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DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Thursday 28 November 2019, Shinfield Parish Hall, commencing 19:30 hrs.

Present: Cllrs N Boyer, E Brown, I Clarke (Ch), P Emmment, L James, I Montgomery.
Attending: Mike Balbini (Clerk),

19/RA/69 **Public Questions**
There were no public questions.

19/RA/70 **Apologies and declarations of members' interests**
70.1 Apologies were received from Cllr. Jahromi and Cllr. Darley

70.2 There were no declarations of members' interest

70.3 It was **RESOLVED** that Cllr. Darley be appointed to the Recreation and Amenities committee.

Proposed: Cllr. Emmment Seconded: Cllr Boyer Unanimously Agreed

19/RA/71 **71.1 Minutes of the Previous Meeting**

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

Proposed: Cllr I Montgomery Seconded: Cllr P Emmment Approved unanimously

71.2 Actions

30.4.2 To investigate the use of a drone to picture land owned by the SPC for reference
It was confirmed that Cllr. Jahromi would be submitting a business case to Full Council.

31.1 To discuss with Earley Town council the establishment of wildflowers in the parish and its ongoing maintenance
This item was noted as complete.

31.2 To notify the office of the requirement of bins (no of) and location around Anson Crescent
The Clerk confirmed that he was purchasing four bins to be located around Anson Crescent.

- 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
See agenda item 76.4
- 42.2 Administrative Assistant to undertake land registration project
It was noted that SPC's solicitors were in the process of managing the land registration.
- 43.0 Clerk to contact WBC to ask if SPC's 'licence to cultivate' covered the 6 sites for planting
The Clerk confirmed that a compromise had been negotiated whereby SPC would run the initiative and contractors from WBC would do the work. WBC would be seeking agreement internally.
- 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.
This item was noted as complete.
- 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.
The Clerk confirmed that this was in progress but that the date and time was yet to be confirmed.
- 53.2 Cllr. Brown to speak to Spring Gardens lunch club regarding advertising
Cllr. Brown confirmed that he had met with Janice King from the club and local development worker Cherish who would advertise in the local community for more people to attend.
- 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 make the request to the Finance and General Purposes committee and consider whether the car service would be able to make use of the funding as it had limited resources.
This item was noted as complete.
- 53.8 Cllr. Montgomery to obtain photo of community choir raising money for Alzheimer's for newsletter
This item was noted as complete.
- 56.0 Cllr. Lias to document issues with bus stops in the parish to enable joined up approach to action required.
This item was noted as ongoing. Cllr. Lias is seeking confirmation of bus routes from Wokingham and Reading.
- 63.1 Clerk to check whether Millworth Lane allotments are owned by SPC and provide a plan of the area owned.
The Clerk confirmed that SPC owned the Millworth Lane allotments and provided a plan.
- 63.2 Clerk to seek approval for expenditure on maintenance of Millworth Lane as required at the next Council meeting.
The Clerk confirmed that he had met with Spacecare and was awaiting a quote for fertilizing Milworth field.

63.2 Cllr. James to share plans for facilities at High Copse with the committee

Cllr James updated members on the plan which included football pitches to be available from September 2021 and a cricket pitch available by May 2022. The pavilion would have a bar and function rooms from which revenue would be available.

64.0 Clerk to speak to insurer about cover for volunteers using power tools

This item was noted as ongoing

65.4 Cllr. Brown to investigate the cost of signage on SANGS

It was confirmed that as the landowner the University of Reading would need to approve any signs on SANGS. The "walk/cycle system" needs to be confirmed before signs could be erected.

65.5 Clerk to find out who owns footpaths in the parish and who is responsible for maintaining them.

The Clerk confirmed that he had e-mailed Andrew Fletcher, WBC and was awaiting a meeting date.

65.6 Clerk to add Website development to the next R&A agenda

See agenda item 75.

68.3 Clerk to request provision of bin at Alder Grove from WBC

The Clerk confirmed that he had contacted WBC but since the roads have not been adopted, they cannot place bins. WBC were checking to see if developers were responsible for placing bins.

71.3 Matters Arising

There were no further matters arising.

19/RA/72

Parish Wide Update

72.1 Deardon Allotments Lease

Sight of the plans mentioned in the lease was requested by members. The Clerk undertook to provide them at the next meeting. In addition to signing the lease it was **AGREED** that the Clerk would contact Nigel Frankland of University of Reading to ask that a letter of guarantee or 4- 5 years be procured. Cllr Lias also requested that the Clerk sought clarification on the easement clause on page 9 of the lease as it seemed to allow access to several parties.

72.2 Pride in Our Parish

Cllr. Clarke confirmed that 8,000 bulbs had been planted in Egerston Road, Three Mile Cross and Brookers Hill.

72.3 Planting of Replacement Oak

The clerk confirmed that the Oak tree was planted on 27 November. The press had attended on 28 November for a photo with school children marking the occasion.

