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**DRAFT**

**Minutes of a meeting of the Recreation and Amenities Committee held on Thursday 26 September 2019, Shinfield Parish Hall, commencing 19:30 hrs.**

Present: Cllrs N Boyer (VC) (from item 50.3), E Brown, I Clarke (Ch), P Emmet, P Jahromi, L James, D Lias, I Montgomery.

Attending: Mike Balbini (Clerk), Jo Skidmore (Committee Secretary)

**19/RA/48 Public Questions**

There were no public questions.

**19/RA/49 Apologies and declarations of members' interests**

49.1 There were no apologies received only notifications of late arrival from Cllr Boyer and Brown.

49.2 There were no declarations of members' interest

**19/RA/50 50.1 Minutes of the Previous Meeting**

The minutes of the committee meeting of 25 July 2019 were approved as a correct record and signed by Cllr. Clarke:

Proposed: Cllr I Clarke      Seconded: Cllr P Emmet      Approved unanimously

**50.2 Actions**

**30.4.2 To investigate the use of a drone to picture land owned by the SPC for reference**

It was noted that this action should be attributed to Cllr. Boyer who was researching options.

**30.6 To review the current allotment policy**

This item was noted as complete.

**31.1 To discuss with Earley Town council the establishment of wildflowers in the parish and its ongoing maintenance**

This item was noted as ongoing.

**31.2 To notify the office of the requirement of bins (no of) and location around Anson Crescent**

Cllr. Montgomery confirmed that this item was ongoing.

34.2 Committee to review and propose a plan for future grounds maintenance

This item was noted as ongoing with the Clerk confirming that the Facilities Manager would be reviewing the contract over Winter.

35.2 To interview and appoint a youth worker

This item was noted as ongoing. A handful of applications had been received and interviews were yet to be arranged. The youth club was currently closed due to lack of staff.

36.4 To send a letter to Shinfield Running Club re setting up as a club with a constitution to be eligible for a grant.

This item was noted as complete.

42.2 Administrative Assistant to undertake land registration project

This item was noted as ongoing.

42.3 Millworth Lane Lease to be sent to solicitor

This item was noted as ongoing.

43.0 Clerk to contact WBC to ask if SPC's 'licence to cultivate' covered the 6 sites for planting copying in Dee Maddox-Hinton

The Clerk confirmed that he had spoken to Andy Glencross, WBC, about not being able to obtain a licence. Andy Glencross had agreed to follow this up and the Clerk was waiting to hear the outcome.

44.1 Clerk to provide alternative suppliers for portacabins on Spencers Wood Pavilion site

This item was noted as complete.

45.3 Clerk to contact the organisers of Spencers Wood carnival to understand more about how the carnival was run and to report back the committee in September

The Clerk noted that he had spoken with the organisers of the carnival who had confirmed that charity stallholders who attended last year were given cheque donations. This ensured their continued attendance at the show so that the number of stalls was kept high and attractive to the public attendance. To qualify for a donation the stallholders had to be charities based within the parish.

46.1 Clerk to write to Trinity stating that SPC would comply with the recommendation and seek confirmation that this would discharge it of any further responsibility in the claim

This item was noted as complete.

**50.3 Matters Arising**

It was noted that a decision had not yet been received on planning permission for the Shinfield Community Hall. It was requested that if granted the Clerk ask Cllr. Grimes to make a full statement at the next Council meeting on how SPC would operate while construction took place.

*Cllr. Boyer arrived at 19:45*

19/RA/51

**Parish Wide Update**

**51.1 Verbal Update on Parish Land Registration**

See above - Actions item 42.2

### **51.2 Verbal Update on Millworth Lane**

It was stated that the caravan situated at Millworth Lane had first been permitted by the Shinfield Association in 1996. The University had confirmed that the association had been in breach of its contract by allowing it.

Cllr. James raised concerns that urgent maintenance at Millworth Lane was required but that Council had agreed not to spend money until the lease was signed which was now likely to take place in March 2020 at the earliest as vacant possession is sought by the Parish Council. It was stressed that the site was in danger of closing which would result in a lack of access to sports facilities for residents.

It was **AGREED** that the Clerk would add maintenance of Millworth Lane to the next Recreation and Amenities meeting agenda and that in the meantime he would discuss the possibility of releasing funds for this purpose with the Chair of Finance and General Purposes and Finance Manager.

### **51.3 Verbal Update on Deardon Way allotments**

Cllr. Clarke confirmed that an official opening of the allotments would take place at St Mary's Church hall on 23 October at 2pm. A speaker would be attending. The facilities manager was looking into the provision of a potting shed on site.

It was noted that the lease for land on the opposite side of the road to the allotments was with SPC's solicitor. Cllr. Clarke asked members to consider ideas as to how the land might be used in Summer 2020. 70k had been granted to SPC by Reading University and ringfenced for the provision of allotments if there was a shortfall in the parish in the future.

It was confirmed that SPC was still awaiting confirmation that the land swap of Deardon Field and Ryeish pitches had been finalised.

### **51.4 Pride in Our Parish**

Cllr. Clarke confirmed that he would be ordering bulbs for planting in the parish using funds set aside for this purpose.

Cllr. Boyer expressed a preference for wildflowers however it was considered that the level of maintenance required was too high.

Cllr. Montgomery noted that the Woodland Trust was giving away free trees should SPC be interested.

19/RA/52

### **Offer of Five Trees**

Cllr Clarke confirmed that a resident had offered 4 trees, possibly 5, at no cost to SPC. It was suggested that these could be sited at two places in Shinfield including the end of the orchard on Deardon Way. It was **AGREED** that the offer should be accepted. The Clerk was asked to arrange for children to assist with the planting as suggested by the resident and for media to cover the event.

