

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Thursday 27 February 2020, Shinfield Parish Hall, commencing 19:30 hrs.

Present: Cllrs N Boyer, E Brown, P Emmet, L James, D Lias, I Montgomery (Chair)
Attending: Mike Balbini (Clerk), Jo Skidmore (Committee Clerk), P Alexander and A Narayanan (prospective members)

20/RA/10 **Public Questions**
There were no public questions.

In the absence of Cllr. Clarke, Chair, for the first part of the meeting it was agreed that Cllr. Montgomery would Chair the meeting until the arrival of Cllr. Boyer, Deputy Chair.

20/RA/11 **David Hare WBC**
David Hare, Community Environmental Officer, WBC introduced himself and explained that his remit included matters such as environment enforcement, trees, ground maintenance and rights of way. The physical area that he covered included Shinfield, Aborfield, Swallowfield, Barkham and Finchampstead. It was confirmed that he would be attending the NAG group meeting on 25 March.

Members noted some of the issues in the parish which they felt David may be able to assist with. These included:

Fly tipping: It was noted that David was in the process of dealing with some local issues.
Carney's Yard: Enforcement notice not being observed.
Overflowing bins located outside Alder Grove School and One Stop shop.
Graffiti on lorry camera covering lens.

David requested that the Clerk e-mail him detailing the issues discussed to enable him to investigate.

Cllr. Boyer arrived at 8:00pm. Cllr Montgomery remained in the Chair. .

20/RA/12 **Apologies and declarations of members' interests**

12.1 Apologies were received from Cllr. Clarke and Cllr. Jahromi.

12.2 There were no declarations of members' interest.

13.1 Minutes of the Previous Meeting

The minutes of the committee meeting of 30 January 2020 were approved as a correct record and signed by Cllr. Montgomery:

Proposed: Cllr L James Seconded: Cllr P Emmet Approved unanimously

13.2 Actions

56.0 Cllr. Lias to document issues with bus stops in the parish to enable joined up approach to action required.

This item was noted as ongoing.

65.2 Clerk to seek approval for expenditure on maintenance of Millworth Lane at the next Council meeting once a quote has been provided.

This item was noted as ongoing

65.4 UoR to confirm Walk/cycle system on SANGs and grant permission before signs can be erected

Cllr. Brown noted that he had met with Nigel Frankland, UoR and that agreement on signage was close.

65.5 Clerk to go back to WBC regarding paying for the maintenance of footpath 11.

The Clerk confirmed that the Finance and General Purposes committee had agreed to continue to provide funding for the maintenance of footpath 11.

72.1 Clerk to write to Nigel Frankland UoR to procure letter of guarantee for 5 years on the Deardon Way allotments

The Clerk confirmed that Nigel Frankland, UoR was in receipt of the proposed letter text and that he was awaiting a response.

72.1 Clerk to seek clarification on the easement clause on page 9 of the lease as it seemed to allow access to several parties

The Clerk confirmed that the solicitor would be requesting an addition to the lease stating that sufficient notice should be given if work needed to be carried out.

72.4 Project Manager to be commissioned to oversee SPC projects

This matter was noted as complete.

75. Website working party to continue discussions with a chosen provider to discuss the incorporation of further requirements into a possible new website.

This item was noted as complete. It was confirmed that a provider would be presenting to Full Council next month and that a survey would shortly be available to residents seeking views on how they would use the website.

76.2 Parish council to consider the provision of a bench near the war memorial of either the VE Day or Fallen Soldier design.

See agenda item 20.2

3.2 Clerk to write to Cherish Risi-Elford thanking her for her work.

It was noted that this action was on hold due to a possible change in the situation. Cllr. Montgomery undertook to follow this up after his meeting with Cherish the next day.

4.1.2 Cllr. Clarke to speak with Raymond Barclay to discuss funding from the FA for the maintenance of the Millworth Lane pitches

This item was noted as ongoing.

