



Winnersh Parish Council

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MINUTES OF THE RECREATION AND AMENITIES COMMITTEE HELD AT 7.45 PM ON TUESDAY 5th JULY 2016 IN THE JOHN GROBLER ROOM

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

In attendance: Clive Hudson (WPC Clerk).

1 APOLOGIES

1.1 Cllr N Kilby.

2 CLERK'S REPORT

CLERK'S REPORT as at 5.7.16

Update on items since the meeting of 7.6.16

Play Area/Recreation Ground

Repair of the play area gate is complete. The roundabout mechanism feels tight – ARD are in contact with the manufacturers. There has been some springing of the repairs to the matting at the roundabout, swings and other equipment – ARD are to investigate.

There has been no further lighting of fires near the basketball pitch. The police have been informed and are observing the area.

SCS have further trimmed the bushes at the lay-by. The New Road hedge has been heavily trimmed. Minor trimming to other bushes has taken place. The price of the ditch clearance has been confirmed and the work will take place in the school holidays.

The basketball pitch marking is scheduled for this week.

A tractor tyre has been dumped at the Community Centre. The Clerk has had it removed.

Two cars have had wheels and tyres damaged by a lifting bollard flap at the car park. Notification of damage costs are still awaited for one car. The annual service of the bollards and check of the flaps has been booked.

Pavilion

Cleaning of the fascias is complete. Treating of the wooden fence is also complete.

Renovation of the flat roof was scheduled to start on Monday 4 July, but has been delayed.

Pavilion House

Main Hall/Offices

HSI are unable to source the chair feet. An alternative source has been found. The Committee **RESOLVED** that because of the urgency of the repairs the Clerk can order 1000 chair feet and pay by credit card. **ACTION: Clerk**

Cllr Harper volunteered to help replace the chair feet.

The office window has been installed.

A re-seal of the hall floor and toilet floor is scheduled for the end of July.

The Community Centre alarms have passed their 6-monthly maintenance check.

The Committee reported that the lock on one of the gents toilets has broken. **ACTION: Caretaker**

An upgrade of the photocopier is required to make it Windows 10 compatible. The FAO's computer will be upgraded to Windows 10 in the next few weeks.

The provisional date of the Christmas Lights event is Friday 2 December. The Clerk was asked to

invite Wheatfield Primary School this year. **ACTION: Clerk**

Allotments

Dumping of manure has not re-occurred for 4 weeks.

3 MATTERS ARISING

3.1 The boxing of the meter and stop tap at the allotments is ongoing.

ACTION: Cllr Holdstock

3.2 Documentation for DEC certification has been sent off. Ongoing. **ACTION: Clerk**

3.3 The use of boxed woodchip on the play areas is not recommended by ARD.

3.4 The Committee discussed options for the taking of deposits. The Clerk will liaise with the Internal Auditor regarding changes to Financial Regulations and report back to the F&GP Committee. **ACTION: Clerk**

4 PUBLIC SESSION

4.1 none

5 R & A PROJECTS 2016-17

5.1 Office Window project:

The window has been inserted. The sealing of the plaster and the installation of bars will follow shortly. A date for the internal decoration of the office has been requested.

5.2 Pavilion Flat Roof:

The Clerk reported that the roof beams and decking are sound. A query has arisen regarding the support of the roof at the pavilion entrance where pooling is prevalent, and a structural engineer has been called in to advise on the problem. The Committee **RESOLVED** to authorise the Clerk and the Chairman of R&A to authorise reasonable work to progress the project. **ACTION: Clerk & Cllr Ray**

5.3 The Clerk reported on the ARD play area report recommendation that a repair is now necessary to a gate closing mechanism which has been under observation for several years. The Committee **RESOLVED** to authorise a replacement gate closing

mechanism of the same style as the gate which was recently replaced at the play area.
ACTION: Clerk

- 5.4 The Committee asked the Clerk to move on to the Car Park and Pavilion House projects as the next priority.
ACTION: Clerk

6 R & A BUDGET

- 6.1 The Clerk reported on the breakdown of the costs of the Office Window and the Flat Roof projects. He was asked to note the breakdown of the ARD and dog bin emptying costs as a footnote to the summary.
ACTION: Clerk

7 REFERRALS FROM COUNCIL AND OTHER COMMITTEES

- 7.1 none

8 ALLOTMENTS

- 8.1 The Clerk reported on the responses to his letters to ploholders requesting a tidying of their plots. He was asked to write to the non-responders at the end of their 30 days' notice period indicating the reclaiming of their plots.
ACTION: Clerk

- 8.2 The Committee reported further plots which have become untended recently. The Committee asked the Clerk to write to these ploholders giving them 30 days to tidy their plot or face non-renewal of their tenancy.
ACTION: Clerk

Cllr Ray, Cllr Harper and the Clerk will review the allotments at the end of August.

- 8.3 The Committee discussed the waiting list situation. The waiting list for Winnersh residents is now very short.
The Committee **RESOLVED** that where there is no take up of a plot from the current plot-holders or people on the Winnersh waiting list, the plot should be offered to the people on the outside-parish waiting list.

Cllr Harper volunteered to make initial contact with the people on the outside-parish waiting list.
ACTION: Clerk

- 8.4 The Committee confirmed that a final request for payment should be made to a plot-holder who has not paid all of this year's rental, or face the reclaim of the plot.
ACTION: Clerk

- 8.5 No information has been received from WBC regarding the provision of the new allotment site. The Clerk was asked to contact WBC requesting an update.
ACTION: Clerk

- 8.6 It was reported that no further poor quality manure had been delivered for 4 weeks.

9 WRFC

- 9.1** The Clerk reported that there has been no response from WRFC regarding next season's proposed charges.

10 CORRESPONDENCE

- 10.1** Item 2; the request to cut the New Road hedge was noted. The hedge was cut a week after the request.
- 10.2** Item 6; the PestUK report was noted. The Clerk was asked to inform PestUK that a dead rat had been found at the allotments. **ACTION: Clerk**
- 10.3** Item 9; The comments regarding the trimming of the ferns were noted.
- 10.4** Item N1; The Clerk confirmed the registration of the Bearwood Recreation Ground facilities with Sports England.
- 10.5** Item N4; The Committee confirmed that the Community Centre CCTV system can be registered with TVP on the National CCTV register for crime prevention purposes. **ACTION: Clerk**

11 ANY OTHER ITEMS THE CHAIRMAN DECIDES ARE URGENT

- 11.1** none

12 TIME AND DATE OF NEXT MEETING

- 12.1** The next meeting of the Recreation and Amenities Committee will be held on **Tuesday 6th September 2016** at 7.45 p.m. in the John Grobler Room.

There being no further business the meeting closed at 9.24pm.

APPENDIX 1

Correspondence

Correspondence received prior to the issue of the agenda for the meeting of 5 July 2016

- 1 ARD; re roundabout repairs
- 2 K England; request to cut the New Road hedges
- 3 Various ploholders; Comments re allotments
- 4 ARD; June playground report
- 5 Trent Furniture; quotation for chair feet
- 6 PestUK; allotment baiting report, June 2016
- 7 ARD; re play area maintenance
- 8 SCS; confirmation of fixed price for ditch works
- 9 Cllr R Shepherd-Dubey; query re cutting of ferns

Correspondence received following the issue of the agenda for the meeting of 5 July 2016

- N1 Active Places Data; Sports England registration of Bearwood Rec facilities
- N2 J MacKenzie; updates on plot 51b
- N3 Truvox; renewal of service contract
- N4 TVP; inclusion on National CCTV register
- N5 All-in-One; quote for bollards service
- N6 Robseal; update on flat roof