

Minutes of a meeting of
Recreation & Amenities Committee
Held on Thursday 8th December 2022
At School Green Centre commencing at 19.30

Present: Cllrs I Clarke (Ch), P Emmet, L James, N Masseron, D Peer and R Tatla

Attending: B Winton (Clerk), P Gudge (Facilities Manager), R Barry (WBC – for 94.1 only)

22/RA/94

Public Questions

94.1 Orchard Rise Allotments

Ray Barry from Wokingham Borough Council provided an update on Orchard Rise allotment site. He had worked with the developers and the site now had 1 extra plot, a community garden area, measures to reduce the risk of flood, solar panels, raised beds for disabled allotment holders and 35 sheds. The developer still had to lay turf tracks to each allotment, carry out repairs to tarmac defects and carry out more rotavator work.

SPC remained extremely concerned that there was still no new topsoil delivered or even being considered for the site and on that basis would continue to refuse to accept the site. Ray Barry agreed to arrange for a site visit after the rotavator work with the Facilities Manager, interested councillors and the developer.

SPC felt that Mr Barry should advise the developer not to install the turf tracks until the issue of topsoil was resolved. SPC was also concerned that the final row of sheds did not have a sufficiently wide access path.

ACTION – Facilities Manager to ensure that the meeting with Ray Barry and the developer takes place as soon as possible

94.2 Proposals for allotment improvements

The Facilities Manager tabled two proposals for work that was going to be required at various allotments in the next few years and explained that currently there was an opportunity for WBC to pay 1/3rd of the total costs involved.

It was agreed that the Facilities Manager should prioritise the work to restrict SPC's potential expenditure to £25k + VAT. The matter would be placed on the agenda for the next Finance & General Purposes Committee

ACTION – Finance Manager to prioritise the works to identify the most important elements within a limit of £25k + VAT

ACTION – Clerk to add to the Finance & General Purposes Committee meeting agenda for 22nd December

22/RA/95

Apologies and declarations of Members' Interest

- 95.1 Apologies had been received for this meeting from Cllr Boyer and S Herring (Deputy Clerk)
- 95.2 There were no declarations of members' interests.
- 95.3 There were no changes to members' declarations of pecuniary interest.

22/RA/96

Minutes of the Previous Meeting

- 96.1 The minutes of the committee meeting of 10th November 2022 were approved as a correct record and signed as such by Cllr I Clarke.

Proposed: Cllr Emmet
Seconded: Cllr Tatla
Approved: Unanimously

- 96.2 The following matters arising were covered:

- 22/RA/40.2 Clerk to ensure Orchard Rise allotments are only transferred to SPC when preparatory works had been completed to an acceptable standard

This is an item on the agenda.

- 22/RA/42.2 Facilities Manager to arrange a tree for Frensham Green, North Shinfield.

This had been done.

- 22/RA/48.2 Facilities Manager to request formal permission from University of Reading for some preparatory works at Millworth Lane

The Facilities Manager has written to Nigel Frankland at the University of Reading but without any response. He will continue to attempt to get formal permission for the work required.

ACTION – Facilities manager to continue to chase UoR

- 22/RA/57.1 Facilities Manager to write to UoR and SCC setting out the position, as understood, and asking them to confirm that the Manor Court Pavilion will be compliant with league requirements

The Facilities Manager advised that the ECB had been to assess and approved the new cricket square. He was still working with UoR regarding the installation of the pavilion.

ACTION – Facilities manager to continue to chase UoR

- 22/RA/61.3 Clerk to make an initial enquiry to Whiteknights School regarding providing space for SPC to provide a facility for Shinfield North

The Clerk had written to the headmaster of the school on the 18th November but has not yet received a response. He has sent a further email to the school.

ACTION – Clerk to continue to follow up with the school

- 22/RA/73.4 Clerk to agree a date with the University of Reading for a consultation event regarding sports provision in the parish

This had been arranged for 28th January 2023 and would be run in conjunction with a consultation on the work of the Traffic Working Party (to be held in adjacent rooms). There has been an initial online meeting with the University of Reading to agree the detail of how this would be taken forward.

The provisional title is the "Future of Sport & Recreation in Shinfield".

This would cover

1. Where we are now
2. Where do we want to go with sports provision
3. What are the thoughts and concerns of residents on the subject

It was likely that there would be 2 distinct elements

1. Actual sports provision including at Millworth Lane and High Copse
2. Recreational provision including allotments, neighbourhood park, SANGs and UoR's Tree for Life

Both parties are keen to ensure that we get effective engagement from residents but avoid going down dead ends e.g. by offering up for consideration practical and/or feasible outcomes rather than open ended questions.

