

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Thursday 27 January 2022, at the Spencers Wood Pavilion commencing at 7:30pm

Present: Cllrs. N Boyer (Ch), E Brown, P Emmet, M O'Brian, P Jahromi, L James, I Montgomery, A Narayanan
 Attending: Mike Balbini (Clerk) (from Item 7.2) Kouy Young (Deputy Clerk), Jo Skidmore (Committee Secretary), Three Residents

22/RA/1 Public Questions

1.1 Cllr Clarke welcome the residents to the meeting.

1.2 A resident questioned whether the sloping path to SGC courtyard was intended as disabled access as the grassy surface made it difficult for wheelchair users to use it. Disappointment was expressed about a new building not having suitable access for people with disabilities. The resident stated that she had been directed to this committee for a response.

1.3 Cllr Clarke requested that the letter submitted by the resident prior to the meeting was forward to the Chair and Clerk for a response as this committee was not equipped to answer the questions raised. The resident agreed with this approach.

1.4 A resident made the following observations about the Spencers Wood Pavilion:

- The front door entry system resulted in the door locking each time someone accessed the building. It was requested that an entry system with a timer was install.
- The front door was very hard to open especially for people with disabilities. Was it possible to install an access pad for easier access?
- The community room door locked when closed resulting in people wedging the door open. Was this in beach of fire regulations? Could a better solution be found to room access?
- A dishwasher was required as there was insufficient hot water for an extended wash.

1.5 The Deputy Clerk noted that the doors needed to lock for security purposes and that those hiring room were responsible for letting people in and out of the building. Cllr. O'Brien observed that this was also necessary for insurance purposes.

1.6 It was agreed that a solution was required that balanced ease of access with security and the Deputy Clerk undertook to investigate the matter.

1.7 It was **PROPOSED** that the Deputy Clerk investigate purchasing a dishwasher for Spencers Wood Pavilion.

Proposed: Cllr Jahromi Seconded: Cllr Emmet Unanimously Agreed.

1.8 A resident asked whether it would be possible to use Spencers Wood recreation ground and pavilion for a community celebration of the Queen's platinum jubilee and if so what insurance and security would be required. The event would be held on the bank holiday weekend. Planned for bank holiday weekend.

1.9 Cllr. Clarke requested that the resident put a proposal in writing for the committee to consider.

22/RA/2 **Apologies and declarations of members' interests**

2.1 Apologies were received from Cllr. Boyer

2.2 There were no declarations of members' interests.

21/RA/3 **3.1 Minutes of the Previous Meeting**

The minutes of the committee meeting of 27 November 2021 were approved as a correct record and signed by Cllr. Clarke.

Proposed: Cllr James Seconded: Cllr Brown Unanimously Approved

3.2 Actions

14.4 Volunteer evening to be organised for late December 2021 to say thank you for efforts made during the pandemic

This item was noted as complete.

48 Cllr Jahromi to identify other areas in the parish to locate raised flower beds

This item was noted ongoing.

55 Deputy Clerk to send draft CCTV policy to the Data Protection Officer at WBC for validation.

The Deputy Clerk confirmed that the policy had been received back from WBC and had been updated accordingly.

62.1.3 Clerk to contact Cllr Clarke to discuss next steps in procurement process for Spencers Wood Rec facilities.

Cllr Clarke confirmed that this item was ongoing.

62.2.3 Clerk to provide monthly report detailing significant maintenance tasks carried out in the parish to help identify any recurring issues.

This item was noted as ongoing.

70.2.1 Millworth Lane working party produce a comprehensive plan detailing work to be carried out on site before any work commenced.

See agenda item 3.2

70.3 Cllr Clarke to provide a report from Cllr Clarke on the meeting held 24 Sept 2021 with B Thompson of WBC re sports strategy in the parish

This item was noted as complete.

70.4.3 Clerk to investigate security measures at the Spencers Wood Pavilion and review at the School Green Centre.

The Deputy Clerk confirmed that this was in respect of obtaining the services of a security guard and that options were under consideration.

