

Minutes of a meeting of
Recreation & Amenities Committee
Held on Thursday 13th October 2022
At School Green Centre commencing at 19.30

Present: P Emmet, P Jahromi, L James, R Tatla

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

22/RA/70 Public Questions

- 70.1 It had originally been planned to have Raymond Barry from Wokingham Borough Council in attendance to discuss Orchard Rise allotments, but this had been deferred to 10th November committee meeting to allow more members to participate in the discussion.

There were no questions from the public.

22/RA/71 Apologies and declarations of Members' Interest

- 71.1 Apologies had been received for this meeting from Cllrs Bowyer, Clarke and Peer. As both the Chair and Vice-Chair of the committee were not present it was agreed that Cllr Emmet would chair this meeting.

- 71.2 There were no declarations of members' interests.

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

22/RA/72 Minutes of the Previous Meeting

- 72.1 The minutes of the committee meeting of 27th September 2022 were approved as a correct record and signed as such by Cllr Emmet.

Proposed: Cllr Tatla
Seconded: Cllr Jahromi
Approved: Unanimously

72.2 The following matters arising were covered:

22/RA/40.2

- a) Orchard Rise allotments to be transferred to SPC when preparatory works have been completed.

ACTION – Clerk to keep under review and for discussion in November

- b) Quarterly Report on Bookings to be provided at November meeting

ACTION – Clerk to add to agenda for November meeting

22/RA/42.2

Clerk to write to SWVH committee about the provision of a Christmas tree. Members agreed to provide a tree for the Spencers Wood Memorial Hall for 2022 and also asked the Clerk to identify possible locations for a tree somewhere in Shinfield North.

ACTION – Clerk to arrange a tree for SWMH and to investigate possible sites for Shinfield North

22/RA/43.1

Clerk to review application form to provide more information to allow members to be better informed about grant requests. The Clerk was still working on this

ACTION – Clerk to review application form

22/RA/44.1

Clerk to check with the Chairman regarding the tree for Peter Hughes. The Clerk had discussed this and a tree in the courtyard at the School Green Centre would not be appropriate as the WI had already planted a tree there. A tree as a memorial for Peter Hughes could be incorporated into the School Green Working Party without needing to wait for the entire scheme to be agreed.

ACTION – Clerk to include in School Green Working Party

22/RA/44.14

Clerk to put in place specific agreement with the three allotment holders who currently have chickens. This agreement had now been finalised. It was understood that we now only have one plot holder still keeping poultry.

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 was still chasing N Frankland for this specific permission.

ACTION – Facilities Manager to follow up with University

22/RA/57.1

Facilities Manager to liaise with the University of Reading and Shinfield Cricket Club regarding requirements for Manor Court. The University had provided drawings of the proposed pavilion and the Facilities Manager had shared these with the cricket club to ensure that they met the league's requirements.

ACTION – Facilities Manager to follow up with University and cricket club to ensure the Manor Court pavilion will be compliant with league requirements

22/RA/60.1

Facilities Manager to monitor progress of MUGA works at Spencers Wood Recreation Ground and the corrective actions required on the fitness equipment. See Item 73.1 below.

22/RA/60.2

CLlr Clarke to obtain detailed quote for toilets at Shinfield Tennis Club. See Item 73.2 below.

22/RA/60.3

Clerk and Facilities Manager to develop an initial business plan for Millworth Lane post redevelopment. See Item 73.3 below.

22/RA/60.3

Clerk and the Facilities Manager to work with the University of Reading for a consultation event to take place before Christmas 2022. See Item 75.4 below.

22/RA/61.3

CLlr Tatla to follow up the availability of the minibus for Frensham Green group with Wokingham Borough Council. CLlr Tatla advised that Wokingham Borough Council were now able to provide a minibus on a Monday evening (at least until the end of 2022) which would allow the group to make use of the facilities at Spencers Wood Pavilion.

22/RA/61.3

Clerk and Facilities Manager to investigate viable options for SPC having its own facility in Shinfield North. This has not yet been followed up. Members were asked to suggest any potential options to the Clerk.

ACTION – Clerk and Facilities Manager to follow up

22/RA/62.2

Clerk to revisit the grant request with Shinfield Guides. No update had been received from the Guides.

