



## **Winnersh Parish Council**

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### **MINUTES OF THE RECREATION AND AMENITIES COMMITTEE HELD AT 7.45 PM ON TUESDAY 4<sup>th</sup> SEPTEMBER 2018 IN THE SINDLESHAM ROOM**

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

In attendance: Louise Steele (WPC Locum Clerk).

#### **1 APOLOGIES**

1.1 No apologies were received.

#### **2 DECLARATIONS OF INTEREST**

2.1 Cllr Harper declared a non-pecuniary interest in Agenda Item 11, the Recreation & Amenities Committee item on allotments, on the grounds that he is an allotment holder. Cllr Harper announced that it was not his intention to participate in any discussion of the new allotments.

#### **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 and the last meeting of the Full Council where R&A matters were discussed.

- Guttering repairs have been completed and the concrete surrounds on down pipes and repairs to the gable end of Pavilion House (though additional issues have been raised which are covered elsewhere in these minutes);
- 43 current allotment holders have been offered a plot in the new allotments. A further 14 have been sent a letter asking again that they respond indicating whether they wish to transfer. When the deadline for that has passed offers will be made to individuals on the waiting list

- Cllr Hanna reported that Wokingham Borough Council has still not appointed a contractor to deliver the new allotments.
- An action point to obtain quotes for work for the internal decoration of the Community Hall to be completed at Easter 2019 remained outstanding.

**ACTION: Clerk**

## **5 R&A PROJECTS 2018-19**

- 5.1** This matter was covered in the item about. The guttering repairs and associated works have been completed

## **6 R&A PROJECTS 2019-20**

### **7 R & A BUDGET**

- 7.1** Cllr Breedlove asked for items 6 & 7 to be taken together. Councillor Breedlove circulated a summary of the budgetary position to 31 October 2018 for the Committee's major and special projects. This report formed the basis of discussion of projects for 2019/20.

- 7.2** It was identified that car park upgrade project was overspent in the current year. Looking forward it was identified that work to level and improve drainage was required in the disabled parking area. Cllr Breedlove agreed to obtain a quote to inform the budget setting process.

**ACTION: Cllr Breedlove**

- 7.3** Cllr Breedlove agreed to pursue Robseal over some details incomplete following the flat roof replacement.

**ACTION: Cllr Breedlove**

- 7.4** The guttering contractor has identified additional work required to the external panelling on Pavilion House. It was agreed to accept the quote from John Young & Sons and to vire £1,800 from the Community Hall redecoration budget.

## **8 REFERRALS FROM OTHER COMMITTEES.**

- 8.1** The Finance & General Purposes Committee referred the matter of purchasing equipment necessary to mitigate the risk of snow and ice on the Community Centre car park – the required equipment being a lockable grit bin; a supply of grit and shovels for grit and clearing snow. The Committee identified a budget of £400 from the Miscellaneous heading and authorised the Locum Clerk to make the purchase.

## **9 ALLOTMENTS**

- 9.1** This item had been covered at Item 4 above.

## **10 TREES**

- 10.1** This item was a matter for the Planning Committee and was referred to that Committee

## **11 PLAYGROUND SAFETY INSPECTION**

- 11.1** Members consider the most recent Annual Playground Safety Inspection. Members expressed their concern about the number of items highlighted as being high risk. Cllr

Harper undertook to complete his review of the safety report and develop a prioritised action plan to address the findings.

**ACTION: Cllr Harper**

- 11.2** The Committee agreed that it was necessary to commission an annual inspection independently of any contract for routine inspection and maintenance and the Locum Clerk was asked to check the details of the previous contract with ARD and consider asking ARD to present to the Committee.

**ACTION: Clerk**

## **12 R&A PROCEDURES**

- 12.1** Members reviewed the RO3 CCTV Policy and agreed to recommend it, as amended to Full Council for adoption (amended Policy attached to these minutes).

## **13 CHRISTMAS LIGHTS**

- 13.1** Cllr Harper update the meeting about the Christmas Lights event to be held on 14<sup>th</sup> December. The Parish Council will need to procure the mulled wine and mince pies for the event. The RFO to provide the Chairman with a purchase order for the fireworks. Mr Hockley is unavailable and an electrician will be sought to assist. The working party to put the lights up will convene at 12.30pm on Saturday 8 December 2018. The Locum Clerk to speak to the insurance company.

## **14 CORRESPONDENCE**

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

## **15 TIME AND DATE OF NEXT MEETING**

- 15.1** The next meeting of the Recreation and Amenities Committee will be held on **THURSDAY 4th DECEMBER 2018** at 7.45pm.

## **Confidential Session**

The meeting **RESOLVED** in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personnel or confidential matters where publicity might be prejudicial to the special nature of the business i.e. lease negotiations

## **16 ALLOTMENT LEASE DOCUMENTATION**

- 16.1** Members considered the drafts of the new allotment lease and the surrender of lease documents. A number of questions were raised and the Locum Clerk was asked to relay those questions to the Parish Council's solicitor and subject to satisfactory answers to progress the lease negotiations

There being no further business the meeting closed at 9.58pm.