live band. It was felt that a charity event along similar lines could take place annually.

ACTION – Clerk to report at next meeting

26.4 Community Noticeboards

The Facilities Manager reported that a quote for digital notice boards had been received for £6,000 each which was considered too expensive. It was felt that a map showing where the existing notice boards were would be useful to help identify any new areas that needed to be covered. It was felt that dividing the notice boards into areas for Parish Council business and Community event would be more attractive.

ACTION –

- (i) Facilities Manager to investigate the legal requirements for notice boards**
- (ii) The Clerk and the Facilities Manager to arrange for the 'Map' boards to be reprinted as there had been many changes to the area since the last print**

26.5 Displaying History of Parish and Chairs of Parish Council

The Facilities Manager was still investigating options. Cllr D Peer was interested in being involved.

ACTION – Facilities Manager to investigate and report back to the next committee meeting

26.6 Contract with the Pre-School

The Clerk reported that he had been continuing to review and improve the terms and conditions of the licence. The next meeting is scheduled for Friday 10th February

ACTION – Clerk to add to the next agenda

23/RA/27

Future Meetings

27.1 The next meeting would be Thursday, 2nd March 2023

The meeting ended at 21:23

List of Actions

22/RA/16.2	22/RA/61.3 Clerk to follow up when a response is received from Whiteknights School	Clerk
	23/RA/4.1 Clerk to add to the next agenda the division of the R&A Committee	Clerk
	23/RA/5.1 Clerk to add to the next agenda outstanding work for the MUGA	Clerk
	23/RA/6.1(d) Facilities Manager to obtain a quote for picnic tables for Dearden Field	Facilities Manager
	23/RA/8.3 Clerk to add to the next agenda the setting up of a Sports Working Party	Clerk
	23/RA/9.2(ii) Clerk to provide an update at the next meeting on the School Green car park	Clerk
	23/RA/9.5 Clerk to add to the next agenda an update on a quote for the School Green	Clerk
23/RA/17	Facilities Manager to report progress on the outstanding work at Spencers Wood recreation ground	Facilities Manager
23/RA.18.3	Clerk to follow up with Mark Sandringham regarding the Frensham Green Youth Club	Clerk
23/RA/19.1	Clerk to inform CAB of grant application	Clerk
23/RA/19.2	Clerk to inform Spencers Wood Football Club of grant application	Clerk
23/RA/20.1	Clerk to add item the next agenda regarding Millworth Lane	Clerk
23/RA/20.2	Clerk to continue discussions on 'Heads of Terms' with the fitness training company	Clerk
23/RA/20.3	Clerk to update business model to reflect the latest proposals for Millworth Lane	Clerk
22/RA/20.4	Clerk to produce revised plans for the Millworth Lane site and present this at the next meeting	Clerk
23/RA/22.1(ii)	Facilities Manager to arrange procurement of the required equipment for The Manor Ground	Facilities Manager

	Clerk and Facilities Manager to pursue the licence with the cricket club	Clerk and Facilities Manager
23/RA/23.1	Facilities Manager to organise the installation of the CCTV cameras	Facilities Manager
23/RA/24.1	Clerk to report on year-end bookings figures when available	Clerk
23/RA/25	Clerk to add to the next agenda the booking terms and conditions	Clerk
23/RA/26.1	Clerk to add to the next agenda and initial quote for the scoped works for School Green	Clerk
23/RA/26.3	Clerk to report on the Ukraine Event at the next meeting	Clerk
23/RA/26.4	(i) Facilities Manager to investigate the legal requirements for notice boards in the parish (ii) The Clerk and the Facilities Manager to arrange for the 'Map'boards to be reprinted as there had been many changes to the area since the last print	Facilities Manager Clerk and Facilities Manager
23/RA/26.5	Facilities Manager to investigate and report back on displaying the history of Parish and Chairs of the Parish Council	Facilities Manager
23/RA/26.6	Clerk to add to the next agenda the contract with the Pre-School	Clerk