ACTION – Clerk to follow up with the Guides

22/RA/63.1

Clerk to report back on first meeting of School Green Working Party. This was on the agenda.

22/RA/64.1

Clerk to arrange for the new allotment rates to be implemented. The Clerk had attended the Allotment Holders AGM on Monday 3rd October and advised of the rate change at the meeting. A formal communication to all allotment holders was in hand.

22/RA/64.1

Facilities Manager to remove pest control contracts from allotments and monitor impact. This would be achieved by not renewing existing contracts as they come to an end.

22/RA/65.1

Clerk to bring Warm Bank proposal to next R&A meeting. This was on the agenda.

22/RA/66.1

Clerk to discuss option for future date for Ukraine Event with Cllr Jahromi. This was on the agenda.

22/RA/68.1

Facilities Manager to arrange for a soil sample of Orchard Rise Allotments. The Facilities Manager had conducted a number of sample digs at the allotment site and reported that the quality of the soil was very poor, and it was difficult to dig down much below 4-5 inches. He had taken a soil sample and hoped to have the results in time for the 10th of November meeting.

ACTION – Facilities Manager to report back on soil conditions at Orchard Rise Allotment site

22/RA/73

Works Update

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

The Facilities Manager advised that the work on the MUGA had commenced on 4th October and was progressing well; the surrounds were in and the base was beginning to be installed. If the weather stayed kind, it was on track to be completed in the scheduled 4 weeks. A further week was then required before the line markings were applied but the MUGA could be used during that week. The corrective work on the fitness equipment area had now been carried out and the payment which had been withheld could now be paid.

ACTION – Facilities Manager to monitor progress of the MUGA works

73.2 Update on progress for new toilets at Shinfield Tennis Club

Cllr Clarke was still awaiting a more detailed quote for the proposed toilets.

ACTION – Cllr Clarke to obtain detailed quote

73.3 Initial Costings for Millworth Lane

The Clerk and Facilities Manager had started to build the financial model required. This will be structured to easily allow the model to be updated if elements were deleted or additional items added. The intention was to populate the model with real life examples of the hire rates, likely usage and ongoing maintenance costs involved.

ACTION – Clerk and Facilities Manager to develop an initial business plan for Millworth Lane post redevelopment for 10th November meeting

73.4 Consultation with the public regarding Millworth Lane proposals

The Facilities Manager had proposed a joint consultation exercise with the University of Reading but had not yet had a response.

ACTION – Clerk and Facilities Manager to work with University of Reading for a consultation event to take place before Christmas 2022

22/RA/74**Community Services****74.1 Sports Strategy Group**

Nothing to report.

74.2 Community Services

Nothing to report.

74.3 Pavilion Youth Club and Shinfield Rise Monday club

Cllr Tatla has spoken to the Youth Club leader who advises that the club is going from strength to strength. From a peak of 68 it has now settled at around a steady 40 participants each Wednesday with new starters every week. Four older members were now helping as were two parents. Recent or planned activities include dance activities, boxing and a session with Reading football club.

Having the minibus on a Monday evening will mean that the Shinfield Rise Monday club will also be able to make use of the facilities at Spencers Wood Pavilion and will also benefit greatly from the additional space compared to the Frensham Green flat. Ideally though a facility in Shinfield North would be preferred.

22/RA/75**Grant Applications****75.1 Grant Applications**

There were no formal grant applications to consider.

75.2 WBC Community Engagement Team

A request had been made from Shabina Maher for funding for up to 50 residents from Shinfield North to attend the Hexagon Pantomime. Each resident would be asked for a £7 contribution but to cover the remaining cost of the tickets and the hire of a coach. This would amount to £1,030. Cllr James advised that there were other reserve funds available which covered the scope of this and members agreed to use that reserve.

Proposed: Cllr Jahromi
Seconded: Cllr Emmet
Approved: Unanimously

ACTION – Clerk to advise accordingly

22/RA/76**Shinfield School Green Working Party**

- 76.1 The Clerk advised that the first meeting had taken place on 12th October with Cllrs Jahromi and Tatla, the head teachers at the schools, two invited members, the Facilities Manager and the Clerk.