UoR will provide notice boards for putting up the artwork and deliver it to the School Green Centre. Provisional timings are 10-3 on the day with UoR and SPC presence throughout.

Both parties would conduct activity in January to ensure a good turnout from residents.

ACTION – Clerk to continue to plan and deliver the consultation exercise

ACTION – Clerk to ensure that relevant interested groups were invited to the consultation

22/RA/84.1 Facilities Manager to monitor the progress of the new MUGA

The Facilities Manager advised that the hard standing had been completed, lines painted and Heras fencing panels removed so that the area was now being used by the public but had not formally been handed over to SPC. This would not take place until the planning application for the change of colour had been approved and payment to the contractor would be withheld until this had been done and final reinstatement was completed.

- 22/RA/84.2 Cllr Clarke to obtain a second quote for toilets at Millworth Lane using University of Reading's contractor

See later in the agenda.

- 22/RA/85.1 Report from the Sports Strategy Group to be added to the next agenda of the R & A Committee

This was on the agenda.

- 22/RA/85.3 Cllr Tatla to suggest the Mum's Zone group apply for a grant from SPC for the use of the School Green Centre

Cllr Tatla advised that this issue had now resolved itself.

- 22/RA/86.1 Clerk to advise Me2 Club of the grant decision

This had been done.

- 22/RA/86.2 Clerk to advise St Mary's Church of the grant decision

This had been done. The Clerk provided feedback comments from St Mary's, but Councillors felt that the original decision was the correct one.

- 22/RA/86.3 Clerk to advise Shinfield Guides of the grant decision

This had been done.

- 22/RA/86.7 Clerk to prepare a proposal for switching to one grant award sessions per annum

This was on the agenda.

ii) 'Grants' to be added to the agenda of the Financial and General Purposes Committee

This will go on the agenda subject to the outcome of the discussion later in the meeting.

- 22/RA/87.1 Clerk to arrange for provisional costings of items proposed for the Village Green Working Party

This was on the agenda.

- 22/RA/88.1 Clerk to monitor the usage of the Warm Room and provide an update at the next meeting

This was on the agenda.

- 22/RA/89.1 Clerk to put the Ukraine Sleep Out on the agenda for the next meeting

This was on the agenda.

- 22/RA/91.1 Clerk to add the Bookings Report to the agenda for the February 2023

This will be done.

- 22/RA/92.3 Clerk to add Terms & Conditions to the agenda for the December 2022 meeting

This was on the agenda.

- 22/RA/92.4 Facilities Manager to provide additional information on the work being requested for Allotment improvements
Clerk to add the agenda of the next R & A meeting.

This was on the agenda.

22/RA/97 97.1 Division of the Recreation and Amenities Committee

There had been a proposal at Full Council regarding whether the Recreation & Amenities Committee should be split into two smaller committees. The Clerk had tabled a proposal for consideration by the committee. Initial thoughts and comments were:

- a) Where would responsibility for the relationship with the Shinfield North flat lie?
- b) Where would Community Services sit?
- c) It was most likely that, if this were progressed, it would take place from May 2023 after the council elections

It was agreed however that this matter needed more time for discussion and the Clerk was asked to bring back to the next meeting

ACTION – Clerk to schedule for January meeting

22/RA/98

Works Update

98.1 Progress on new MUGA and outdoor gym equipment for Spencers' Wood Recreation Ground

This was covered previously in the meeting. It was agreed that the Facilities Manager would continue to monitor the situation.

ACTION – Facilities Manager to continue to monitor the situation

98.2 Update on progress for new toilets at Shinfield Tennis Club

Cllr Clarke to follow this up

ACTION – Cllr Clarke to follow up

22/RA/99

Community Services

99.1 Verbal report from the Sports Strategy Group

There was nothing to additional to report on this subject.

99.2 Verbal report on the Community Services

The Chairman recognised again the considerable efforts that Cllr Brown had made on this particular subject.

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

The Clerk advised that Mark Sandringham had written to parents of those attending the youth club about the recent poor behaviour. In the meeting following that letter Mark had reported an improvement in attitudes. Cllr Tatla advised that she was having difficulty in obtaining updates from Mark and the Clerk said that he would give Mark a clearer direction on this issue.