It was confirmed that planting of an Oak Tree on School Green would take place during National Tree Week w/c 23 November. A cage would be placed around it and a bench placed next to it. A budget of £1500 had been set aside for this.

19/RA/53

### **Community Service**

53.1 Cllr. Brown asked for questions and feedback on the update circulated to members prior to the meeting.

53.2 Cllr. Clarke requested that Cllr. Brown speak to the manager of the Spring Garden

Lunch club to suggest that she advertise the service as it was struggling for numbers acknowledging her reasons for this but noting the need to move to a more sustainable model.

53.3 Cllr. Brown asked members to support the provision of a £500 grant to the local car service and a £500 grant to the Welcome club, a lunch club in the parish, with the aim of reducing isolation and loneliness. It was requested that Cllr. Brown to advise the clubs to write in asking for a grant application form.

53.4 Reading University had funded the printing of a map of Langley Mead which was about to be published. The map would provide a template for maps of other areas with Mays farm being next.

53.5 A question was raised about the presence of cattle on SANGS. Cllr. Brown undertook to acquire a copy of the constitution of a SANG to ascertain the legal position.

53.6 A planned meeting with Red Kite had been cancelled.

53.7 The planned roadshows with the Loddon Reach Benefice had been postponed from 2019 to 2020.

53.8 Cllr. Montgomery noted the work of a local community choir that sings in care homes for those suffering with dementia and raises money for Alzheimers. He undertook to get a copy of a photo of a recent event for the SPC newsletter.

*Cllr. Phil Darley arrived at 20:25*

19/RA/54

#### **Living Christmas Tree**

An offer had been made by WBC to provide SPC with a living Christmas tree. It was **AGREED** that the Clerk would write expressing thanks but declining the offer.

19/RA/55

#### **Cleaning Contract Renewal**

It was **PROPOSED** that a recommendation be made to Council that the cleaning contract be made permanent.

Proposer: Cllr. Clarke      Second: Cllr. Emmet      Unanimously agreed.

19/RA/56

#### **Benches in Bus Stops**

56.1 It was **AGREED** that the Clerk would contact Andy Glencross regarding the bus stop at the roundabout opposite Kwik Fit in Shinfield to request that when a permanent bus stop is installed that it provides appropriate seating.

56.2 Cllr. Lias undertook to review action required at bus stops in the parish, taking into account ownership of each, to allow a joined-up approach to those responsible in an effort to resolve issues.

19/RA/57

#### **Grants**

##### **57.1 St Mary's Junior School**

*Cllr. Boyer declared a conflict of interest in this item and left the meeting.*

A grant of £1143.91 for a greenhouse and a potting shed/table for St Mary's Junior school was **APPROVED**

Proposed: Cllr. Emmet      Second: Cllr. Montgomery      Unanimously Approved.

*Cllr. Boyer returned to the meeting.*



## 57.2 The Link Visiting Service

A grant of £200 for The Link visiting service was **APPROVED**

Proposer: Cllr. James    Seconded: Cllr Montgomery    Unanimously Approved

19/RA/58      **Correspondence**  
There were no items of correspondence.

19/RA/59      **Date of next meeting:** 31 October 2019 at 7:30pm

The meeting closed at 8:45pm

**It was resolved that in view of the confidential nature of the business about to be transacted in relation to personal and business information, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw from the next item on the agenda.**

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

19/RA/60	Hall Bin Collection Review  It was <b>PROPOSED</b> that SPC retain the services of a single supplier, that being Select, for the collection of bins from SPC hall, in order to reduce costs.  Proposed: Cllr. Lias      Seconded: Cllr. Jahromi      Unanimously Agreed
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### Action items:

Minute Ref	Details	Action by
30.4.2	Investigate the use of a drone to picture land owned by the SPC for reference – Ongoing	Cllr. Boyer
31.1	Wildflower planting - meet with Early Parish Council to discuss	Clerk
31.2	Confirm location for placement of bins in Anson Crescent	Cllr. Montgomery
35.2	Interview and appoint a youth worker	Cllr. Montgomery and Clerk
42.1	Administrative Assistant to undertake land registration project	Clerk/Admin Assistant
43.0	Clerk to contact WBC to ask if SPC's 'licence to cultivate' covered the 6 sites for planting copying in Dee Maddox-Hinton	Clerk
50.3	Clerk to request that Cllr. Grimes makes statement on the operation of SPC during building of the community hall if planning permission is granted	Clerk
51.2	Clerk to add maintenance of Millworth Lane to the next Recreation and Amenities meeting agenda and discuss the possibility of funding with the Chair of Finance and General Purposes and Finance Manager.	Clerk
52.0	Clerk to arrange for children to assist with the planting of 4/5 trees offered by a resident and for media to cover the event.	Clerk
53.2	Cllr. Brown to speak to Spring Gardens lunch club regarding advertising	Cllr. Brown
53.3	Cllr. Brown to suggest to the Welcome Club and Car Service that they approach the Parish Council for a £500 grant for each.	Cllr. Brown
53.5	Cllr. Brown to acquire a copy of the constitution of a SANG to ascertain the legal position of cattle on SANGS	Cllr. Brown
53.8	Cllr. Montgomery to obtain photo of community choir raising	Cllr. Montgomery

	money for Alzheimer's for newsletter	
54.0	Clerk to decline offer by WBC of living Christmas Tree	Clerk
56.0	Clerk to contact Andy Glencross regarding bus stop to request seating be installed.	Clerk
56.0	Cllr. Lias to document issues with bus stops in the parish to enable joined up approach to action required.	Cllr. Lias