77.3 Clerk to seek approval from UoR for apple trees to be planted on Langley SANG and Ridge SANG

This item was noted as complete.

2.3 Matters Arising

There were no matters arising.

22/RA/3 **Parish Wide Update**

3.1 Spencers Wood Recreation Ground Working Party Update

3.1.1 Cllr. Clarke stated that committee was now responsible for a budget of over £200k and noted the need for a better overview of income to SPC from its amenities.

3.1.2 Cllr James noted that the Deputy Clerk was working with the finance manager on a lettings income schedule which would be shared with the committee shortly.

3.1.3 Cllr. James confirmed that the Staffing Committee was planning to recruit at level of the Deputy Clerk and Finance Officer a qualified employee to manage the buildings, playing fields and recreation grounds. It was hoped that this would happen within the next 6 months and the committee would be kept informed.

3.2 Spencers Wood Recreation Ground

3.2.1 It was noted that the Business Case for improvements to facilities at the Spencers Wood Recreation Ground was complete subject to two further quotes being received

3.2.2 It was **PROPOSED** that the business case be submitted to Council later in the month stating that work would cost up to 140k excluding VAT.

Proposer: Cllr. Emmet

Seconded: Cllr Jahromi

Unanimously Agreed

3.2.3 Cllr. Clarke undertook to submit the business case to the Finance and General Purposes committee taking place on 9 February, if it was complete in time.

3.3 Millworth Lane Report from Sports Strategy Working Party

3.3.1 Cllr Clerk confirmed that he had met with BDS who had submitted a proposed for managing the Millworth Lane project.

3.3.2 It was **PROPOSED** that the project scope submitted by BDS be approved.

Proposed: Cllr Emmet

Seconded: Cllr Montgomery

Unanimously Agreed

3.3.3 Cllr. James requested that options be considered for the renovation of the pavilion at Millworth Lane at some point in the future.

22/RA/4 **Community Service Update**

4.1 Cllr Brown update

4.1.1 Cllr Brown confirmed that the Welcome Club would be restarting on 24 February.

4.1.2 A request had been made for spare chairs at the Spencers Wood Pavilion for the tea club as attendance had increased. The Deputy Clerk was managing the request. The tea club was proving to be a great success and receiving positive feedback.

4.2 Wellbeing Library

4.2.1 Cllr. Narayanan noted her interest in wellbeing and her work in this area. Mental health issues had significantly increased resulting from the pandemic. SPC was supporting physical wellbeing but not mental wellbeing. Some parish councils had already put measures in place to assist. Cllr. Narayanan suggested that the library at SGC contain a section of books specifically related to mental health.

4.2.2 It was **PROPOSED** that a shelf be reserved at the School Green Centre Library and Spencers Wood library for books relating to mental health.

Proposer: Cllr Jahromi Seconded: Cllr O'Brian Unanimously Agreed.

4.2.3 The Deputy Clerk undertook to write to the library to request this and to make space for leaflets on mental health within the SGC.

4.3 Bus shelter on Basingstoke Road

4.3.1 The Deputy Clerk noted that the bus shelter would be replaced via insurance. WBC had suggested waiting until changes had been made to the kerb height before replacing it.

4.3.2 It was **PROPOSED** that the Deputy Clerk write to WBC to request that the bus stop be replaced immediately and stating that SPC will invoice them. SPC would advise the type of shelter required.

Proposed: Cllr Brown Seconded: Cllr Emmet Unanimously Agreed

4.4 Pavilion Youth Club

4.4.1 Cllr. Montgomery shared a report prepared by the Youth Club Leader highlighting the following:

- There were currently 25 members.
- Activities included pool tournaments, air Hockey and crafts.
- Once the weather improved it was hoped that the outside space could be used, and trips organized.
- Two new members of staff were settling in well and coming up with ideas.
- On Mondays the youth club leader was supporting activities in Shinfield North.

4.4.2 It was noted that the Shinfield North was seeking alternative accommodation. The Deputy Clerk suggested that the club utilise Spencers Wood Pavilion. Cllr. Montgomery agreed to consider the possibility.

