



Winnersh Parish Council

Winnersh Community Centre
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MINUTES OF THE RECREATION AND AMENITIES COMMITTEE HELD AT 7.45 PM ON TUESDAY 1st MARCH 2016 IN THE JOHN GROBLER ROOM

PRESENT: Cllrs G Harper (Chairman), F Breedlove, D Green, N Kilby, P Ray,
J Southgate.

In attendance: Clive Hudson (WPC Clerk).

1 APOLOGIES

1.1 Cllr J Bray.

2 CLERK'S REPORT

CLERK'S REPORT as at 1.3.16

Update on items since the meeting of 2.2.16

Play Area/Recreation Ground

The tree work has started this week.

Some repairs to the play equipment have been made. Repair of the gate is ongoing.

WRFC requested an additional 5 a side pitch to be marked as a one-off to fit in extra games.

The caretaker has had to halt the setting off of fireworks one evening.

A few needles have been found on the field, and reported and removed.

WBC have made an initial visit regarding improvements to the car park.

Pavilion

Pavilion House

Main Hall/Offices

An additional quote is still awaited for the office window project. The scaffold is up awaiting installation of the solar panels. The Clerk explained the reason for the latest holdup. The Committee asked the Clerk to send out the final confirmations from SSE and SPS Energy when available.

ACTION: Clerk

The replacement of all the security lights is delayed by the solar panelling scaffolding.

TLC and the Relief Caretaker are being booked to cover the caretaker's holidays in March.

The hand drier test has started, with no comments from hirers to date.

3 MATTERS ARISING

- 3.1** The boxing of the meter and stop tap at the allotments is ongoing.
ACTION: Cllr Holdstock
- 3.2** The project for repairs to Pavilion House is ongoing. **ACTION: Clerk**
- 3.3** The temperature regulators on the hot taps in the Pavilion are awaiting installation.
- 3.4** Cllr Harper has contacted allotment holders whose sheds were damaged in last month's vandalism.
- 3.5** The ordering of replacement feet for the hall chairs is ongoing. **ACTION: Clerk**

4 PUBLIC SESSION

- 4.1** none

5 R & A PROJECTS 2015-16

5.1 Car Park project:

A WBC officer has visited the car park and has produced a schedule for the creation of a specification of works. The schedule includes clarification of a boundary on Mole Road. The Committee asked for this query to be resolved before further investigation is made.

ACTION: Clerk

The Committee asked the Clerk to request charges for a full specification of car park improvements from ESC and to report to Full Council.

ACTION: Clerk

Office Window project:

The Clerk reported that a further visit to the office had been made by a contractor. His final report and quotation is awaited.

The Clerk confirmed that the office windows project is unlikely to be completed in the current financial year and consequently the office redecoration will also be delayed until after the window is installed.

- 5.2** The Clerk reported that the windows contractors had confirmed that the replacement of the wooden batons on the exterior of the building with UPVC strips was a major project.
Companies quoting for the external decoration this summer will be asked to quote for the replacement of the wooden batons as necessary. **ACTION: Clerk**
- 5.3** The Clerk reported on a recent visit and discussions with the new groundsman. He reported on the groundsman's ideas for the style of maintenance of the field. The Committee agreed that in principle the groundsman would be permitted to maintain the field by the means he considered most appropriate.
The Committee also considered the invoicing for the grounds maintenance work. The Committee **RESOLVED** to authorise the payment of the yearly contract over 12 monthly instalments, subject to clarification of details of work to be done.

The success of the grounds maintenance on this basis will be monitored for the next year and reviewed for 2017-18.

- 5.3.1 The Clerk was asked to invite the SCS manager to the May R&A meeting to walk the field and discuss ideas for the maintenance of the recreation ground. **ACTION: Clerk**

6 R & A BUDGET

- 6.1 See item in 5.1 above.

7 REFERRALS FROM COUNCIL AND OTHER COMMITTEES

- 7.1 none

8 ALLOTMENTS

- 8.1 See Correspondence item 14.

