



Winnersh Parish Council

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MINUTES OF THE RECREATION AND AMENITIES COMMITTEE HELD AT 7.45 PM ON TUESDAY 1st MAY 2018 IN THE SINDLESHAM ROOM

PRESENT: Cllrs S Hanna (Chairman), F Breedlove, G Harper, J Southgate, L Wooldridge

In attendance: Brendan Gibbs (WPC Locum Clerk).

1 APOLOGIES

1.1 None received.

2 PUBLIC SESSION

2.1 There were no members of the public present.

3 CLERK'S REPORT

A report as at 1st May 2018. Updates since the meeting of 3rd April 2018.

3.1 The Clerk reported that the new lighting had now been installed within the grounds of the Community Centre and Recreation Ground. The work had been completed on the 30th April as agreed.

Employees of Volker Highways and Wokingham Borough Council had co-ordinated their work with that of A Solo Security to install the new standards and light clusters, re-lay electrical cables to provide power and the removal and reinstallation of the Parish Council's CCTV equipment.

3.2 The Clerk also reported that work on the play area including jet-washing, surface replacement and landscaping is complete.

3.3 The Clerk reported that the car park improvement project at the Community Centre is now complete. Cllr Breedlove commented that the landscaped area could benefit from being seeded with native wild flowers rather than just be allowed to recover naturally.

3.4 The play area slide is awaiting a replacement part from the manufacturer in Denmark.

4 MATTERS ARISING

- 4.1** Cllr Hanna again asked about the progress of the ‘no overnight parking’ sign. Cllr Harper replied that the matter had not been forgotten but that there were several higher priority actions elsewhere. **ACTION: Cllr Harper/Clerk**
- 4.2** The revised Hirer Terms and Conditions will be brought back to the Committee for approval at its next meeting. **ACTION: Clerk/Admin Officer**
- 4.3** The internal decoration of the Community Centre has stalled because insufficient quotes have been received. The Council is currently awaiting a quote from Mr Ian Leslie but other contractors who have quoted previously have also told the Council that they have withdrawn from the process.

It was **RESOLVED** to invite fresh quotes from local contractors to agree on a schedule to take place in August 2018 **ACTION: Clerk/ Admin Officer**

All other matters arising from the meeting of the 3rd April are covered by separate items on tonight’s agenda.

5 R&A PROJECTS 2017-18

- 5.1** The Clerk reported that the flat roof project has been delayed since the contractor (Robseal Ltd) was committed to larger projects in Wokingham that carry penalty charges.
- 5.2** The Clerk had asked Robseal Ltd to contact C.E.Nichols Ltd so that their works could be co-ordinated in such a way as to remove the need to remove the scaffolding prior to the roof project being completed. **ACTION: Clerk**

6 R & A BUDGET

- 6.1** No discussion took place on the month one R&A budget figures since the Admin Officer was committed to other higher priorities.

7 REFERRALS FROM OTHER COMMITTEES.

- 7.1** There were no referrals from other committees.

8 ALLOTMENTS

- 8.1** Cllr Harper and the Clerk had met with Mr Bruce Hickman (Property Acquisitions Manager, WBC) in order to discuss the way forward with the recovery of the Parish council’s Allotment Gardens in Reading Road.

Mr Hickman explained the actions needing to be completed prior to the recovery of the land.

These were listed as follows.

From now until the end of April 2018 – gather information and produce allotment design.

At the end of May 2018 - Submit planning application.

At the end of July 2018 - Obtain Planning Permission.

August to October 2018 – Undertake construction of new allotment site.

November and December 2018 – Provisional earliest date for Allotments users to move from old site to new site.

It was estimated that this project will cost approximately £100,000 to complete.

The Clerk confirmed that the required twelve-month tenancy termination notice had been issued to all allotment holders. To date there had not been any objections.

The Clerk reported that to expedite the legal process of determining the existing lease with vacant possession the Borough Council has offered to provide an “arms-length” arrangement using their legal department to act on behalf of both parties.

The subject of the costs involved in this arrangement was also discussed.

