



Winnersh Parish Council

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MINUTES OF THE RECREATION AND AMENITIES COMMITTEE HELD AT 7.45 PM ON TUESDAY 3rd JANUARY 2017 IN THE JOHN GROBLER ROOM

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

In attendance: Clive Hudson (WPC Clerk).

1 APOLOGIES

1.1 none

2 CLERK'S REPORT

CLERK'S REPORT as at 3.1.17

Update on items since the meeting of 6.12.16

Play Area/Recreation Ground

The roundabout and Mizar equipment have been fixed. The closing mechanisms on two gates have been replaced. There has been further damage to the Prosafe play area gate.

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 have met to review progress on the field maintenance.

The car park and paths have been salted following recent frosts. Additional rock salt is now required.

A concrete post needs replacing on the car park perimeter.

ACTION: Clerk

Pavilion

The lintel work has been delayed because of the discovery of asbestos.

Internal Christmas trees have been taken down.

Removal of the Christmas lights on the outside trees is to be arranged. Some councillors may be available to help with this.

Pavilion House

Confirmation of the quote and references regarding the cavity wall insulation have been received.

Main Hall/Offices

The floor seal took place over the Christmas holidays.

New light tubes have been bought for the JG room lights.

There has been slight damage to a hand drier in the gents toilet. A replacement part is proving difficult to obtain. Cllr Harper will make further investigations. **ACTION: Cllr Harper**

Allotments

The water has been turned off.

3 MATTERS ARISING

3.1 The 'no overnight parking' sign is ongoing. **ACTION: Clerk**

4 PUBLIC SESSION

4.1 none

5 R & A PROJECTS 2016-17

5.1 Pavilion Roof and Supports:

The quotation for the removal and replacement of the asbestos boards was discussed. The Clerk was asked to request an itemised quote from Allder Glass for the works, particularly for the disposal of the asbestos. **ACTION: Clerk**

The itemised quote will be considered by the Chairman and Chairman of R&A before a go ahead is given. **ACTION: Cllrs Harper & Ray**

5.2 Play Area repairs: The Roundabout repair is complete. The Kompan unit and both gates have been repaired. There has been further minor damage to the Prosafe gate.

5.3 Pavilion House repairs:

The Clerk presented the clarification of the Green Efficiencies quote and their references.

The Committee **RESOLVED** that the insulation work could now be confirmed.

ACTION: Clerk

5.4 Community Centre doors and windows:

The RBFRS will attend on 12 January to investigate the office fire door option.

The Clerk presented the update and quote for a replacement outside door to the Sindlesham Room. This will be part of a project for next year.

5.5 Car Park/Play area path bollard

The Committee **RESOLVED** to go ahead with the installation of a bollard.

ACTION: Clerk

5.6 The Committee discussed the difficulties in getting quotations for projects. The Committee requested evidence of the request for 3 quotes where difficulties persisted. The Committee discussed the difficulties involved in delivering maintenance projects. The Committee agreed that it would be beneficial to appoint an independent surveyor to inspect the premises and create a 5 year maintenance schedule. (see item 9 below)

6 R & A BUDGET

- 6.1 The Committee reviewed the budget items.
The Committee noted that the Pavilion House French doors are to be included under the Pavilion House repairs budget.
- 6.2 The Clerk will check with WBC whether the Street Lights upgrade will be completed this year. **ACTION: Clerk**

7 REFERRALS FROM COUNCIL AND OTHER COMMITTEES

- 7.1 none

8 ALLOTMENTS

- 8.1 The Clerk presented an update on the progress of renewals, allocations and queries. There are now 6 plot-holders who have not responded to initial and follow up letters regarding 2016-17 renewals. The Committee **RESOLVED** that their plots would be reclaimed. **ACTION: Clerk**
- 8.2 The Committee confirmed that plot 26 could be split to allocate as two half plots.
- 8.3 Cllr Harper presented a report from himself and two experts regarding the potential site of the new allotments. Initial indications are that the soil will be suitable for new allotments.
The Clerk was asked to request confirmation from WBC of the use of pesticides at the site and for them to test the soil for pesticides. **ACTION: Clerk**
Other considerations include drainage from the M4 embankment and the limitation of sunlight by the M4 sound barriers.

9 R&A PROJECTS 2017-18

- 9.1 The Committee discussed the WBC play areas. The Clerk presented initial details of the sites under WBC control. As the next stages of the feasibility study the Committee asked the Clerk to request details of the equipment on these sites and their maintenance costs and schedules. The Clerk will also consult with ARD and SCS concerning an independent report on the equipment and the cost of grass cutting at the sites. **ACTION: Clerk**
Cllrs Green & Kilby will photograph the sites in order to create site maps of the play areas. **ACTION: Cllrs Green & Kilby**

- 9.2 The Committee discussed potential projects for 2017-18. The Committee **RESOLVED** to present the following projects to F&GP for consideration:

- | | |
|-------------------------------------|-------|
| • Christmas Lights | £500 |
| • Pavilion fence replacement | tbc |
| • Hall table and chairs maintenance | £1250 |
| • Door replacements | £3000 |
| • Pavilion House internal fixtures | £3000 |

- Hall kitchen upgrade £5000
- Street Light upgrade £3000
(to be confirmed with WBC)
- Play area maintenance budget £2000
- Internal lights upgrade £3500
- Building Survey (5 year works plan) £5000
- Allotment transition planning £3000
- WBC play area feasibility £3000
- Car Park upgrade £35000

9.3 The Committee noted that a major floor seal, internal downstairs decoration and replacement of the teenage shelter are being proposed for 2018-19.

10 CORRESPONDENCE

10.1 Item N3; The Clerk was asked to forward this email to the committee members.

ACTION: Clerk

Item N6; The SANG opening was discussed.

Item N9; The maintenance issues with the Winnersh Meadows boardwalk were discussed.

11 ANY OTHER ITEMS THE CHAIRMAN DECIDES ARE URGENT

11.1 Cllrs Harper and Ray will authorise the repayment of a deposit on Unity Bank.

ACTION: Cllrs Harper & Ray

12 TIME AND DATE OF NEXT MEETING

12.1 The next meeting of the Recreation and Amenities Committee will be held on **Tuesday 7th February 2017** at 7.45 p.m. in the John Grobler Room.

There being no further business the meeting closed at 10.58pm.

APPENDIX 1

Correspondence

Correspondence received prior to the issue of the agenda for the meeting of 3 January 2017

- 1 Winnersh Primary School; comments re Christmas Lights 2016
- 2 Bellstan; update on basketball pitch marking
- 3 Allder Glass; update on Pavilion asbestos query
- 4 All-in-One; quote for Car park/Play area path bollard
- 5 WBC; Winnersh play areas
- 6 WBC; electricity contract
- 7 HSI; quote for chair upholstery
- 8 Gopak; quote for new tables
- 9 Binfield Electrical; quotes for new internal light fittings

Correspondence received following the issue of the agenda for the meeting of 3 January 2017

- N1 P Yerby; decline allotment
- N2 WBC; Winnersh Meadows boardwalk
- N3 WBC; Community Asset transfer reports
- N4 LogMeIn; renewal notification
- N5 Cllr G Harper; allotment site investigation notes
- N6 WBC; Old Forest Road SANG opening
- N7 WBC; list of Winnersh play areas
- N8 Allder Glass; report on SR door and quote for replacement
- N9 Green Efficiencies; update on insulation quote