

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Thursday 29 July 2021, at the Spencers Wood Pavilion commencing at 7:30pm

Present: Cllrs. I Clarke (Chair), N Boyer, E Brown, P Emmment, L James, I Montgomery, O'Brian
Attending: Mike Balbini (Clerk), Kouy Young (Deputy Clerk) Jo Skidmore (Committee Clerk)

21/RA/59	Public Questions
	There were no public questions.
21/RA/60	Apologies and declarations of members' interests
	60.1 Apologies were received from Cllr. Jahromi.
	60.2 Cllr. Boyer declared an interest in item 5.2 on the agenda.
	60.3 There were no declarations of members' interests.
21/RA/61	61.1 Minutes of the Previous Meeting
	61.1.1 It was requested that Shinfield Volunteer Support group was changed to read Shinfield Volunteer Group under item 51.3. and the typo in 14.3 be changed to trees. 61.1.2 The minutes of the committee meeting of 24 June 2021 were approved as a correct record subject to the above amendments. Proposed: Cllr Emmment Seconded: Cllr Montgomery Unanimously Approved
	61.2 Actions
	14.3 <u>Clerk to contact WBC regarding a safety survey on trees located on SPC land.</u> The Deputy Clerk noted that she had received three quotes for work and was in the process of assessing them.
	14.4 <u>Volunteer evening to be organised for October 2021 to say thank you for efforts made during the pandemic.</u> The Deputy Clerk confirmed that this item was ongoing and that an invite list had been compiled. The date would be confirmed once the community centre opening date had been established.
	<u>43.3 Clerk to research cost of a new bus shelter on Hollow Lane</u> See agenda item 65.3

	45.2.2 Wokingham Job Support Centre The Clerk confirmed that the Wokingham Job Support Centre had declined an offer to use Shinfield Parish Community Centre. This item was therefore considered closed.
	48 Cllr Jahromi to supply Clerk with information on flower bed and monument to enable his to add it to the next R&A agenda In the absence of Cllr. Jahromi this item was deferred.
	33.1 Deputy Clerk to check room rates are on SPC website The Deputy Clerk confirmed that the room rates were available on the SPC website.
	53.1.1 Deputy Clerk to invite residents interested in joining the Spencers Wood recreation ground working party to a meeting Cllr Clarke confirmed that the meeting had taken place.
	55 Deputy Clerk to send draft CCTV policy to the Data Protection Officer at WBC for validation. The Deputy Clerk confirmed that this item was ongoing.
	61.3 Matters Arising There were no matters arising.
21/RA/62	Parish Wide Update
	62.1 Spencers Wood Recreation Ground Working Party Update 62.1.1 Cllr. Clarke gave an overview of the history of the Spencers Wood recreation ground facilities project highlighting actions taken to date: • Discussions had commenced in October 2020 • Three quotes had been obtained in the first part of the year for a MUGA and an outside gym. • A new procurement process had been implemented which had impacted the project. • A public consultation had been launched. • Subsequently a meeting had been held to discuss facilities which had been attended by six residents. • Minutes will be written and circulated of the meeting and discussion. 62.1.2 The Clerk reminded Cllr. Clarke that quotes would now be required via Contract Finder for a MUGA and outside gym due to the costs involved stating that this did not preclude companies already under consideration. He undertook to contact Cllr. Clarke outside of the meeting to confirm next steps.
	62.2 Request from Involve 62.2.1 The Deputy Clerk gave an overview of a request received from Involve for a donation to the charity Cancer Champions who were seeking to raise £3k from parish councils to assist them with providing a Cancer support network for residents. 62.2.2 It was PROPOSED that a grant of £250 was made subject to receipt of the appropriate paperwork. Proposed: Cllr Emmet Seconded: Cllr Brown Unanimously Agreed