- 5.5 Clerk to add cycle ways in the parish to the Development committee project list in order to progress
This item was noted as complete.
- 6.2 Clerk to obtain further information from Berkshire Vision requesting the number of service users from the parish
This item was noted as ongoing.
- 6.3 Clerk to write to local schools regarding the availability of funding for prize giving should they wish to apply
This item was noted as ongoing.
- 7.1 Clerk to speak with Shinfield View on how to progress the idea of the time capsule.
This item was noted as complete.
- 7.3 Clerk to consult local history group on the location of the old Pound in Shinfield to confirm whether it was at the Hollow Lane roundabout and bring request back to the committee
This item was noted as ongoing. Cllr. Brown noted that he was meeting with the group leader the next day and undertook to consult her on this matter.
- 7.4 Clements Close playground and facilities – Clerk to write to resident to ask them to contact WBC.
This item was noted as ongoing.
- 9.2 Clerk to arrange for specialist to do tree survey of trees in the parish
See agenda item 18.4
- 9.3 Members to send details of fly tipping locations in the parish to the Clerk and Clerk to arrange for request for locations to be notified on Website
This item was noted as complete.
- 9.4 Clerk to write and decline offer of bench.
This item was noted as complete.
- 9.5 Clerk to cancel contract with PHS and appoint Select to empty sanitary bins.
This item was noted as complete.

13.3 Matters Arising

There were no further matters arising.

20/RA/14

Parish Wide Update

14.1 Millworth Lane

Cllr. James confirmed that the caravan tenancy issue was ongoing. He had met with the Shinfield Association on Monday night. Gratitude had been expressed for the 4k grant received from SCP and it had been confirmed that they were in receipt of income from the caravan tenant that had been outstanding.

14.2 Deardon Allotments Lease

It was confirmed that work was currently taking place to improve drainage which would take approximately five weeks to complete.

The Clerk was asked to ensure that a fence post knocked over during the maintenance work was restored.

14.3 Pride in Our Parish

The Clerk noted that positive feedback had been received from residents about the daffodils on Black Boy Roundabout.

14.4 Pavilion Youth Club Management Committee

14.4.1 Cllr. Montgomery confirmed that further interviews would be taking place for youth workers and that consideration was currently being given to what equipment might need replacing at the youth club. It was noted that Mark Sandringham, Youth Club leader, would be meeting with A Narayanan, prospective member, to discuss the possibility of carrying out some youth mental health work.

14.4.2 The Clerk outlined small revisions that had been made to the Youth Club's constitution which was approved for the current year.

14.4.3 It was confirmed that safeguarding measures were not referenced in the constitution but that they would be incorporated into a youth club handbook.

14.5 It was **PROPOSED** that the recommendation from Full Council to select a Project Manager from MEA to oversee construction of the replacement Spencer's Wood Pavilion was accepted.

Proposed: Cllr. James

Seconded: Cllr. Emmet

Unanimously Agreed

20/RA/15

Community Service Update

15.1 Map Leaflets

Cllr. Brown confirmed plans to publish four walk leaflets during 2020. The University of Reading had offered a subsidised rate on their art and design and had offered to print the leaflets for an additional cost.

It was **PROPOSED** that a budget of £600 be made available for the leaflets.

Proposed: Cllr. Boyer

Seconded: Cllr. Emmet

Unanimously Agreed

15.2 Welcome Club

Cllr. Brown stated that he had suggested that the club apply for an SPC grant to alleviate financial pressures. The impact of speakers no longer being able to attend the club was acknowledged. Members discussed finding space in the new community centre, once operational, to facilitate this noting the important role that this type of organisation played in reducing isolation.

It was confirmed that A Narayanan, prospective member, would be attending the Welcome Club lunch on 4 March.

Woodland Trust

Cllr. Brown notified members that the Woodland Trust was offering free trees during February and March.

20/RA/16

Grant Applications

16.1 SOS Save our Villages

A grant of £1062.86.40 for the provision of printed and digital communications for the residents of SPC was **APPROVED** subject to the provision of invoices/receipts

Proposed: Cllr. Emmet Seconded: Cllr. Boyer Unanimously Approved

16.2. Assisting Berkshire Children to Read

A grant of £2034.00 to recruit, train and support volunteers to offer reading mentors to five schools in the area was **DECLINED**.