Concerns have been raised regarding the unauthorised dumping of manure at the allotments. The Committee discussed the options of locking the allotments, installing CCTV, or contacting local stables. For the short term the Clerk was asked to put up several posters at the allotments barring unauthorised dumping of sawdust/wood chippings based manure. **ACTION: Clerk**

- 8.2 The report confirming the preferred new allotment site has been delivered to WBC. A discussion took place on the selection and preparation of the new allotment site so that it is ready before the current allotments are closed.

9 BEARWOOD RECREATION GROUND PLAY AREAS

- 9.1 The Clerk reported that minor repairs to the play area had been completed. He has contacted ARD to request the urgent completion of 4 larger repairs. Further information regarding the replacement gate is still awaited from ARD. The Committee asked the Clerk to continue investigations into an alternative gate supplier. **ACTION: Clerk**

10 LITTER PICK 2016

- 10.1 The Clerk confirmed the details of the venue for the Litter Pick. Posters have arrived and will be distributed. The Clerk will confirm the availability of tables at the church hall. **ACTION: Clerk**

11 R&A PROCEDURES

- 11.1 The Committee discussed the Regular Hirer Terms and Conditions. The Committee requested the beginning of item 5 to be changed to "If payment is made by cheque it should....."
- 11.2 The Committee **RESOLVED** that the Regular Hirer Terms and Conditions, with the amendments requested in 11.1 above, are fit for purpose.

11.3 The Clerk reported on the changes to the SBS licence details, for item 4 of the Bar Procedure. The Committee asked the Clerk to confirm these changes with West Berks Licensing. **ACTION: Clerk**

11.4 The Committee **RESOLVED** that, with the confirmation and inclusion of the information requested in 11.3 above, the R02 Bar Procedure will be fit for purpose

12 CORRESPONDENCE

12.1 Item 3; information regarding the computers is to be passed to the F&GP Committee. **ACTION: Clerk**

12.2 Item 6; The Winnersh Ballroom key holder information was noted.

12.3 Item 7; The clearing of and improvements to the layby entrance to the field will be discussed with the groundsman at the May R&A Committee meeting. **ACTION: Clerk**

12.4 Item 8; The siting of a new ‘What’s On’ notice board at the Community Centre was discussed. The Committee considered the practicality and benefits of the board and decided that it was not appropriate at the moment.

12.5 Item 9;The ecology survey has been completed at the allotments.

12.6 Item 13; The Committee considered that the influx of rats on New Road was being brought under control. The Committee **RESOLVED** to continue the PestUK contract for another year. **ACTION: Clerk**

12.7 Item N5; The Committee discussed possible sources of grants for the church hall. The Committee is not aware of any alternative sources. The Clerk will respond. **ACTION: Clerk**

13 ANY OTHER ITEMS THE CHAIRMAN DECIDES ARE URGENT

13.1 none

14 TIME AND DATE OF NEXT MEETING

14.1 The next meeting of the Recreation and Amenities Committee will be held on **Tuesday 5th April 2016** at 7.45 p.m. in the John Grobler Room.

There being no further business the meeting closed at 10.17pm.

APPENDIX 1

Correspondence

Correspondence received prior to the issue of the agenda for the meeting of 1 March 2016

- 1 Glasdon; products leaflets
- 2 SBS; comments re bar procedure
- 3 It Consultant; Information re laptop and workstation upgrades
- 4 PestUK; allotment report
- 5 Wicksteed; products leaflet
- 6 Winnersh Ballroom; keyholder details
- 7 Cllr J Southgate; clear layby entrance to field ready for fete
- 8 FAO; 'What's On' board at Community Centre
- 9 WBC; ecology team inspection of allotments for relief road
- 10 H Ilonah; mentoring – alternative venue found
- 11 ARD; first repairs to play areas
- 12 HSI; hall chair feet order
- 13 PestUK; quote for renewal of Community Centre service 2016-17
- 14 Allotment holders; concern re tipping of manure

Correspondence received following the issue of the agenda for the meeting of 1 March 2016

- N1 David Baker; re Litter Pick
- N2 PestUK; allotment report
- N3 St Mary's church; confirmation of Litter Pick details
- N4 WBC; Reddam hedge cutting
- N5 St Mary's church; hall refurbishment
- N6 WBC; fees to create car park specification