

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

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

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

23/RA/28 Public Questions

28.1 There were no public questions

23/RA/29 Apologies and declarations of Members' Interest

29.1 There were apologies for absence from Cllrs Jahromi and Masseron and the Deputy Clerk

29.2 There were no declarations of members' interests

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

23/RA/30 Minutes of the Previous Meeting

30.1 The minutes of the committee meeting of 2nd February 2023 were approved as a correct record and signed as such by Cllr I Clarke

Proposed: Cllr Emmment
Seconded: Cllr James
Approved: Unanimously

30.2 The following matters arising were covered:

- 22/RA/61.3 Clerk to follow up when a response is received from Whiteknights School

The Clerk had called the school and has now been offered a meeting on 15th March to discuss the possibility of a share facility on school land.

ACTION – Clerk to report to the next meeting

- 23/RA/4.1 Clerk to add to the next agenda the division of the R&A Committee

This is on the agenda at Item 14.1

- 23/RA/5.1 Clerk to add to the next agenda outstanding work for the MUGA

This is on the agenda at Item 4.1

- 23/RA/6.1(d) Facilities Manager to obtain a quote for picnic tables for Deardon Field

The Facilities Manager would report to the May meeting on this issue

ACTION – Facilities Manager to report on picnic tables for Deardon Field at the May meeting

- 23/RA/8.3 Clerk to add to the next agenda the setting up of a Sports Working Party

This is on the agenda at Item 7.4

- 23/RA/9.2(ii) Clerk to provide an update at the next meeting on the School Green car park

The Clerk had visited Berkshire Records Office to inspect the parish minutes from 1988. As part of development in the area the developer built what is now the School Green Car Park and paid sums of money to both SPC and the then Wokingham District Council. The minutes record that SPC agreed to transfer the ownership of the car park to WDC. Although not stated it is assumed that the much smaller SPC of that time did not wish to take on the upkeep or management of the car park.

23/RA/9.5 Clerk to add to the next agenda an update on a quote for the School Green Working Party proposals

This is on the agenda at 11.1

23/RA/17 Facilities Manager to report progress on the outstanding work at Spencers Wood recreation ground

The Facilities Manager had been chasing the contractor he had approached but not had any response and so will be looking at other contractors.

23/RA/18.3 Clerk to follow up with Mark Sandringham regarding the Frensham Green Youth Club

This is on the agenda at Item 5.3

23/RA/19.1 Clerk to inform CAB of grant application

This has been done. The Clerk advised members of a number of departures (all for differing personal reasons) from CAB Wokingham

23/RA/19.2 Clerk to inform Spencers Wood Football Club of grant application

This has been done

23/RA/20.1 Clerk to add item to the next agenda regarding Millworth Lane toilets

This is on the agenda at Item 7.1

23/RA/20.2 Clerk to continue discussions on 'Heads of Terms' with the fitness training company

This is on the agenda at Item 7.3

23/RA/20.3 Clerk to update business model to reflect the latest proposals for Millworth Lane

This is on the agenda at Item 7.2

- 23/RA/20.4 Clerk to produce revised plans for the Millworth Lane site and present this at the next meeting

This is on the agenda at Item 7.2

- 23/RA/22.1(ii) Facilities Manager to arrange procurement of the required equipment for The Manor Ground

The Facilities Manager advised that he was making progress on this matter.

- 23/RA/22.1(ii) Clerk and Facilities Manager to pursue the licence with the cricket club

This was not specifically on the agenda but would be better covered as part of the discussions on the Manor Ground on the agenda at item 8.