ACTION – Clerk to ensure that Cllr Tatla receives timely updates from Mark in future

Cllr Tatla gave an update on activities at the Shinfield North flat as provided by Shabina Maher, WBC's community engagement officer. Shabina and the residents were very grateful for SPC's contribution towards the pantomime costs (the trip had been fully subscribed). Residents were also appreciative of the Christmas tree provided by SPC.

There were four or five young people going on the minibus to Spencers Wood each Monday. The trips were being well received but WBC would be reviewing the numbers later in the month to see if the cost of the trips could be justified. First Days and CAB visits to the flat were making a difference as was the food share scheme.

99.4 Safer Spaces for girls

There was a discussion of the paper Cllrs Tatla and Montgomery had asked to be shared. It was felt that the four main points were well made and should be considered on any council project i.e.

- Safer parks with better toilets and good lighting;
- A good network of paths which go round the perimeter of areas, do not have dead ends and are not hidden by vegetation;
- Spaces broken up into smaller areas so no one group can dominate;
- Wider entrances in and out of areas.

It was agreed that the provision of sports facilities specifically for girls and women should be included in the consultation exercise

ACTION – Clerk to include in the sports consultation

As an aside the footpath from Dobbies towards Shinfield was felt to be an area that would benefit from consideration of these points.

ACTION – Clerk to raise concerns with the University of Reading and ask if the hedge between the footpath and the road could be significantly lowered

22/RA/100

Grant Applications

100.1 **Application from Lambs Lane Primary School**

It was agreed to make a grant award of £200 to the school

Proposed: Cllr Emment

Seconded: Cllr James

Approved: Unanimously

ACTION – Clerk to inform Lambs Lane Primary School

100.2 **Application from Berkshire Multiple Sclerosis Therapy Centre**

It was agreed to make a grant award of £850 to the Therapy Centre

Proposed: Cllr James

Seconded: Cllr Clarke

Approved: Unanimously

ACTION – Clerk to inform Berkshire Multiple Sclerosis Therapy Centre

100.3 **Summary of Grant requests**

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

100.4 **Annual Grant Award Scheme**

The Clerk set out initial proposals for how an annual grant award scheme might apply.

It was agreed that this matter should now be considered by the Finance & General Purposes Committee.

ACTION – Clerk to add to the agenda for the Finance & General Purposes Committee

22/RA/101**Millworth Lane**

- 101.1 Cllr Clarke advised that he had been conducting further research into padel tennis and advised that he felt it should be part of the sports consultation as it was attractive to a wide range of players and could provide a good income stream which would help maintain the standard of all the equipment to be installed at Millworth Lane.

ACTION – Clerk to include in the Sports Consultation

- 101.2 The Clerk advised that he had been approached by a physical training business who were based in the parish and looking for a permanent home. The Clerk felt that having this facility at Millworth Lane would be a good fit for both parties and it was agreed that he could follow up with the company in more detail.

ACTION – Clerk to follow up with the company

- 101.3 It was also suggested that such a facility be included in the sports consultation exercise.

ACTION – Clerk to include in the Sports Consultation

- 101.4 It was agreed that once the sports consultation exercise had taken place a Sports Working Party would be set up to develop the ideas from that exercise and to oversee the new sports facilities.

ACTION – Clerk and Cllr Clarke to set up a Sports Working party in 2023

22/RA/102**Shinfield School Green Working Party**

- 102.1 The Clerk advised that the quote to cost up the working party's initial thoughts was approximately £5.5k. It was agreed that the initial proposals should be brought back to R&A for more detailed consideration before any formal costing was carried out.

ACTION – Clerk to include on the agenda to the next meeting.

22/RA/103**Warm Room Update**

- 103.1 The Clerk advised that the room was set up, fully equipped and available for use although numbers were still very low. He would continue to ensure that it was promoted and was developing a flyer for the room

ACTION – Clerk to continue to monitor the usage of the Warm Room and provide an update at the next meeting

22/RA/104**Help for Ukraine**

- 104.1 The Clerk advised that we were now working to a date of Friday 3rd February for this event. The Clerk has begun to prepare the Event instruction and Cllrs Emmet and Jahromi had previously agreed to help with delivery of the event. He would ask Robyn's Nest about the provision of soup kitchen style evening meal and a breakfast option.

ACTION – Clerk to continue to develop the event plan

22/RA/105**Other Items**

- 105.1 Booking terms and conditions

The Clerk, Deputy Clerk, Finance Manager and Front of House Supervisor have had three extended meetings and made a lot of good progress. They have been looking at every aspect of the process from original enquiry, the booking form, and a detailed event instruction. A full review of the terms & conditions (including what is needed for regular and one-off hirers) that accompany the booking process was almost. Simple flow charts have been developed to make sure there is a consistent process applied throughout the life of each booking. Finally the initial online enquiry form had been simplified.

