

Minutes approved on:	
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Minutes of a meeting of the Recreation and Amenities Committee held on Thursday 27 May 2021, at the Spencers Wood Pavilion commencing at 7:30pm

Present: Cllrs. N Boyer, I Clarke (Chair), E Brown, M O'Brien, P Jahromi, L James and I Montgomery
Attending: Mike Balbini (Clerk), Jo Skidmore (Committee Clerk)

21/RA/39 Nominations of Chair and Vice Chair

39.1 It was **PROPOSED** that Cllr. Clarke be elected as Chair of the Recreation and Amenities Committee.

Proposed: Cllr Montgomery Seconded: Cllr Jahromi Unanimously Agreed

39.2 It was **PROPOSED** that Cllr. Boyer be elected as Vice Chair of the Recreation and Amenities Committee.

Proposed: Cllr James Seconded: Cllr Clarke Unanimously Agreed

39.3 Cllr. O'Brien was welcomed to the committee.

21/RA/40 Public Questions

There were no public questions.

21/RA/41 Apologies and declarations of members' interests

41.1 Apologies were received from Cllr. Narayanan and Cllr. Emmment

41.2 There were no declarations of members' interest.

21/RA/42 42.1 Minutes of the Previous Meeting

The minutes of the committee meeting of 29 April 2021 were approved as a correct record.

Proposed: Cllr James Seconded: Cllr Emmment Unanimously Approved

41.2 Actions

51.2 Working party to consider play facilities at Spencers Wood recreation ground for recommendation to Council.

See agenda item 43.1

14.2.2 Clerk to ascertain whether ivy is a risk to the tree or not

The Clerk confirmed that he had spoken to two consultants who had advised that ivy should only be removed if it was smothering the tree.

The Clerk undertook to ask the SPC Administrator to check with land registry to ascertain whether the tree was located on SPC land.

14.3 Clerk to contact WBC regarding a safety survey on tress located on SPC land.

The Clerk confirmed that this item was ongoing.

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

The Clerk confirmed that this item was ongoing.

27.1 Deputy Clerk to obtain further information from the supplier of AED's obtaining costs for maintaining them in the parish and agreeing the most appropriate way of funding it.

The Clerk confirmed that the offer of financial assistance had been made but no response had been received. It was agreed that no further action was required.

32.2.3 Deputy Clerk to arrange leaflet drop to residents of the parish seeking views on facilities at Spencers Wood recreation ground.

This item was noted as complete. The closing date for responses was 6 June.

32.3.2 Clerk to draft a policy on SPC's approach to CCTV

This item was noted as ongoing.

32.5 Clerk to investigate cost of installing recycled bollards at Three Mile Cross and School Green
See agenda item 43.4

36.1.2 Clerk to contact resident to confirm that fence was the responsibility of UoR

This item was noted as complete.

37.4 Clerk to write to resident confirming that no action would be taken on hedge height but that lights at the pavilion would be turned off at 10:15 instead of 10:45

The Clerk confirmed that he had written to the resident. Further correspondence had suggested that hedges were different heights in different parts of the recreation ground. The facilities manager would check the height of the hedges to ascertain whether action was required.

21/RA/43 **Parish Wide Update**

43.1 Spencers Wood Recreation Ground Working Party Update

43.1.1 Cllr Clarke confirmed that the Spencers Wood Recreation Ground working party needed to ensure that any actions it took were in line with the requirements of the new procurement process. Leaflets had been sent to residents inviting them to join the working party and asking what facilities they would like.

43.1.2 The Clerk confirmed that 12 people had expressed an interest in joining the working party to date and noted some of the suggested facilities. A final list would be shared with members at the June Recreation and Amenities committee meeting. It was acknowledged that the request for suggestions had been met with a positive response.

43.1.3 The Clerk confirmed that those interested in joining the working party would be given details of what was involved and invited to meet Cllr. Clarke at the pavilion.

Proposed: Cllr Montgomery Seconded: Cllr Jahromi Approved by Majority

43.2 Installation of waste bins or alternatives across the parish

43.2.1 The Clerk noted that this item was to understand SPC's policy on litter in response to a request for more bins. It was confirmed that there were currently 37 bins in the parish which cost £8.50 per bin a week to empty.

43.2.2 It was **AGREED** that rather than provide more bins SPC undertake a campaign to increase awareness of litter issues and requesting that people take their rubbish home. An article would be added to the next newsletter and to SPC's website noting the cost of litter disposal.

Proposed: Cllr Boyer Seconded: Cllr Jahromi Approved by Majority

43.3 Bulb Planting

43.3.1 Cllr. Clarke noted the various sites under consideration for bulb planting in October or November 2021.

43.3 Bus Shelter on Hollow Lane

Cllr. Clarke noted the unsatisfactory condition of the bus shelter on Hollow Lane. It was **PROPOSED** that the cost of installing a new bus shelter be researched and brought back to the committee.

Proposed: Cllr Boyer Seconded: Cllr Brown Approved by Majority

43.4 Installation of new bollards around the parish

43.4.1 Cllr. James confirmed that the cost of new bollards would be approximately £40k for which no budget had been set aside.