- 23/RA/23.1 Facilities Manager to organise the installation of the CCTV cameras at the School Green Centre

These were being installed on Monday 6th March

- 23/RA/24.1 Clerk to report on year-end bookings figures when available

This will be on the agenda for April 2023

ACTION – Clerk to add to Agenda for April 2023

- 23/RA/25 Clerk to add to the next agenda the booking terms and conditions

This is on the agenda at Item 13

- 22/RA/26.1 Clerk to add to the next agenda and initial quote for the scoped works for School Green

This is on the agenda at Item 11.1

- 23/RA/26.3 Clerk to report on the Ukraine Event at the next meeting

This is on the agenda at Item 11.3

- 23/RA/26.4(i) Facilities Manager to investigate the legal requirements for notice boards in the parish

This is on the agenda at Item 11.4

- 23/RA/26.4(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

This is on the agenda at Item 11.4

- 23/RA/26.5 Facilities Manager to investigate and report back on displaying the history of Parish and Chairs of the Parish Council

This is on the agenda at Item 11.5

- 23/RA/26.6 Clerk to add to the next agenda the contract with the Pre-School

This is on the agenda at Item 12.1

23/RA/31

Works Update

- 31.1 The Facilities Manager gave the following update on the new MUGA and the outdoor gym equipment:

He had been chasing the contractor he had approached but not had any response and so will be looking at other contractors.

He advised that £90k had been paid to the contractor with the balance retained for the moment in case SPC had to take on the making good.

23/RA/32

Community Services

- 32.1 **Verbal report from the Sports Strategy Group**

Cllr Clarke indicated that there was a possibility of relocating the pump track being considered for Millworth Lane to where the new pitches were being planned on Hyde end Lane. This would mean that the developer would be able to escape their liability to complete the development of the fields but would result in less traffic on Hyde End Lane. There was no clear outcome from this discussion.

32.2 Verbal report on the Community Services

No report was available at this time

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

Cllr Tatla reported that she was unable to provide an update on the Youth Club at Spencers Wood. The Clerk was still following up with Mark Sandringham his decision to step back from leading the Wednesday Youth Club.

Cllr Tatla also advised that the Frensham Green Group was no longer using Spencers Wood on a Monday due to falling numbers and was instead meeting at the Frensham Green flat on a Tuesday.

23/RA/33

Grant Applications

33.1 Applications

There were no applications to be considered at this meeting

33.2 Spencers Wood Carnival

The Clerk reminded members that a grant of £3,500 had been approved for the 2022 event. Following the cancellation of the event due to the death of HM Queen Elizabeth II £1,274.40 had been approved to cover costs relating to 2022, £1,371 had been taken as deposits for the 2023 event and the balance of £854.60 had been retained by the Carnival Committee for use on the 2023 event.

The Clerk had met the new committee on Thursday 23rd February. The plans were to run the event again on Saturday 16th September.

The Clerk felt that this was an important event in the calendar of the parish and SPC should be supporting it. However technically the annual request was for the same items each year which was at odds with the principles of the grant process. The Clerk felt that this should be treated outside that scheme as has already been agreed for the Spencers Wood Tea Club and the Car Scheme.

Keeping to the same limit of £3,500 would mean a balance of £1,275 payable which could be made from the remaining funds for grants in FY 2022/23.

The Clerk had raised the subject of refunding surplus funds to stall holders with the committee and they may decide to waive the fee for local organisations but still charge commercial activities.

Members agreed to underwrite the event by paying £1,275 on the basis that the carnival committee did not distribute any surplus funds and used any surplus to bolster their financial reserves.

Proposed: Cllr Emmet
Seconded: Cllr Bowyer
Approved: Unanimously

ACTION – Clerk to advise the carnival committee accordingly

- 33.3 Cllr Tatla asked the Clerk to ensure that SPC had sight of the carnival's financial performance

ACTION – Clerk to ensure that Members have sight of the carnival's financial performance

- 33.4 **Summary of Grant requests**

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

23/RA/34

Millworth Lane

- 34.1 Toilets for Millworth Lane

Cllr Clarke reported that the original plan was not feasible, and discussions were ongoing about alternative means of providing toilet facilities for the tennis club.

ACTION – Facilities Manager to investigate alternative options

- 34.2 Sports Consultation

The Clerk advised that in total there had been 97 responses to the consultation on Millworth Lane (46 received on the day and 51 online after the event). The largest group of respondents were aged 35-44 and more women than men responded. Most walked or drove to Millworth Lane with only one saying they used public transport.