ACTION – Clerk to report further at the next meeting

105.2 Public facilities for new housing developments

While it was felt that developers should be responsible for bins in the new housing estates it was agreed that there should be a review of the provision of community noticeboards and this should include whether new technologies would be practical.

ACTION – Clerk and Facilities Manager to investigate options and report to a future meeting

105.3 History of the Parish and Roll of Council Chairmen

It was agreed that the Clerk and Facilities Manager should investigate options for providing information on the history of the parish at School Green Centre and reflect the names of previous Chairs of the council.

ACTION – Clerk and Facilities Manager to investigate options and report to a future meeting

22/RA/106

Future Meetings

- 106.1 It was agreed that the order of Planning & Highways and Recreation & Amenities committees would be swapped from January 2023 as this would allow Enforcement Notices to be available for consideration at Planning & Highways meetings.

The next meeting would therefore be Thursday 5th January 2023.

The meeting ended at 21.35

List of Actions

22/RA/94.1	Facilities Manager to ensure that the meeting with Ray Barry and the developer takes place at Orchard Rise as soon as possible	Facilities Manager
22/RA/94.2 a	Facilities Manager to prioritise the works to identify the most important elements within a limit of £25k + VAT	Facilities Manager
22/RA/94.2 b	Clerk to add to the Finance & General Purposes Committee meeting agenda for 22 nd December	Clerk
22/RA/48.2	Facilities Manager to continue to chase for formal permission from the University of Reading for preparatory works at Millworth Lane	Facilities Manager
22/RA/57.1	Facilities Manager to continue to chase the University of Reading regarding the Manor Court Pavilion	Facilities Manager
22/RA/61.3	Clerk to follow up with Whiteknights School regarding providing space for SPC to provide a facility for Shinfield North	Clerk
22/RA/73.4 a	Clerk to work with University of Reading to plan and deliver the sports consultation exercise on the 28 th January 2023	Clerk
22/RA/73.4b	Clerk to ensure that relevant interested groups were invited to the sports consultation	Clerk
22/RA/91.1	Clerk to add the Bookings Report to the agenda for the February 2023	Clerk
22/RA/97.1	Clerk to add the paper on the possible division of R&A Committee to the agenda for the January 2023 meeting	Clerk
22/RA/98.1	Facilities Manager to continue to monitor the situation regarding the Spencers Wood Multi Use Games Area	Facilities Manager
22/RA/98.2	Cllr Clarke to follow up on obtaining a quote for toilets for the Shinfield Tennis Club	Cllr Clarke
22/RA/99.3	Clerk to ensure that Cllr Tatla receives timely updates on the activities of the Youth Club	Clerk

22/RA/99.4 a	Clerk to include the provision of sports facilities for girls and women in the sports consultation exercise	Clerk
22/RA/99.4 b	Clerk to raise concerns regarding the footpath between Dobbies and Shinfield with the University of Reading	Clerk
22/RA/100.1	Clerk to Inform Lambs Lane Primary School of Grant Award	Clerk
22/RA/100.2	Clerk to inform Berkshire Multiple Sclerosis Therapy Centre of Grant Award	Clerk
22/RA/100.4	Clerk to add proposal for Annual Grant Award scheme to agenda for Finance & General Purposes Committee	Clerk
22/RA/101.1	Clerk to include padel tennis in the sports consultation exercise	Clerk
22/RA/101.2	Clerk to follow up on initial proposal from physical training company	Clerk
22/RA/101.3	Clerk to include the provision of physical training facilities in the sports consultation exercise	Clerk
22/RA/101.4	Clerk and Cllr Clarke to set up a Sports Working Party in 2023	Clerk Cllr Clarke
22/RA/102.1	Clerk to include School Green Working Party initial proposals on next R&A agenda	Clerk
22/RA/103.1	Clerk to continue to monitor the use of the warm room	Clerk
22/RA/104.1	Clerk to continue to develop the event plan for the Help for Ukraine event	Clerk
22/RA/105.1	Clerk to report on booking terms and conditions at the next meeting	Clerk
22/RA/105.2	Clerk & Facilities Manager to investigate options for new community noticeboards	Clerk Facilities Manager
22/RA/105.3	Clerk & Facilities Manager to investigate options for displaying history of parish and names of previous Chairs at School Green Centre	Clerk Facilities Manager