



Winnersh Parish Council

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MINUTES OF THE RECREATION AND AMENITIES COMMITTEE HELD AT 7.45 PM ON TUESDAY 4th SEPTEMBER 2018 IN THE SINDLESHAM ROOM

PRESENT: Cllrs S Hanna (Chairman), L Wooldridge, F Breedlove, P Fishwick, G Harper,
R Holdstock

In attendance: Louise Steele (WPC Locum Clerk).

1 APOLOGIES

1.1 Apologies were received from Cllr, J Southgate.

2 DECLARATIONS OF INTEREST

2.1 Councillor Harper declared a non-pecuniary interest, on the grounds that he has an allotment, in agenda item nine.

3 PUBLIC SESSION

3.1 There were no members of the public present.

4 CLERK'S REPORT

4.1 The Clerk reported the following actions since the last meeting of the Committee:

- While the work of the flat roof at the Community Centre was complete a leak was identified during heavy rain on 16 August and the contractor returned to inspect and will attend again on 7 September;
- The “no overnight parking” sign has been installed;
- An action to write to all plot holders who are not cultivating their plots has been superseded by events, since no new tenancies are being created on the old allotment site;
- A satisfactory fee estimate has been received and Wokingham Borough Council has confirmed that it will meet the cost of the fees so Surrey Hills Solicitors has been instructed and has been in correspondence with Wokingham Borough Council about the allotment leases;

- The uncultivated allotments have been trimmed;
- The Clerk has not yet obtained the software to automate the meter reading of the photo-voltaic solar panels; and **ACTION: Clerk**
- The Clerk had exercised delegated authority on grounds of urgency and in consultation with the Chairman of the Committee to commission checks upon the gates to the playgrounds at Bearwood Recreation Ground and a full inspection of the ground. This was at a cost of £120 for the checks and adjustments to the gates and £412.50 for the inspection. The inspection report to form an agenda item for the next meeting of the Committee.

The Clerk was asked about the internal decoration of the Community Hall and asked to obtain quotes for work to be completed at Easter 2019 as soon as possible.

ACTION: Clerk

5 MATTERS ARISING

There were no additional matters arising since the meeting of 3rd July 2018 not covered by the Clerk's report.

6 R&A PROJECTS 2018-19

Updates were received in respect of the following projects.

- 6.1** Guttering repairs. Subsequent to the decision at the last meeting of this Committee whereby the Clerk was asked to follow up and ensure the quote for repairs was available for this meeting. Full Council resolved to override the decision and that a quote from the preferred supplier for the guttering work should be obtained and the work actioned immediately. The Clerk has asked the preferred supplier to confirm that the quote still holds and followed that request up with two telephone calls. To date there has been no response. Members agreed that if there is no further response after two weeks new quotes should be obtained from other suppliers.

ACTION: Clerk

- 6.2** The removal of tarmac path – two quotes were obtained, one at £303 and the second at £320. In consultation with the Chairman of the Committee the Clerk exercised delegated authority and instructed the contractor quoting the lower sum to undertake the work. The work has been completed satisfactorily.

7 R & A BUDGET

- 7.1** Members considered a report on the budgetary position at the end of July. The report was in a different format to that previously considered by the Committee (being two reports generated directly from the accounting software) and a number of questions arose. It was accepted that the report represented a step on a journey towards more detailed reports generated by the accounting software. Members noted that the Committee's expenditure was broadly in line with its budget.

8 REFERRALS FROM OTHER COMMITTEES.

- 8.1** Full Council had referred a matter to the Committee asking that Cllrs Hanna and Harper meet with Ms Kirsty Ross about her proposal to create a local youth club and that the research about the feasibility of the proposal be completed prior to this meeting so that the proposal may be formally considered. The meeting had taken place although there was not yet any formal proposal to be considered. Cllr Harper updated Members about his and Cllr Hanna's meeting with Ms Ross. A further feasibility meeting is to be held involving David Seward of Berkshire Youth.

9 ALLOTMENTS

- 9.1** The meeting received the report of the R&A Sub-Committee (report attached to the record minutes) about the mechanics of moving to the new allotments and endorsed all the decisions therein.
- 9.2** Some minor amendments were made to the draft tenancy agreement (and it is the amended agreement that is attached as part of the report).
- 9.3** It was particularly noted that 2018/19 allotment rental will be waived for existing allotment holders.
- 9.4** The Clerk was asked to compose a renewal/offer letter for immediate circulation to all members of the Committee and thereafter prompt circulation to allotment holders.
ACTION: Clerk
- 9.5** The Clerk reported that she had informed all allotment holders about the archaeological survey of the allotment site (which commenced on 3 September). Trenches were being dug on unoccupied and uncultivated plots.

10 R&A PROCEDURES

- 10.1** A review of RO3 CCTV Policy was deferred again until the next meeting of the Committee.

11 CHRISTMAS LIGHTS

- 11.1** The Christmas Lights event for 2018 was considered, the date was set as Friday 7th December 2018 and the following actions were agreed:
- a.** The Mayor of Wokingham should be invited;
 - b.** Bearwood, Wheatfield and Winnersh Primary Schools should be invited to sing at the event;
 - c.** The Winnersh Church ladies be asked to provide the refreshments;
 - d.** Contact to be made with Trevor Hockley about the actual lights;
 - e.** Poster to be prepared and shared with Cllr Fishwick; and
 - f.** Copy for Winnersh Matters (on this and other matters) to be prepared and with Cllr Taylor by Thursday 4th October.

ACTION a, b & d-f: Clerk
ACTION c: Cllr Harper

12 CORRESPONDENCE

- 12.1** There was no correspondence to be considered.

13 TIME AND DATE OF NEXT MEETING

- 13.1** The next meeting of the Recreation and Amenities Committee will be held on **THURSDAY 4th OCTOBER 2018** at 7.45pm in the Sindlesham Room. The Chairman asked that Community Infrastructure Levy (CIL) Projects be put on the agenda for the next meeting (in addition to the playground safety report previously referred to).

There being no further business the meeting closed at 9.55pm.

DRAFT