There was no clear cut outcome to which sports were preferred but the highest scores were for a perimeter running track (39), pump track (35) and Fitness (31). The ranked responses were too few to be statistically reliable.

There was a clear indication that people would be prepared to pay for facilities (58.8%) and would like mobile catering option (73.2%)

79.4% supported the redevelopment of the pavilion with 87.6% saying that toilets were important or very important to them.

In terms of additional comments the most common (8 respondents) referred to the need to improve the car park while 4 comments were to improve the road access. 4 wished to see an all-weather pitch and related to that 4 comments were for floodlighting.

The Clerk then produced an initial concept of how Millworth Lane might look with a 3G pitch incorporated into the scheme. This included a full-sized pitch and perimeter track and added padel tennis and table tennis to the options while retaining the basketball and netball courts, climbing wall and pump track. Considering feedback from school visits the Clerk also proposed several sheltered meeting points around the ground.

The Clerk and members were all concerned that a full sized pitch with surrounding run off areas and the required 4.5m high fencing to meet the best standards would only just fit into Millworth Lane and would be completely inappropriate for the site.

It was agreed that an arrangement closer to the initial concept would be the most appropriate approach for Millworth Lane.

ACTION – Clerk and Facilities Manager to produce an updated set of proposals incorporating the above feedback for the May meeting

34.3 Business Model

The Clerk would update the draft business model to reflect the revised proposals

ACTION – Clerk to update the draft business model for the May meeting

34.4 3G pitch

Members confirmed the need for, and their support of, an additional 3G pitch within the parish. Cllr Grimes suggested that the area immediately to the north of MereOak Park & Ride might be a suitable location.

ACTION – Clerk to investigate this option further

34.5 Fitness Training

The Clerk had previously been authorised to begin discussion with one company regarding fitness training facilities at Millworth Lane but a second enquiry from another company has now been received.

The Clerk felt that the options were to:

- Continue as planned with the first company
- Advise both that there would need to be a tender exercise
- Investigate with both the option of sharing a new facility at Millworth Lane

Members advised that they would be happy to see a sharing of a facility

ACTION – Clerk and Facilities Manager to pursue option of sharing facilities

34.6 Members requested that a presentation be provided by one or both potential companies to the next committee meeting.

ACTION – Clerk and Facilities Manager to arrange a presentation

34.7 The Clerk was asked to confirm the remaining duration of the lease for Millworth Lane with the University of Reading.

ACTION – Clerk to confirm the lease details for Millworth Lane with University of Reading

34.8 Sports Working Party

Cllrs Clarke, James, Peer, Jones and Emmment all indicated that they would be happy to be part of the Sports Working Party. This group would look initially at Millworth Lane and High Copse with possibly Mere oak if this were to become a viable option.

The ongoing management and maintenance of the sites will be a major area to be addressed.

ACTION – to be discussed further at the May meeting.

23/RA/35

Manor Ground

35.1 Development of the Manor Ground and equipping

Cllr Clarke, the Clerk and Facilities Manager updated member on recent discussions with Shinfield Cricket Club which had proved to be very positive. Main areas of discussion were:

- SPC would pay for the equipment and recover the cost as part of the rent income over say a 10-year period (retain ownership throughout)
- SCC to maintain square and SPC to maintain outfield
- SCC would like to have an agreement that gives them access at evenings and weekends all year round to allow them to build the social element
- SPC would be able to offer a long-term hire weekdays day time (next item on agenda) – which would avoid competing with SPC's own hire business

A draft lease was being prepared which would incorporate the above and the other standard terms.

35.2 Long Term Hirer

The Clerk advised that a potential hirer had approached him regarding renting a room at the School Green Centre for 3-4 days per week. This was not possible due to existing bookings, but he had suggested that the Manor Ground Pavilion may be ideal for their needs.

