

Minutes of a meeting of
Recreation & Amenities Committee
Held on Thursday 5th January 2023
At School Green Centre commencing at 19.30

Present: Cllrs N Boyer, I Clarke (Ch), P Emmet, L James, M Jones, N Masseron,
D Peer

Attending: B Winton (Clerk), S Herring (Deputy Clerk), P Gudge (Facilities Manager)
1 member of the public

The meeting opened with the announcement of Cllr Eddie Brown's death and recognition of the dedication and hard work he had carried out as a parish councillor. 1 minute's silence was observed.

23/RA/1

Public Questions

- 1.1 A member of the public reported an increase in graffiti around the Parish and requested that the Parish Council take steps to have this removed. This was evident in various places around the Parish, an example being on fence panels on Brookers Hill.

Shinfield Parish Council (SPC) does not have the resources or budget to deal with this. If the damage is to SPC property it is removed as soon as possible.

ACTION –

- (i) Report graffiti to Wokingham Borough Council (WBC)
- (ii) Report graffiti as Criminal damage
- (iii) The Clerk to report to the ASB team at WBC

23/RA/2

Apologies and declarations of Members' Interest

- 2.1 Apologies had been received for this meeting from Cllr Tatla
- 2.2 There were no declarations of members' interests
- 2.3 There were no changes to members' declarations of pecuniary interest

23/RA/3

Minutes of the Previous Meeting

- 3.1 The minutes of the committee meeting of 8th December 2022 were approved as a correct record and signed as such by Cllr I Clarke.

Proposed: Cllr Emmment
Seconded: Cllr Boyer
Approved: Unanimously

- 3.2 The following matters arising were covered:

- 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

The Facilities Manager reported that the topsoil was still at an unacceptable level. SPC would not take this over until the problem was resolved. A meeting would be arranged with the Facilities Manager, Chairman of the Recreation and Amenities Committee and the developer.

ACTION – Facilities manager to arrange a meeting with the developer and Chairman.

- 22/RA/
94.2 a Allotment improvements: Facilities Manager to prioritise the works to identify the most important elements within a limit of £25k + VAT.

The Finance Committee had agreed the expenditure with the proviso that WBC paid the agreed £13.3K.

- 22/RA/
94.2 b Allotment improvements: Clerk to add to the Finance & General Purposes Committee meeting agenda for 22nd December

This had been done

22/RA/
48.2

Facilities Manager to continue to chase for formal permission from the University of Reading (UoR) for preparatory works at Millworth Lane

This was still in progress

ACTION – Facilities Manager to chase for formal permission from the UoR for preparatory works at Millworth Lane.

22/RA/
57.1

Facilities Manager to continue to chase the University of Reading regarding the Manor Court Pavilion

The schedule had been shared. There was a proposal to plant 25 trees and future responsibility for the trees needed to be discussed with the UoR.

ACTION – Keep on the Agenda for the next meeting

22/RA/
61.3

Clerk to follow up with Whiteknights School regarding providing space for SPC to provide a facility for Shinfield North

The Clerk had written to the school on 18th November and 8th December but not had any form of acknowledgement. He would continue to try and engage with them and write to the Chairman of Governors as well.

ACTION – Clerk to write to the Chairman of Governors at Whiteknights School

22/RA/
73.4 a

Clerk to work with University of Reading to plan and deliver the sports consultation exercise on the 28th January 2023

This was on the agenda

22/RA/
73.4b

Clerk to ensure that relevant interested groups were invited to the sports consultation

This was on the agenda

22/RA/
91.1

Clerk to add the Bookings Report to the agenda for the February 2023

ACTION – Clerk to add to the next agenda

- 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
- This was on the agenda.
- 22/RA/
98.1 Facilities Manager to continue to monitor the situation regarding the Spencers Wood Multi Use Games Area
- This was on the agenda.
- 22/RA/
98.2 Cllr Clarke to follow up on obtaining a quote for toilets for the Shinfield Tennis Club
- Cllr Clarke reported that he would progress this following his meeting with the water treatment plant company used by UoR
- ACTION – To be added to the next agenda**
- 22/RA/
99.3 Clerk to ensure that Cllr Tatla receives timely updates on the activities of the Youth Club
- The Clerk has written to Mark Sandringham and asked him to provide timely reports
- 22/RA/
99.4 a Clerk to include the provision of sports facilities for girls and women in the sports consultation exercise
- This has been done
- 22/RA/
99.4 b Clerk to raise concerns regarding the footpath between Dobbies and Shinfield with the University of Reading
- The Clerk had written on 12th December, but no response has been received
- 22/RA/
100.1 Clerk to Inform Lambs Lane Primary School of Grant Award
- This had been done

