



**Winnersh Parish Council**  
Winnersh Community Centre  
New Road, Sindlesham, Wokingham  
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30<sup>th</sup> May 2024

Recreation & Amenities Committee Members:

Cllrs Doyle, Green, Kilby, Nicholson and Southgate

Dear Councillor,

You are summoned to attend a meeting of the **RECREATION & AMENITIES COMMITTEE** of Winnersh Parish Council to be held on **Tuesday 4<sup>th</sup> June 2024 at 7.30pm** at the Winnersh Community Centre.

*M Milsom*

Marcia Milsom  
Clerk to the Council

**AGENDA**

**1. ELECTION OF CHAIRMAN**

To Elect a Chairman for the R&A Committee for 2024-25.

**2. ELECTION OF VICE CHAIRMAN**

To Elect a Vice Chairman for the R&A Committee for 2024-25.

**3. APOLOGIES FOR ABSENCE**

To Receive apologies for absence. Members are reminded that apologies must be submitted to the Clerk by 12pm on the day of the meeting.

**4. DECLARATIONS OF INTEREST**

To Receive any personal or prejudicial interests in relation to any items on the agenda.

## 5. MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on 7<sup>th</sup> May 2024 (attached) were accepted at Full Council on 21<sup>st</sup> May 2024.

The Clerk's report with updates on matters arising from previous meetings is attached at Appendix 1. *For noting.*

## 6. WINNERSH ALLOTMENTS

- i. The Clerk has been liaising with Raymond Barry (WBC) on the provision of battery powered mowers and strimmers funded from S106 for the tenants to use. *For noting.*
- ii. Toilet path – Cllr Harper has requested consideration be given for a footpath to be installed from the main entry road to the first toilet as the area is currently overgrown grass, requires regular strimming, gets waterlogged and makes it difficult to access the toilet. He believed that this had been an agreed project prior to the SEND school plans but had been deferred. He suggested that the Allotment EMR be used to fund this.

The Clerk has obtained a quote from the contractors who have carried out the work on the Bearwood Rec car park, Unique Solutions in the sum of £1,800 + VAT, based on a specification provided by Cllr Harper – attached at Appendix 2.

To Consider recommending to Council that a footpath to the toilet be installed, funded from the Allotment EMR.

- iii. The Clerk met with the WAA Chairman in April. The Clerk to give a verbal update.
- iv. Taps – there have been numerous leaks from the taps on site. In 2023/24, £405.00 was paid to repair leaking taps and in 2024/25, there are 3 that are leaking and require further attention. Cllr Harper has turned these off at the stopcock until they can be repaired.

The taps are a complicated design. The Clerk has asked WBC whether there are any S106 funds to change for a simpler design. *For noting.*

## 7. PLAY INSPECTION REPORT

An inspection was carried out during April – report previously sent out.

A quote has been received for medium and low risk items identified in the recent reports – attached at Appendix 3.

To Consider the quote for carrying out low and medium risk repairs to the play equipment.

## **8. PLAY INSPECTIONS**

The current quarterly and annual inspections are carried out by ARD.

A quote for inspections for 2024-25 has now been received from ARD as follows:

Quarterly 3 x £126.00 (increase of £6.00)

Annual 1 x £441.00 (increase of £41.00)

To Consider the quote for play inspections for 2024-25.

## **9. BASKETBALL COURT**

Both of the basketball hoops have been damaged. One was replaced by the supplier as it appeared to be a weakness in the cross bars, however the second one has been completely broken. The Clerk has spoken with ARD who suggest replacing with a ring from Stadia Sports at a cost of £100.80 + VAT. The Clerk has ordered a replacement and will ask the Caretaker to install. *For noting.*

## **10. CAPITAL PROJECTS 2024-25**

An update on 2024-25 capital projects is attached at Appendix 4. *For noting.*

- i. Teenage Shelter – the Clerk has obtained a further quote from ARD for refurbishment of the existing shelter in the sum of £9,849.50 + VAT. This is to replace all red panels, brown decks and upright posts, utilising the existing steel feet.

To Consider replacement/refurbishment of the teenage shelter.

- ii. Trim Trail – to discuss the specification for a trim trail to enable the Clerk to source quotes.

## **11. CORRESPONDENCE**

To Receive items of correspondence as follows:

None.

## **12. DATE AND TIME OF THE NEXT MEETING**

To Agree the date and time of next meeting as Tuesday 2<sup>nd</sup> July 2024 at 7.30pm.



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Minutes of the **RECREATION AND AMENITIES COMMITTEE** meeting  
held on **Tuesday 7<sup>th</sup> May 2024 at 7.30pm**  
at the Winnersh Community Centre

**Councillors Present:** Cllrs Doyle, Fyfe and Green.

**Officers:** Joanne Yeomans, Community Engagement and Lettings Officer

#### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Nicholson and Southgate.

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

None

#### **3. NOTES OF THE PREVIOUS MEETING**

The notes of the informal meeting held on 2<sup>nd</sup> April 2024 (attached) were accepted at Full Council on 16<sup>th</sup> April 2024. **Noted**

The Clerk's report with updates on matters arising from previous meetings was attached at Appendix 1. **Noted.**

#### **4. BERKSHIRE YOUTH**

A report on recent activities was circulated before the meeting and is attached at Appendix 2. **Noted.**

#### **5. WINNERSH ALLOTMENTS**

- i. The solar shed installation is now completed. **Noted.**
- ii. The S106 monies to fund the sheds has been received from WBC (£16,600.00). The sheds and solar components were £16,000.00 which leaves £600.00 for additional benches to be installed. The Clerk has looked at potential bench options – see report at Appendix 3.