The potential hirer provides dementia care for a group of up to 15 per day. They had visited the Manor pavilion today and are very interested in taking on but due to space limitation they would have a smaller number at the Manor. Their current rental in Surrey charged at £10 per hour and the Clerk indicated the SPC would seek a commensurate figure.

ACTION – Clerk to follow up on potential long-term hire for Manor Ground

35.3 The potential hirer has also stated that they may be interested in Ryeish Green Pavilion as a more suitable long-term home as this could accommodate the number of clients they would like to work with.

ACTION – Clerk to follow up the option of Ryeish Green Pavilion

23/RA/36

High Copse

- 36.1 Members were provided with an update on the initial plans for the high Copse pavilion. The main points of note were:
- Phase 1 was for cricket square and two full sized pitches (football or rugby)
 - The pavilion would have some solar panels, but SPC could agree to provide more
 - Social room would be roughly the same size as the Pound Green room in the School Green Centre but SPC have asked the University of Reading to enable the ability to place a marquee outside to host larger events
 - The Clerk and Facilities Manager had visited Rams rugby last Friday to help establish what we may be taking over on

23/RA/37

Allotments

37.1 Management

The Allotments Officer had provided an update on efforts to ensure that all plots were being actively tended by the allotment holder through the application of the protocol approved last month.

10 plots had recently been taken over by new allotment holders while 6 were under a formal warning

The waiting list is reducing in size. It was noted that some of those who had expressed an interest in an allotment during Covid were not wishing to take up an offer as their circumstances had changed.

37.2 Orchard Rise

The Chairman and Facilities Manager provided an update on the latest position. WBC had undertaken or promised several measures including:

- Drainage ditches (including their ongoing maintenance)
- Some sheds had been relocated
- There had been further work on the soil and manure would be placed on each plot
- Tags were provided for each shed
- A sign with a plan of the site
- Anti-climb paint and signage
- CCTV

Both the Chairman and the Facilities Manager felt that matters had been addressed sufficiently for SPC to agree to take on the site.

It was proposed that Taylor Wimpey transfer the ownership of the land directly to Shinfield Parish Council.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

23/RA/38

School Green Centre and School Green Working Party

- 38.1 School Green Working Party
Despite chasers the Clerk and Facilities Manager had not yet received an initial quote for the works proposed. The Clerk would continue to chase but if no quote was forthcoming, he would look elsewhere for a quote

ACTION – Clerk to obtain initial quote using an alternative source as necessary

- 38..2 Warm Bank
There continued to be very low numbers making use of the warm bank for the reasons that the Clerk had identified previously. The original plan was to run until the end of March and the Clerk felt that should continue to be the case. Members agreed to continue to the end of March as originally planned.

- 38.3 Ukraine Event

This had been delivered as planned but unfortunately there were low numbers in attendance and only two participants who were prepared to sleep out at the School Green Centre. The music was well appreciated by those that did attend.

The Clerk felt that there was merit in continuing with this type of event for at least one more year perhaps with a view to raising money for a more local charity.

38.4 New Community Noticeboards

The Facilities Manager confirmed that new noticeboards would need planning permission and the cost of obtaining this would be in addition to the cost of the boards themselves. The Facilities Manager would report back at the May meeting with recommendation for new locations.

ACTION – Facilities Manager to provide potential locations for the May meeting

38.5 Parish Timeline and List of Council Chairmen

The Facilities Manager provided a first concept artwork (produced by the Allotments Officer) for how a parish timeline might look for the School Green Centre. This would be mounted on Correx (or similar) sheets. The design could accommodate a timeline showing the previous Chairs of the parish council Chairs. Members approved the concept.

ACTION – Facilities Manager and Allotments Officer to continue to develop the artwork

23/RA/39

Spencers Wood Pavilion

- 39 .1 The Clerk reported that the draft contract was with our solicitor and that good progress had been made.

The Clerk set out the proposed rentals including for 2022/23 and 2023/24.