	62.3 Broken Bus Shelter Basingstoke Road 62.3.1 Cllr. Clarke noted that the bus shelter on the Basingstoke Road outside Warings had been broken because of a car accident. The Clerk confirmed that WBC would be obtaining money from the appropriate insurance company to fix the shelter. Proposed: Cllr Emmet Seconded: Cllr O'Brian Unanimously Agreed
	62.3.2 It was requested that the Clerk arrange for a report to be made to the committee monthly noting significant maintenance and tasks carried out in the parish to help identify recurring and emerging issues.
	62.4 Spencers Wood Pavilion Hire Numbers 62.4.1 The Deputy Clerk gave an overview of the report provided detailing hall hire at Spencers Wood Pavilion and confirmed that charges had been made in line with those advertised. 62.4.2 The Clerk undertook to obtain clarification on GDPR in relation to the level of detail that could be shared on room hire.
	62.5 Allotments Update The Deputy Clerk gave an overview of the allotment update circulated prior to the meeting highlighting the following points: • An issue with an overhanging tree on Green End Close notified by a resident had been resolved. • A water leak at the Deardon allotments had been fixed by the facilities manager.
21/RA/63	Community Service Update
	63.1 Cllr. Brown gave an update on activity in the parish highlighting the following: • The Shinfield Volunteer Group had now submitted bank details enabling a grant from SPC to be made. The grant for £500 start-up and £37. 50 per hire for three months would be reviewed at the next F&GP meeting in order that the Tea bar could commence on 9 September.
	• A meeting had taken place with the manager of the Shinfield Voluntary Car Service to establish conditions for the previously approved grant from SPC to transport residents to two local lunch clubs: • Users of the service must live alone and be otherwise unable to get there. • Users must have been referred to Welcome Club/The Lunch Club. • Users must complete a car service membership form. • Monthly statements to be sent by the Treasurer.
	• Many community groups had not yet resumed despite a relaxation of restrictions.
	63.2 Sports Strategy Working Party
	63.2.1 Cllr. Clarke confirmed that the first meeting of the working party had taken place during the previous week. A copy of the minutes had been sent to the Clerk.

	63.2.2 It was noted that Millworth Lane had been one of eight sports pitches under WBC that had previously been identified as in poor condition. The Shinfield Football Club had received a grant from the FA for £27k towards maintenance costs of which 18k had been received to date. 63.2.3 Cllr. James confirmed that he would be meeting with a representative of WBC in September to discuss establishing a rental and charging scheme for the sports facilities which would assist with budget planning. 63.2.4 The Clerk undertook to obtain clarification on who was contracted to do what groundwork at The Manor sports facilities.
21/RA/64	Grant Applications
	64.1 Grants Update
	64.1.2 The Grants update was NOTED .
	64.2 Citizens Advice Bureau
	It was PROPOSED that following receipt of a completed grant application form for £1250 that the SPC APPROVE its decision to grant £1250 towards the cost of a bus for the Citizen's Advice Bureau. . Proposed: Cllr. Montgomery Seconded Cllr. O'Brian Unanimously Agreed
21/RA/65	Correspondence
	65.1 Fulbrook Avenue Play Area
	65.1.1 Cllr. Emmet noted the e-mail received from a resident regarding issues with the Fulbrook Avenue play area. It was agreed that the developer, Taylor Wimpey, was responsible for the play area. 65.1.2 It was PROPOSED that the Clerk provide Cllr. Emmet with contact details for Phil Milburn, WBC, to follow the matter up. Proposed: Cllr. Boyer Seconded Cllr. O'Brian Unanimously Agreed
	65.2 Eco Green Communities
	65.2.1 The Deputy Clerk noted the advertisement received from Eco Green Communities offering the opportunity for SPC to provide dog waste bag dispensing stations. 65.2.2 It was PROPOSED that SPC did not proceed with the purchase of the dispensing stations. Proposed: Cllr. Boyer Seconded Cllr. Emmet Unanimously Agreed
	65.3 Hollow Lane Bus Shelter Quote
	65.3.1 The Deputy Clerk confirmed that she had only been able to obtain one quote for a replacement bus shelter despite several attempts to companies. 65.3.2 It was PROPOSED that the quote for the replacement bus shelter at a cost of £4.5k plus VAT was APPROVED subject to confirmation that ground works and removal of the old shelter were included and given that reasonable effort had been made to obtain alternative quotes.

	Proposed: Cllr. O'Brian Seconded Cllr. Emmet Unanimously Agreed
21/RA/58	Date of next meeting: 30 September 2021
	The meeting closed at 9:00pm.

Action items:

Minute Ref	Details	Action by
14.3	Clerk to contact WBC regarding a safety survey on tress located on SPC land	Deputy Clerk
14.4	Volunteer evening to be organised for October 2021 to say thank you for efforts made during the pandemic	Deputy Clerk
32.3.2	Clerk to draft a policy on SPC's approach to CCTV	Deputy Clerk
48	Cllr Jahromi to supply Clerk with information on flower bed and monument to enable his to add it to the next R&A agenda	Cllr. Jahromi
55	Deputy Clerk to send draft CCTV policy to the Data Protection Officer at WBC for validation.	Deputy Clerk
62.1.3	Clerk to contact Cllr Clarke to discuss next steps in procurement process for Spencers Wood Rec facilities.	Clerk
62.2.3	Clerk to provide monthly report detailing significant maintenance tasks carried out in the parish to help identify any recurring issues.	Clerk
62.4.2	Clerk to obtain clarification on GDPR in relation to the level of detail that could be shared on room hire	Clerk
63.2.4	Clerk to obtain clarification on who was contracted to do what groundwork at The Manor sports facilities.	Clerk
65.1.2	Clerk to provide Cllr. Emmet with contact details of Phil Milburn, WBC, to discuss issues at the Fulbrook Avenue Play Area	Clerk