22/RA/ 100.2	Clerk to inform Berkshire Multiple Sclerosis Therapy Centre of Grant Award This had been done
22/RA/ 100.4	Clerk to add proposal for Annual Grant Award scheme to agenda for Finance & General Purposes Committee This had been done
22/RA/ 101.1	Clerk to include padel tennis in the sports consultation exercise This was on the agenda
22/RA/ 101.2	Clerk to follow up on initial proposal from physical training company This was on the agenda
22/RA/ 101.3	Clerk to include the provision of physical training facilities in the sports consultation exercise This was on the agenda
22/RA/ 101.4	Clerk and Cllr Clarke to set up a Sports Working Party in 2023 This will be arranged in due course
22/RA/ 102.1	Clerk to include School Green Working Party initial proposals on next R&A agenda This was on the agenda
22/RA/ 103.1	Clerk to continue to monitor the use of the warm room This was on the agenda.
22/RA/ 104.1	Clerk to continue to develop the event plan for the Help for Ukraine event This was on the agenda

22/RA/
105.1 Clerk to report on booking terms and conditions at the next meeting

This was on the agenda

22/RA/
105.2 Clerk & Facilities Manager to investigate options for new community noticeboards

Investigations into LED display boards was in progress.

ACTION – Clerk to put on the next agenda

22/RA/
105.3 Clerk & Facilities Manager to investigate options for displaying history of parish and names of previous Chairs at School Green Centre

The Facilities Manager was exploring designs with Thames Valley Signs (Signwise). The idea was to have a history line of the Parish with acrylic signs and photographs on foamboard. The estimated cost was approximately £1000. The suggested position could be either over the stairs or on the wall of the corridor approaching the entrance to Pound Green Room.

Boards naming previous Chairmen of SPC were also being worked on. It was suggested that the first anniversary of the opening of the building could be a target.

ACTION – Clerk to put on the next agenda

23/RA/4 4.1 Division of the Recreation and Amenities Committee

From the initial discussion there were the following questions:

- a) Where would responsibility for relationship with Shinfield North Flat lie? This would most likely lie with the Arts, Culture and Events
- b) Community Services? Youth club etc more probably in ACE
- c) Timing? View seemed to be May after Council elections

The Clerk suggested that once the election of Councillors had taken place in May we would be in a better position to divide the committee responsibilities as there was no point in dividing the committee if the same councillors were on both. If the two committees met bi-monthly an interim meeting would need to take place with the Clerk and the Chairmen of both committees so momentum was retained.

ACTION – Clerk to add to the agenda for the next meeting

23/RA/5 Works Update

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

The Facilities Manager reported that the planning permission for the change of colour had been approved. Outstanding work included making good the surrounding ground and a hard standing connecting path. Facilities Manager would obtain quotes. The MUGA had not yet been officially handed over. It was suggested that an official opening be planned with ribbon cutting. It was reported that it was already being used by families.

ACTION –

- (i) Facilities Manager to obtain quotes for connecting path
- (ii) Facilities Manager to continue to monitor the situation

22/RA/6

Community Services

6.1 Verbal report from the Sports Strategy Group

Sports Consultation

- 6.1(a) 'Wokingham Today' had featured a double page spread outlining and promoting the sports consultation. The Clerk had prepared a list of local organisations that he would write to informing them of the consultation and encouraging participation. Members were invited to give any names of additional organisations to the Clerk.

ACTION –

- (i) Clerk to invite organisations to the consultation
- (ii) Clerk to include the provision of physical training facilities in the consultation exercise.

