



Winnersh Parish Council

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MINUTES OF THE RECREATION AND AMENITIES COMMITTEE HELD AT 7.45 PM ON TUESDAY 6th DECEMBER 2016 IN THE JOHN GROBLER ROOM

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

In attendance: Clive Hudson (WPC Clerk).

1 APOLOGIES

1.1 none

2 CLERK'S REPORT

CLERK'S REPORT as at 6.12.16

Update on items since the meeting of 1.11.16

Play Area/Recreation Ground

There has been further damage to the play area gate. The gate has been locked closed and is due for replacement next week.

The roundabout has been repaired.

The new benches have been ordered and will be delivered and installed in the new year.

The basketball pitch marking is still awaited.

SCS and the Clerk are arranging a meeting to review progress on the field maintenance.

Pavilion

The lintel work is scheduled to start for next week.

Christmas trees and lights have been put up and switched on.

Pavilion House

The French door has been installed. The sealing of the windows has been completed.

The caretaker has expressed his thanks for the work done.

Quotes have been received for cavity wall insulation.

Main Hall/Offices

PAT testing has been completed.

(Cllr Kilby joined the meeting)

3 MATTERS ARISING

3.1 The discussion on an additional bollard in the car park will be an agenda item for the next meeting. **ACTION: Clerk**

3.2 The date and venue for the 2017 Litter Pick had been confirmed.

4 PUBLIC SESSION

4.1 none

5 R & A PROJECTS 2016-17

5.1 Pavilion Roof and Supports:

The installation of the lintel is scheduled to start on 12 December. Hirers will be informed. **ACTION: Clerk**

5.2 **Play Area repairs:** The Roundabout repair is complete. The Prosafe gate and Kompan unit are scheduled for repair next week. A schedule for the repair of the other gate is awaited.

5.3 **Pavilion House repairs:** The Clerk reported that the installation of the French Doors is complete along with the sealing of the upstairs windows.

The Committee discussed the quotes received for cavity wall insulation.

The Committee **RESOLVED** that the quotation from Green Efficiencies should be accepted subject to references and clarification of the quote, which will be reviewed by Cllr Ray and the Clerk before the order is placed. **ACTION: Clerk & Cllr Ray**

The work will be included within the Pavilion House Repairs budget.

The Committee discussed the urgency of the repairs to the Pavilion House interior.

The Clerk will confirm with the caretaker the details of the bathroom repair.

ACTION: Clerk

5.4 **Community Centre doors and windows:** The Committee noted the quotation for potential future work on the JG room exit door. Cllr Harper will discuss with RBFRS the benefits and practicalities of a fire door in the office. **ACTION: Cllr Harper**

The Committee asked the Clerk to get additional quotes for the main hall exit door replacement. **ACTION: Clerk**

The Committee **RESOLVED** to accept the quote for the preliminary repair to the Sindlesham Room external door and noted that additional work to the locking mechanism may be necessary if this work is successful. **ACTION: Clerk**

6 R & A BUDGET

6.1 The Committee reviewed the budget items.

The Committee noted that about £650 expenditure is expected to be confirmed for the Christmas Lights event, most of which will be recouped from sponsorship.

6.2 The Clerk was asked to check with WBC whether the Street Lights upgrade will be completed this year. **ACTION: Clerk**

6.3 A lengthy discussion followed on the priorities and long term objectives for the R&A projects. The Committee confirmed the priority of the Pavilion House internal repairs and re-affirmed the importance of the hall kitchen/lobby upgrade. The Committee also discussed the progress of the current Car Park repairs and the potential for further long-term car park improvements.

7 REFERRALS FROM COUNCIL AND OTHER COMMITTEES

7.1 The office Fire Door has been discussed in item 5.4 above. The results will be reported to the F&GP Committee.

7.2 The Committee discussed the referral from Full Council for consideration of the long-term maintenance of the WBC play areas within Winnersh. The Committee considered this to be an option which would be of benefit to the residents of Winnersh. The Committee suggested that a feasibility study should be made to establish the details of the sites for consideration and the level of maintenance and repair required to bring them up to an acceptable standard prior to acceptance and for regular maintenance post acceptance. **ACTION: Clerk**

8 ALLOTMENTS

8.1 The Clerk presented the FAO's summary of renewals, allocations and queries. There are 10 plot-holders who have not responded to initial or follow up letters regarding 2016-17 renewals. The Committee asked the Clerk to make a final request for payment before the plots are reclaimed. **ACTION: Clerk**

8.2 The Committee noted that 8 plots are under offer to people on the waiting list and in addition 3 responses are still awaited. There will still be some plots available once these have been taken up.
The Committee **RESOLVED** to revise its allocations policy so that existing plot-holders in good standing can be allocated an additional plot if there are no people on the waiting list.