22/RA/5 Grant Applications

5.1 Link Visiting Scheme

It was **PROPOSED** that a grant of £900.00 for the Link Visiting Scheme be **APPROVED** subject to reporting on details of beneficiaries in the Shinfield area.

Proposed: Cllr Brown Seconded: Cllr Jahromi Unanimously Agreed

22/RA/6 **Room Hire Schedule**

6.1 The room hire schedule was considered by members. The Deputy Clerk noted that bookings were increasing. Feedback indicated that people were pleased with the facilities but were keen to know when the café would be open. With nine rooms available for hire, resources were stretched, a party had been turned down as SPC was unable to staff it. Future room hire schedules would include the amount of income received for each booking.

22/RA/7 **Correspondence**

7.1 Allotment Pest Control Contract

7.1.1 Cllr. Clarke confirmed that a contractor had been identified to carry out pest control. This was required due to an issue with rats which was partly due to livestock being kept on the allotments.

7.1.2 It was **PROPOSED** that a letter be sent by the Clerk to all allotment holders asking for them to rehome or remove the livestock within three months from the date of the letter.

Proposed: Cllr Brown Seconded: Cllr Jahromi Unanimously Agreed

7.1.3 It was **PROPOSED** that a contract be put in place for a contractor to do pest control as required.

Proposed: Cllr Montgomery Seconded: Cllr Jahromi Unanimously Agreed

7.2 Orchard Rise Allotments

It was **PROPOSED** that the Clerk write to WBC, stating that SPC would not take on responsibility for the Orchard Rise Allotments unless it provided a 5-year guarantee in respect of drainage work carried out.

Proposed: Cllr Brown Seconded: Cllr Montgomery Unanimously Agreed

7.3 Room Hire Request

The Deputy Clerk advised that a request had been received for a booking for 45 weeks room hire for 4 hours a week to include 1 hour free for setting up. This would result in a cost of £1k to SPC. Concerns were expressed about resourcing and setting a precedent for other bookings.

It was **PROPOSED** that the discount rate was offered at an hour at half price or half an hour free. subject to a review next year.

Proposed: Cllr Jahromi Seconded: Cllr. Montgomery Unanimously agreed

7.4 Grazeley War Grave Signage

It was **PROPOSED** that permission be granted for a sign to be put up on a footpath post in Grazeley indicating that war graves were sited at the location.

22/RA/8 **Date of next meeting: 24 February 2022**

The meeting closed at 9:30pm

Action items:

Minute Ref	Details	Action by
48	Cllr Jahromi to identify other areas in the parish to locate raised flower beds	Cllr. Jahromi
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
70.2.1	Millworth Lane WP to produce a detailed plan of actions to be taken at Millworth Lane as a whole	ML WP
70.4.3	Clerk to investigate security measures at the Spencers Wood Pavilion and review at the School Green Centre.	Clerk
1.3	Letter from resident about access to SGC to be passed to Chair and Clerk for a response	Deputy Clerk
1.6	Deputy Clerk to investigate suitable access to Spencers Wood Pavilion giving regard to security and insurance as well as ease	Deputy Clerk
1.7	Deputy Clerk to investigate purchase of dishwasher in Spencers Wood Pavilion	Deputy Clerk
3.2	Spencers Wood recreation ground business case to be submitted to F&GP and Council	Cllr Clarke
4.2.3	Deputy Clerk to write to library to request shelf in SGC library reserved for books on mental health.	Deputy Clerk
4.3.2	Deputy Clerk to write to WBC requesting that the bus stop on the Basingstoke Rd be replaced immediately and that SPC be invoiced for it.	Deputy Clerk
7.1.2	Deputy Clerk to write to all allotment holders asking for them to rehome or remove the livestock within three months from the date of the letter.	Deputy Clerk
7.2	Clerk to write to the WBC, stating that SPC would not take on responsibility for the Orchard Rise Allotments unless it provided a 5-year guarantee in respect of drainage work carried out.	Clerk