The Clerk was asked to write confirming that members supported the aims of the organisation but were not able to provide funding at this time.

Proposed: Cllr. Emmet Seconded: Cllr. Boyer Unanimously Approved

20/RA/17 **Website Development**
See 20/RA/13 Item 75.

20/RA/18 **Correspondence**

18.1 A letter from the Welcome Club thanking SPC for its grant of £350.00 was Noted .

18.2 Cllr. Lias confirmed that he and Cllr. Clarke had made a request to Taylor Wimpey to pave and tidy the part of footpath 20 used to access the bus stop to ensure that it was fully accessible.

18.3 Following a meeting between Cllr. Clarke and S Chesterman, WBC, it was **PROPOSED** that £650 plus VAT per day for 2 to 3 days be set aside for remedial work to take place on Hollow Lane in order to tidy it up.

Proposed: Cllr. Boyer Seconded Cllr Brown Unanimously Agreed.

18.4 The Clerk confirmed that a tree survey needed to take place before work could commence on the Spencers Wood Pavilion and that several quotes had been obtained in the course of due diligence.

It was **PROPOSED** that Oliver Tang of Greenwood Arboriculture be recruited to carry out the work @£600.00

Proposed: Cllr. Emmet Seconded: Cllr James Unanimously Agreed

19/RA/19 **Date of next meeting:** 26 March starting at 19:30hrs

P Alexander and A Narayanan left the meeting.

Exclusion of the Press and the Public It was resolved that, in view of the confidential nature of the business transacted in relation to personal and business information, public interest that the public and press were excluded and asked to withdraw from the next items on the agenda.

Proposed: Cllr. Emmet Seconded: Cllr James Unanimously Agreed

19/RA/20 **Spencers Wood Pavilion**

20.1 Appointment of a Groundskeeper/Maintenance Officer

The appointment of a Groundskeeper/Maintenance Officer commencing on 30 March 2020 was noted.

20.2 Purchase of VE Bench

It was **PROPOSED** that the recommendation to purchase a bench to commemorate the VE anniversary was **APPROVED**

Proposed: Cllr. Brown

Seconder: Cllr. James

Unanimously Approved

It was **AGREED** that the Clerk would obtain quotes and designs for two plaques to be added to the bench, one featuring the VE logo and the other featuring the SPC logo and appropriate wording.

It was **PROPOSED** that a budget of £1500 be set aside for the purchase of the bench and plaques.

Proposed: Cllr. Brown

Seconder: Cllr. James

Unanimously Approved

Meeting closed 21:25

Action items:

Minute Ref	Details	Action by
56.0	Cllr. Lias to document issues with bus stops in the parish to enable joined up approach to action required. Awaiting confirmation of bus routes from Wokingham and Reading.	Cllr. Lias
63.2	Clerk to seek approval for expenditure on maintenance of Millworth Lane at the next Council meeting once a quote has been provided.	Clerk
65.4	UoR to confirm Walk/cycle system on SANGs and grant permission before signs can be erected	Cllr Brown
72.1	Clerk to write to Nigel Frankland UoR to procure letter of guarantee for 5 years on the Deardon Way allotments	Clerk
72.1	Easement clause on page 9 of the Deardon Allotment lease to include the provision of reasonable notice.	Clerk
75	Website working party to continue discussions with a chosen provider to discuss the incorporation of further requirements into a possible new website.	Website working party
3.2	Cllr. Montgomery to meet with Cherish and understand position regarding development worker.	Cllr. Montgomery
4.1.2	Cllr. Clarke to speak with Raymond Barclay to discuss funding from the FA for the maintenance of the Millworth Lane pitches	Cllr. Clarke
6.2	Clerk to obtain further information from Berkshire Vision requesting the number of service users from the parish	Clerk
6.3	Clerk to write to local schools regarding the availability of funding for prize giving should they wish to apply	Clerk
7.3	Cllr. Brown to consult local history group on the location of the old Pound in Shinfield to confirm whether it was at the Hollow Lane roundabout and bring request back to the committee	Cllr. Brown
14.2	Clerk to ask UoR to ensure that the post be restored that had been knocked down during maintenance work at Deardon Allotments.	Clerk