43.4.2 It was **PROPOSED** that the cost of approximately £40K was split over the current and succeeding financial years prioritising School Green in the first year and Spencers Wood recreation ground and Three Mile Cross (Banjo) in the second year and that this was financed initially by the Pride in our Parish budget.

Proposed: Cllr Boyer Seconded: Cllr O'Brien Unanimously Agreed

43.4.3 It was **AGREED** that the Clerk be authorised to purchase the bollards.

43.5 Parish Council Van

The Clerk noted that the lease on the van would be due for renewal in December 2021.

It was **PROPOSED** that the diesel van was replaced by an electric vehicle and that consideration be given to obtaining a larger vehicle.

Proposed: Cllr. James Seconded: Cllr. Jahromi Unanimously Agreed

43.6 Spencers Wood Pavilion Security

It was **PROPOSED** that a system be installed at a cost of £3163.20 inc. VAT allowing those with room bookings access to the hall for the hire period through the provision of a timed fob.

Proposed: Cllr. Brown Seconded: Cllr. Montgomery Unanimously Agreed

43.7 Sports Facilities and Community Hall Management Strategy

43.7.1 Cllr. Clarke sought to understand responsibilities of R&A committee in respect of the new Community Centre.

43.7.2 It was confirmed that day to day management would be the responsibility of SPC staff with the Recreation and Amenities Committee responsible for policy decisions.

43.7.3 Cllr. Clarke confirmed that SPC would potentially be responsible for The Manor from June 2022, High Copse from October 2022 and Millworth Lane. A meeting would take place with a representative of WBC in September 2021 to gain an understanding on how to manage the facilities but Cllr. Clarke welcomed the views of others in the meantime.

43.7.4 After some discussion, it was **PROPOSED** that a working group be set up to consider the strategy for managing sports facilities coming under control of SPC consisting of Cllrs Boyer, Brown, Clarke and O'Brien with Cllr. James supporting with financial matters.

Proposed: Cllr. Boyer Seconded: Cllr. Brown Unanimously Agreed

43.7.5 The Clerk undertook to circulate a list of assets expected to come under the management of SPC to the working party.

43.8 Allotments Waiting Lists and Availability

43.8.1 The Clerk confirmed that there were no allotments vacant in the parish and asked the committee to consider whether SPC should seek to increase provision.

43.8.2 It was noted that the recent increase in interest in allotments was likely to be a response to the pandemic. Members **AGREED** that the number of allotments in the parish was sufficient and that this would be reviewed if waiting lists increased significantly.

21/RA/44 Community Service Update

33.1 Cllr. Brown gave an update on activity in the parish highlighting the following:

- A conversation had taken place with a local sports instructor regarding room hire at the new Community Centre. The Clerk confirmed that room hire information would be available on the SPC website from 1 June. In response to a query on running classes in SPC's open green spaces it was confirmed that this was acceptable providing that instructors did not claim the space as theirs.
- The lunch club was reopening, and the car service being used to get people to and from it.
- SHINE, an over 60's exercise class, would soon be restarting at Spring Gardens.

21/RA/45 Grant Applications

45.1 Shinfield Cricket Club

A grant for £3000 to the Shinfield Cricket Club for the purposes of improving the ground and controlling wildlife was **APPROVED**.

Proposed: Cllr. Boyer

Seconded Cllr. Jahromi

Unanimously Agreed

45.2 Wokingham Job Support Centre

45.2.1 A decision on a grant for £500 to the Wokingham Job Support Centre for running costs was deferred until the June meeting.

45.2.2 The Clerk undertook to contact the group to find out how many people in the parish are being supported.

45.3 Grants Update

The grants updated was **NOTED**.

21/RA/46 Website Development

The Clerk informed members of the positive response to the new website. Cllr. O'Brien commented that it had been slow to load and undertook to provide feedback to the administrator. It was acknowledged that the website was evolving and that some minor amendments were required.

21/RA/47 Correspondence

It was confirmed that no correspondence had been received.

21/RA/48 Late Entries

48.1 Cllr Jahromi shared some observations on a recent visit to London where he had noted the provision of certain facilities. Whilst two were noted as in hand or outside the remit of this committee it was agreed that he would provide the Clerk with further information on the possibility of a flower bed around a local monument to enable it to be added to the next R&A agenda for discussion.

21/RA/49 Date of next meeting: 27 May 2021

The meeting closed at 21:30

Action items:

Minute Ref	Details	Action by
14.2.2	Clerk to ask administrator to check whether tree is located on SPC land via land registry.	Clerk
14.3	Clerk to contact WBC regarding a safety survey on tress located on SPC land	Clerk
14.4	Volunteer evening to be organised for October 2021 to say thank you for efforts made during the pandemic	Clerk
32.3.2	Clerk to draft a policy on SPC's approach to CCTV	Clerk
43.2.2	Article to be added to newsletter and SPC website about the cost of litter disposal	Clerk
43.3	Clerk to research cost of a new bus shelter on Hollow Lane	Clerk

43.7.5	Clerk to circulate list of assets expected to come under ownership of SPC to the facilities management strategy working party.	Clerk
45.2.2	Clerk to obtain further information from the Wokingham job support centre about the number of people that it had helped in the parish.	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

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