Clerk to follow up on initial proposal from physical training company

- 6.1(b) The Clerk had a meeting with a sports company and will report back to the Sports Strategy Group.

ACTION – Clerk to report to the Sports Strategy Group

- 6.1(c) Consideration to be given to invite an external member to the Sports Strategy Group

ACTION – Clerk to suggest to the Sports Strategy Group that an external member be added to the constitution of the group

- 6.1(d) Deardon Field

Facilities Manager would investigate the feasibility and cost of picnic tables with accessibility for wheelchair users

ACTION – Facilities Manager to investigate and report back at the next meeting

6.2 Verbal report on the Community Services

There was nothing to report but the item should continue on the agenda.

ACTION – Clerk to put on the agenda for the next meeting

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

Although Marc had reported an improvement in general behaviour, he had reported an incident with one child setting off a fire extinguisher at the Youth Club last night.

ACTION – Clerk to continue to monitor the situation

23/RA/7

Grant Applications

7.1 Application from the Tea Club (Shinfield Volunteers)

Although the intention was to have just one application a year from any given group this one was applied for in March 2022 but not actually paid until April. The Committee recognised the great work the group was doing.

It was agreed to make a grant award of £2125.00

Proposed: Cllr James
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to inform Shinfield Volunteers

7.2 Application from the Link Visiting Scheme

The grant application for £1000 was considered and the request was declined.

Proposed: Cllr Masseron
Seconded: Cllr Emmet
Approved: Unanimously

ACTION – Clerk to inform the Link Visiting Scheme

7.3 Summary of Grant requests

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

23/RA/8

Millworth Lane

- 8.1 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

- 8.2 The Clerk had a first meeting with the physical training business on 5th January to start to identify Heads of Terms for any formal agreement with them and he would keep this committee fully informed on progress and ensure that any draft agreement was tabled for formal consideration. It was noted that this would help to improve the security of the area as there would be a visible presence on site all day.

The proposals will also be included in the Sports Consultation

ACTION – Clerk to add to the agenda for the next meeting

- 8.3 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

23/RA/9

Shinfield School Green Working Party

- 9.1 The Clerk resubmitted the original proposals of the Working Party
- 9.2 Proposals for the car park may now have been overtaken by Wokingham Borough Councils (WBC) proposals to introduce charging for this area. Queries arose over the ownership of the car park, and it was thought that the Land Registry records showed that it was made over to WBC in 1988 and Crest Nicholson were involved.

ACTION –

- (i) Clerk to request information from the Land Registry
- (ii) Clerk to obtain the facts of the transfer from WBC using the Freedom of Information legislation if necessary.

- 9.3 It was unanimously felt that the recycling bins needed to be moved into a more suitable location.
- 9.4 It was reported that the Consortium would be opening Beke Avenue that would create a lot of work in that area.
- 9.5 School Green North End – Previously there were concerns about hedging or fencing between car park and School Green but it is still felt that some appropriate screening is needed to improve the overall look and feel of the Green and this can be achieved sympathetically and taking into consideration the practical issues

School Green South End – Remove any proposed link between the new tree and naming it for Peter Hughes as Peter should be commemorated in a more appropriate manner

ACTION – Clerk to obtain initial costings for the proposals as presented

- 9.6 A suggestion was made to look at soft lights on the trees on the Green.

ACTION – Clerk to add to the agenda in September / October 2023

23/RA/10

Warm Room Update

- 10.1 Take up remains low and it is intended to have a “relaunch” event to encourage attendance. It was agreed to leave the set up and revisit again in February, but the general feeling was that as the outside temperature was warm for the time of year there wasn’t a need, but this could change.

ACTION – To be put on the next agenda

23/RA/11

Help for Ukraine

- 11.1 The Clerk has circulated a draft Event Instruction which sets out how he believes the event can be delivered and invited thoughts and comments
- Registration in Shinfield Room
 - Offload bags in Grazeley
 - Gather in Pound Green for Welcome & Entertainment
 - Ryeish Green for “Soup Kitchen”
 - Collection box
 - Donations to Charity

A banner had been ordered to publicise the event that would be sited at the School Green Centre reception area. This event would take place on 3rd February 2023.