72.4 Spencers Wood Pavilion

The working party had met with a third company on Monday 25 November. Plans were expected to be submitted within three weeks, together with a budget and timeline to erect the pavilion. It was **AGREED** that a Project Manager be commissioned for this and other Parish Council projects. It was anticipated that the Working Party would make recommendations to the Recreation and Amenities committee in March for review by Full Council in April. It was noted that residents had been involved with the Working Party.

72.5 Spencers Wood Pavilion Building Survey

It was discussed and **AGREED** that Spencers Wood Pavilion would have deteriorated

further since a survey three years ago stating that the pavilion was in poor condition and that a further survey was not necessary.

72.6 Christmas Tree Erection and Decoration

The clerk confirmed that the Christmas tree would be erected and decorated on 2 December and a photo taken for use on the Parish Council Christmas card.

The Clerk also presented a request from a resident to decorate other trees on the green. It was **AGREED** that next year lights would be procured that could be left all year round but only illuminated over Christmas.

19/RA/73 Community Service Update

Cllr Brown gave an update on the following:

VE celebrations to run from 8th to 10th May 2020. We could combine with the May Fayre on the 8th with a toast at 3.00pm followed by the town Cryer at 7pm.

9th will be general celebrations in pubs

19th church service at 10:30 but why not process to School Green. Read tribute to the millions and last post. Cllr Brown to work with British Legion.

Spring Gardens lunch Club to work with our Community Support Officer to increase numbers

Community Groups: Cllr Brown has reviewed 20 plus community groups connected with elderly or toddlers. He is waiting for WBC transport to confirm continuation of bus pass support for the Car Service and position on ArrivaClick. BCllr Charlotte Haithm-Taylor asked to chase.

19/RA/74 Grant Applications

74.1 Readibus

A grant of £2,000 for the provision of the Readibus service for Shinfield residents was **APPROVED**.

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

74.2 S.O.S.

A grant of £1062.86 for improved communications for Shinfield residents had been requested.

It was **AGREED** that the Clerk would request financial and constitutional information from S.O.S. and that the grant would be discussed further at the next meeting.

19/RA/75 Website Update

It was **AGREED** that the website working party would continue discussions with a chosen provider to discuss the incorporation of further requirements into a possible new website.

19/RA/76 Correspondence

76.1 Request to Rent Land to Graze Sheep

It was **AGREED** that a resident be granted permission to graze sheep on land behind the Grazeley allotments belonging to SPC.

76.2 Request for Remembrance Bench

It was **AGREED** that the parish council would consider the provision of a bench near the war memorial of either the VE Day or Fallen Soldier design.

76.3 Provision of Free Dog Poo Bags

A request for the provision of free dog poo bags was **REJECTED** as it was felt that it would not reduce the incidents of dog waste left in the Parish.

76.4 Youth Club Management Committee

It was **AGREED** to continue to with the Youth Club management committee and widen advertising for a Youth Worker.

76.5 WBSSF sport funding

It was **AGREED** that the Clerk would respond to a request for funding from WBSSF by asking them to submit a grant form next fiscal year, noting that the grant could not be awarded to individuals.

19/RA/77 **Date of next meeting:** 30 January 2020 starting at 19:30hrs

The meeting closed at 21:21pm

Exclusion of the Press and the Public

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 items on the agenda.

19/RA/78 Millworth Lane Update
Cllr. Clarke gave an update on the legal timelines involved with Millworth Lane.

Action items:

Minute Ref	Details	Action by
31.2	Clerk to confirm delivery of 4 new bins and Cllr. Montgomery to confirm locations in Anson Crescent	Cllr. Montgomery/Clerk
52.0	Clerk awaiting a time and date 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
56.0	Cllr. Lias to document issues with bus stops in the parish to enable joined up approach to action required. Awaiting confirmation of bus routes from Wokingham and Reading.	Cllr. Lias
64.0	Clerk to speak to insurer about cover for volunteers using power tools	Clerk
65.4	UoR to confirm Walk/cycle system on SANGs and grant permission before signs can be erected	Cllr Brown
65.5	Clerk to meet with A Fletcher, WBC to find out who owns footpaths in the parish and who is responsible for maintaining them.	Clerk
72.1	Clerk to send plans provided with the lease to members	Clerk
72.1	Clerk to write to Nigel Frankland UoR to procure letter of guarantee for 4 to 5 years on the Deardon Way allotments	Clerk
72.1	Clerk to seek clarification on the easement clause on page 9 of the lease as it seemed to allow access to several parties.	Clerk
72.4	Project Manager to be commissioned to oversee SPC projects	Council

72.6	Clerk to procure lights for trees on village green for illumination at Christmas	Clerk
74.2	Clerk to request financial and constitutional information from S.O.S. in respect of grant request	Clerk
75	Website working party to continue discussions with a chosen provider to discuss the incorporation of further requirements into a possible new website.	Website working party
76.2	Parish council to consider the provision of a bench near the war memorial of either the VE Day or Fallen Soldier design.	Clerk
76.5	Clerk to respond to a request for funding from WBSSF by asking them to submit a grant form next fiscal year	Clerk