8.3 The Committee reviewed the document from WBC showing a potential site for the new allotments. The Committee discussed vehicular access onto the site. Cllr Harper and a plot-holder were asked to make an assessment of the suitability of the site for allotments. **ACTION: Cllr Harper**

8.4 Cllr Harper will turn off the water and take a meter reading. **ACTION: Cllr Harper**

9 CHRISTMAS LIGHTS 2016

9.1 The Committee discussed the Christmas Lights event, which had taken place the previous Friday. Cllr Ray thanked all those who had been involved in organising the event. The choir of Winnersh Primary School had sung Christmas songs and everyone had enjoyed the pyromaniac act and the firework display.

A discussion took place regarding publicity for the event. Publicity had been placed with local shops and on social media, but it was noted that there was no publication of Winnersh Matters leading up to the event. The Committee discussed whether the production of Winnersh Matters in its current format and publication dates was still appropriate.

The Committee also wondered whether it was appropriate to invite the Brownies to future events.

10 PROJECTS 2017-18

10.1 The Committee discussed potential projects for 2017-18. The Clerk reported on the routine maintenance schedule for the next 2 years and the possibility of resurfacing the hall floor in 2018-19.

The Committee discussed project management and the choice of projects in relation to ongoing budgetary restrictions.

Topics for consideration included:

- Carrying forward the hall/kitchen lobby upgrade, the car park extension and possibly the Pavilion House repairs and Street Light upgrade
- Pavilion fence replacement
- Upstairs kitchen upgrade
- Hall table and chairs maintenance
- Door replacements
- Increased play area maintenance budget
- Adding a sum for an allotment transition contingency
- Adding a sum for the WBC play area contingency

11 CORRESPONDENCE

11.1 Item 1; The Committee discussed the possibility of installing notices indicating the locking of the car park overnight and no overnight parking. The Clerk will get more information. **ACTION: Clerk**

Item 10; The increase in the charge for the Prosafe gate was noted.

Item N2; The 2017 Litter Pick was confirmed as Sunday 2 April, 11.00am at St Mary's Church hall.

Item N7; The Keep Britain Tidy litter pick was noted.

Item N8; The Clerk summarised the allotment baiting report.

12 ANY OTHER ITEMS THE CHAIRMAN DECIDES ARE URGENT

12.1 none

13 TIME AND DATE OF NEXT MEETING

13.1 The next meeting of the Recreation and Amenities Committee will be held on **Tuesday 3rd January 2017** at 7.45 p.m. in the John Grobler Room.

There being no further business the meeting closed at 10.24pm.

APPENDIX 1

Correspondence

Correspondence received prior to the issue of the agenda for the meeting of 6 December 2016

- 1 Thrower Signs; estimate for 'no overnight parking' signs
- 2 Allder Glass; quotations for various door repairs
- 3 Nigel Jeffries landscapes; introductory letter
- 4 M Edwards; request to take over additional full plot
- 5 Bin-It; revised dog bin emptying charges
- 6 Re3; Love Food Hate Waste meetings
- 7 C&D Facilities; introductory letter
- 8 Wheatfield PS; withdrawal from Christmas Lights event
- 9 B Weerasinghe; request to take over additional half-plot
- 10 ARD; revised quote for play area Prosafe gate
- 11 David Ogilvie Engineering; order for 2 new benches

Correspondence received following the issue of the agenda for the meeting of 6 December 2016

- N1 ARD; December playground inspection report
- N2 St Mary's Church, confirmation of date for 2017 Litter Pick
- N3 WBC; site for new allotments, discussion document
- N4 ARD; update on repairs
- N5 Instagroup; cavity wall insulation quote
- N6 Green Efficiencies; cavity wall insulation quote
- N7 Keep Britain Tidy; Heroes Wanted litter pick, 3-5 March 2017
- N8 PestUK; allotment baiting report