ACTION – Clerk to continue to develop the event plan and promote the event

23/RA/12

Other Items

- 12.1 Booking terms and conditions

The Clerk reported that due to staff sickness this had not progressed any further and he would give an update at the next meeting.

ACTION – Clerk to put on the agenda of the next meeting

- 12.2 Spencers Wood Pavilion - Playgroup Contract

The Clerk reported that this was progressing well.

ACTION – To be on the next Agenda

23/RA/13

Future Meetings

- 13 .1 The next meeting would be Thursday, 2nd February 2023

The meeting ended at 21:30

DRAFT

List of Actions

23/RA/1	(i) Report graffiti to WBC (ii) Report graffiti as Criminal damage (iii) Report graffiti to the ASB team at WBC	Clerk
22/RA/94.1	Arrange a meeting with the Chairman of R&A, the developer and the Facilities Manager	Facilities Manager
22/RA/48.2	Chase for formal permission from the UoR for preparatory works at Millworth Lane	Facilities Manager
22/RA/57.1	Chase the UoR regarding the Manor Court Pavilion Keep on the agenda for the next meeting	Facilities Manager Clerk
22/RA/61.3	Clerk to write to the Chairman of Governors of Whiteknights School regarding providing space for SPC to provide a facility for Shinfield North	Clerk
22/RA/91.1	Add Bookings Report to the agenda for the February 2023 meeting of R&A	Clerk
22/RA/98.2	Cllr Clarke to follow up on obtaining a quote for toilets for the Shinfield Tennis Club – to be put on the next agenda of R&A	Clerk
22/RA/105.2	Investigate options for new community notice boards – to be put on the next agenda of R&A	Facilities Manager & Clerk
22/RA/105.3	Investigate options for displaying history of parish and names of previous Chairs at SGC - to be put on the next agenda of R&A	Facilities Manager & Clerk
23/RA/4.1	Division of the R&A Committee to be put on the next agenda	Clerk
23/RA/5.1	MUGA (i) To obtain quote for a connecting path (ii) To continue to monitor the MUGA for official handover	Facilities Manager Facilities Manager

23/RA/6.1(a)	Sports Consultation	
	(i) Invite organisations to the consultation	Clerk
	(ii) To include the provision of physical training facilities in the consultation exercise	Clerk
23/RA/6.1(b)	To report the outcome of a meeting with a sports company to the Sports Strategy Group	Clerk
23/RA/6.1(c)	Suggest to the Sports Strategy Group that an external member be added to the constitution of the group	Clerk
23/RA/6.1(d)	To investigate the feasibility and cost of picnic tables with accessibility for wheelchair users for Deardon Field	Facilities Manager
23/RA/6.2	Report on the Community Services to be added to the next agenda	Clerk
23/RA/6.3	To monitor the operation of the Pavilion Youth Club and the Flat at Shinfield Rise	Clerk
23/RA/7.1	Clerk to inform the Shinfield Volunteers of the outcome of the grant application	Clerk
23/RA/7.2	Clerk to inform the Link Visiting Scheme of the outcome of the grant application	Clerk
23/RA/8.1	To add 'Padel Tennis' at Millworth Lane to the Sports Consultation	Clerk
23/RA/8.2	Physical training company, Heads of Terms, to be added to the next agenda	Clerk
23/RA/8.3	To set up a Sports Working party in 2023	Clerk and Cllr Clarke
23/RA/9.2	Car Park	
	(i) Request information from the Land Registry regarding the ownership of the public car park on School Green	Clerk
	(ii) To obtain facts of the transfer from WBC using the Freedom of Information legislation if necessary	Clerk

23/RA/9.5	Initial costings to be obtained for the proposals for the School Green, North and South end	Clerk
23/RA/9.6	Soft lights on the trees on the Green to be added to the agenda in September / October 2023	Clerk
23/RA/10.1	Warm Room Update to be added to the next agenda	Clerk
23/RA/11.1	Develop the event plan of Help for Ukraine event and promote the event	Clerk
23/RA/12.1	Booking terms and conditions to be added to the next agenda	Clerk
23/RA/12.2	SWP Playgroup contract to be added to the next agenda	Clerk