Even allowing for the recent rise in energy costs this would still generate a small operating surplus for SPC in terms of that part of the building and would allow the focus to switch to increasing revenue from the other part of the building. Members approved the proposed rents.

ACTION – Clerk to complete the contract with Chapel Lane Pre-School

23/RA/40

Booking Terms & Conditions

- 40 .1 The Clerk advised that a draft set of booking terms & conditions was currently with our solicitor to ensure that they were valid from a legal perspective. Once they had been reviewed the Clerk would table them for consideration. The underlying principles have been retained from the current terms and conditions but there has been a great deal of effort to clarify and simplify to make it clear what the hirers obligations are and to reflect how the buildings are operated.

ACTION – Clerk to add to the next agenda

23/RA/41

Recreation and Amenities Committee

- 41 .1 Division of Committee

Members agreed in principle to the future division of Recreation and Amenities Committee into:

- Facilities – looking after the physical buildings and allotments and including responsibility for major projects e.g. High Copse
- Arts, Culture & Events/Education – looking after cultural activities, mental wellbeing, communications

The division to take place following the elections

Proposed: Cllr James
Seconded: Cllr Bowyer
Approved: Unanimously

ACTION – Clerk to arrange the new meeting schedule accordingly

23/RA/42

Other Items

- 42.1 The annual Litter Pick is going to be Friday 14th April (Easter holidays) with refreshments provided by Shinfield View. All are welcome to participate

23/RA/43

Future Meetings

- 43.1 The next meeting was scheduled for Thursday, 6th April 2023
Members agreed to change the date of this meeting to Wednesday 5th April

The meeting ended at 21.40

List of Actions

22/RA/61.3	Clerk to report to next meeting regarding visit to Whiteknights School	Clerk
23/RA/6.1(d)	Facilities Manager to report on picnic tables for Deardon Field at the May meeting	Facilities Manager
23/RA/24.1	Clerk to report on year-end bookings figures at the April meeting	Clerk
23/RA/33.2	Clerk to advise the Spencers Wood Carnival committee of the funding arrangements for 2023	Clerk
23/RA/33.3	Clerk to ensure that Members have sight of the Spencers Wood Carnival's financial performance	Clerk
23/RA/34.1	Facilities Manager to investigate alternative options regarding toilets for Millworth Lane	Facilities Manager
23/RA/34.2	Clerk and Facilities Manager to produce an updated set of proposals for Millworth Lane incorporating feedback for the May meeting	Clerk Facilities Manager
23/RA/34.3	Clerk to update the draft business model for Millworth Lane for the May meeting	Clerk
23/RA/34.4	Clerk to investigate this option of MereOak for a 3g pitch site further	Clerk
23/RA/34.5	Clerk and Facilities Manager to pursue option of sharing fitness training facilities at Millworth Lane	Clerk Facilities Manager
23/RA/34.6	Clerk and Facilities Manager to arrange a presentation about fitness training for R&A Committee	Clerk Facilities Manager
23/RA/34.7	Clerk to confirm the lease details for Millworth Lane with University of Reading	Clerk
23/RA/34.8	Sports Working Party to be discussed further at the May meeting. Clerk to add to agenda	Clerk
23/RA/35.2	Clerk to follow up on potential long-term hire for Manor Ground	Clerk

23/RA/35.3	Clerk to follow up the option of Ryeish Green Pavilion	Clerk
23/RA/38.1	Clerk to obtain initial quote for School Green proposals using an alternative source as necessary	Clerk
23/RA/38.4	Facilities Manager to provide potential locations for new noticeboards for the May meeting	Facilities Manager
23/RA/38.5	Facilities Manager and Allotments Officer to continue to develop the artwork for the timeline	Facilities Manager
23/RA/39 .1	Clerk to complete the contract with Chapel Lane Pre-School	Clerk
23/RA/40 .1	Clerk to add booking terms & conditions to the next agenda	Clerk
23/RA/41.1	Clerk to arrange the new meeting schedule for the division of Recreation & Amenities Committee	Clerk