After introductions and a site visit, there had been a very positive discussion considering all the items set out in the terms of reference for the Working Party and some additional points received since the terms of reference were agreed. These additional suggestions included position of waste bins, disabled parking bays in toilets, visual impact of the parish noticeboard etc.

Already some ideas were beginning to come together. The Clerk would draw these together for further discussion at the next meeting provisionally scheduled for Monday 31st October which would allow time for a formal update to be included in the papers for the next R&A meeting on the 10th of November.

ACTION – Clerk to convene the next meeting of the Working Party

ACTION – Clerk to provide a more detailed report at next R&A Meeting

22/RA/77**Warm Banks Proposal**

- 77.1 The Clerk advised that he had made some estimates of potential costs, but these would either be dependent upon actual numbers using the service or were non-cash costs (the staffing element). Members agreed to recommend the proposal to Full Council to start in early November and run through the winter (subject to demand)

ACTION – Clerk to add to Agenda for Full Council

22/RA/78**Help for Ukraine**

- 78.1 The Clerk had discussed the concept further with Cllr Jahromi and it would be possible to either do a Sleep Out as originally envisaged in the Spring or a Sleep In (at the School Green Centre) on a similar concept on a Friday night in December. It was agreed to run a Sleep In on a Friday night in December. Cllrs Jahromi and Emmet offered to help with running the event.

Proposed: Cllr James
Seconded: Cllr Jahromi
Approved: Unanimously

ACTION – Clerk to arrange the event

22/RA/79**Other Items**

79.1 **Orchard Rise Allotment**

This had already been covered earlier in the meeting.

79.2 **Verbal Update on Cricket matters**

The Facilities Manager advised that in addition to the 1st and 2nd adult teams playing at Manor Court the cricket club had asked whether they could make use of Millworth Lane for their junior cricket and also for 3rd and 4th adult teams. Members were content that junior cricket could continue at Millworth Lane, but it was not practical to continue to have adult cricket at that location due to the risk of cricket balls landing in the tennis courts.

79.3 **Verbal Update on Newsletter**

The Clerk advised that the hard copies had been received and they were with Royal Mail for delivery to households next week. He emphasised the hard copy was focussed on driving people to sign up for the electronic version.

22/RA/80**Future Meetings**

- 80.1 The next meeting would be Thursday 10th November 2022.

The meeting ended at 20.40

List of Actions

22/RA/40.2	a) Clerk to ensure Orchard Rise allotments are only transferred to SPC when preparatory works have been completed to an acceptable standard	Clerk
	b) Clerk to add Quarterly Report on Bookings to agenda for 10 th November meeting	Clerk
22/RA/42.2	Clerk to arrange a Christmas tree for Spencers Wood Memorial Hall and to investigate possible sites for Shinfield North	Clerk
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	Clerk
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	Clerk
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	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 and Facilities Manager to investigate viable options for SPC having its own facility in Shinfield North	Clerk Facilities Manager
22/RA/62.2	Clerk to revisit the grant request with Shinfield Guides	Clerk
22/RA/68.1	Facilities Manager to arrange a soil sample of Orchard Rise Allotments	Facilities Manager
22/RA/73.1	Facilities Manager to monitor the progress of the MUGA works at Spencers Wood Recreation Ground	Facilities Manager
22/RA/73.2	Cllr Clarke to obtain a detailed quote for new toilets at Shinfield Tennis Club	Cllr Clarke

22/RA/73.3	Clerk and Facilities Manager to develop an initial business plan for Millworth Lane post redevelopment for 10 th November meeting	Clerk Facilities Manager
22/RA/73.4	Clerk and Facilities Manager to work with University of Reading for a consultation event to take place before Christmas 2022	Clerk Facilities Manager
22/RA/75.2	Clerk to advise WBC Community Engagement Team regarding funding for trip to pantomime	Clerk
22/RA/76.1	Clerk to convene next meeting of School Green Working Party	Clerk
22/RA/76.1	Clerk to provide more detailed update on School Green Working Party for 10 th November meeting	Clerk
22/RA/77.1	Clerk to add the Warm Banks Proposal to the agenda for Full Council meeting on 20 th November	Clerk
22/RA/78.1	Clerk to arrange a "Sleep In" event for Ukraine to take place in early December	Clerk