There was broad agreement amongst members that this proposal would not be acceptable.

It was **RESOLVED** that the Parish Council instructs Clifton-Ingram LLP to act on behalf of the Parish Council in its negotiation with Wokingham Borough Council in relation to the surrender of the old Allotment Gardens Lease and the completion of a lease at the new Allotment Gardens. **ACTION: Clerk**

The first action required was to establish terms of engagement with the firm including an indication of the firm’s charging structure and scale of fees.

The Clerk continued his report by saying that the process of surrendering the current lease and signing the new lease would ideally take place on or after the 6th April 2019 when the tenancy termination notice takes effect. It was noted that none of this can take place until a practical completion certificate has been issued by the contractor acting on behalf of the Borough Council.

It was **RESOLVED** that the Parish Council would seek to appoint a quantity surveyor advise the Council during the process of providing new allotments.

It was commented that if the Borough Council’s new allotment gardens proposal exceeds the current specification then it may not be necessary to engage a professional of this type. **ACTION: Clerk**

Both the Clerk and Cllr Harper reported that it was now critical to the success of the project that an acceptable design should be completed as soon as possible to meet the deadlines within the planning process. Cllr Harper informed the meeting that this was the responsibility of Mr Andrew Glencross (WBC Development Control Manager).

A discussion then took place regarding the need to write to Mr Glencross stressing the importance of producing a design that is acceptable to the Parish Council.

It was **RESOLVED** that the Parish Council write to Mr Andrew Glencross outlining the Parish Council's concerns regarding the production of a design document that is acceptable to the Parish Council.

The letter should stress that the design should be approved **prior** to the submission of the planning application. **ACTION: Clerk**

In conclusion, a discussion took place about the levels of help on offer to relocate the existing tenants to the new allotments and the level of compensation offered to the tenants.

No decisions were made however.

9 PHOTO VOLTAIC SOLAR PANELS

- 9.1** The locum Clerk reported that Mr Clive Hudson has picked up the action point from the last meeting regarding the online monitoring of the inverters and will be liaising with SPS Energy Ltd and ITQED Ltd to achieve this.

Meanwhile, the Parish Office was asked to keep recoding the meter readings and forward these to Cllr Harper.

Cllrs Harper and Southgate have an outstanding agenda item to write to the Managing Director of SPS Energy Ltd and will continue to work towards producing this.

10 R&A PROCEDURES

- 10.1** Cllrs Harper, Southgate and Breedlove suggested amendments to the current R02 Bar Procedures document.

These are listed as bullet points for the record.

- Amend the issue date of the document.
- Review schedules and frequency.
- Update licensee contact details.
- Offering a general right of access
- Protection of children statements.
- What type of plastic container is being used disposal/reusable
- Challenge U25

Subject to these amendments being made It was **RESOLVED** that the Parish Council approves the revised Bar Procedure R02.

- 10.2** A further discussion took place about the recent Community Centre double-booking. It is a concern that this unfortunate situation could re-occur.

The following topics were discussed.

- Consideration of an online system supported via the Parish Council's website.
- Separation of the bookings process from the workload of the FAO.
- Discontinue using a paper based system.

As part of this discussion members suggested it would be wise to commission a report from LGRC Associates Ltd to undertake a fuller review of some of the Council's processes.

It was **RESOLVED** that the Committee on behalf of the Council commissions a report from LGRC Associates Ltd in to identify improvements and efficiencies in the Council's procedures.

ACTION Clerk/Admin Officer

It was commented this resolution will need to be confirmed by the Council at a future meeting (possibly retrospectively).

11 CORRESPONDENCE

- 11.1** The four items of correspondence were noted.

12 Any other items that the Chairman decides are urgent.

- 12.1** There were no other items to report.

13 TIME AND DATE OF NEXT MEETING

- 13.1** The next meeting of the Recreation and Amenities Committee will be held on **TUESDAY 5th JUNE 2018** at 7.45pm in the Sindlesham Room.

There being no further business the meeting closed at 9.17pm.