It was **RESOLVED** that two benches would be purchased. A two-seater Wave Bench and an Abies Wooden Rounded Outdoor Dining Set. Any additional money

or installation costs to come from the Earmarked Reserves - Allotment Transitioning.

**ACTION: CLERK**

- iii. The CELO and Cllr Doyle carried out a further inspection on 29<sup>th</sup> April. The CELO has written to tenants not adhering to the tenancy agreement. **Noted.**
- iv. The Clerk had a meeting with the interim Chairman of the WAA regarding the operation and management of the association. The Clerk to give a verbal update at the June meeting. **Noted.**

## **6. PLAY INSPECTION REPORT**

An inspection was carried out during April – report sent under separate cover. **Noted.**

The Clerk is obtaining quotes for all medium and low risk items and will bring a report to the June meeting. **Noted.**

## **7. CAPITAL PROJECTS 2024-25**

- i. An update on 2024-25 capital projects is attached at Appendix 4. **Noted.**
- ii. Teenage Shelter – the Clerk has obtained quotes for a replacement shelter - attached at Appendix 4a.

Members considered the quotes supplied and requested further quotes be sought for refurbishment of the teenage shelter.

**ACTION: CLERK**

## **8. HIRE TERMS & CONDITIONS**

The Clerk and CELO have reviewed the current hiring terms and conditions and made some minor amendments for consideration – attached at Appendix 5.

It was **RESOLVED** to accept the amendments to the Hire Terms and Conditions.

## **9. REGULAR HIRER DEPOSITS**

In April 2021, it was agreed by R&A that damage deposits held for regular hirers should be refunded and deposits would no longer be taken as it was an administrative and accounting burden.

At the recent F&GP meeting, Cllr Fishwick suggested that damage deposits should be taken for new regular hirers. The Clerk and CELO have discussed the necessity for taking deposits from regular hirers and do not feel that this is appropriate as there have been no issues of damage or non-payment with any new regular hirers.

Members have asked for clarification at the next F&GP meeting on the nature of the risk related to new regular hirers. Members requested the office staff develop options to mitigate potential risks from new regular hirers which will be discussed at the next R&A meeting in June.

**ACTION: CLERK, APC and CELO**

## 10. CORRESPONDENCE

To Receive items of correspondence as follows:

None.

## 11. DATE AND TIME OF THE NEXT MEETING

The next meeting was **AGREED** as Tuesday 4<sup>th</sup> June 2024 at 7.30pm.

The Clerk would like to walk the site with members prior to the meeting (6.30pm, weather permitting).

The meeting closed at 8.28pm.

## R&amp;A Clerk's Report - June 2024

Meeting Action Point	Date Decision Ratified	Minute reference	Action by	Notes	Status
Land at Woodward Close	07.11.23	6	Clerk	Response awaited from WBC on potential use of land adjacent to allotments	In progress
Facility Gas Charges	02.01.24	7	Clerk	The Clerk is investigating funding options for heating improvements	In progress
Fitness Trail funding	02.01.24	8 (iii)	Clerk	The Clerk is investigating funding options for fitness equipment	In progress
Tree Works	06.02.24	6	Clerk	<b>Tree works complete</b>	<b>Complete</b>
Bar provision	05.03.24	6	Clerk	The Clerk is investigating training to obtain a personal licence. An application to vary the Premises Licence will be submitted once received.	In progress
Mobile catering	05.03.24	7	Clerk	The Clerk has contacted two mobile catering units. Responses are awaited.	In progress
WAA	02.04.24	5 iv	Clerk	Clerk had meeting with WAA Chairman. On agenda for discussion	In progress
Allotment benches	07.05.24	5 ii	Clerk	Clerk ordering benches for allotments funded by S106	In progress
Teenage Shelter	07.05.24	7 ii	Clerk	<b>On agenda for discussion</b>	In progress
Regular hirer deposits	07.05.24	9	Clerk	<b>Agreed at Full Council not to pursue.</b>	<b>Complete</b>

Other items:	
External accessible toilet	Fuse box - unauthorised access - Clerk has asked Berkshire Construction to quote for metal cupboard around box
Kitchen roof dome	There is water ingress through either the roof dome light or the vent above the main hall kitchen and also in one of the storage cupboards. There was a small hole and crack in the roof dome and Berkshire Construction has carried out a temporary repair. A roofer has now inspected the area and is trying to source replacement domes but this is proving difficult due to their age. There is also a lot of standing water on the roof which does not appear to be able to drain away. <b>The leaking pipe in one of the storage cupboards has been repaired by Berkshire Construction.</b>
Vulnerable access	<b>Nick Robins identified a point between the two fenced play areas which was potentially vulnerable to vehicle incursion. He suggested installing 2 concrete posts at a cost of £119.00 + VAT. The Clerk has instructed him to go ahead to protect the site.</b>

## **Allotment toilet path**

Draft specification - GH

1. Dig out soil from roadway to slab entrance to toilet to a depth of 150mm and width 1M. Soil can be deposited on manure plot for tenants to make use of.
2. Edge path with treated timber lengths 150mm X 22mm and secured with treated timber stakes.
3. Backfill between timber edges with 100/125mm compacted hardcore and top with 25/50MM rolled grit ( similar to what has been done for new access road to vehicle gate)
4. Path ends should be level with existing slabs at toilet entrance and roadway to provide safe non-trip access for disabled people from roadway

Unique Solutions advised that path should be 1.2m wide.

Quote provided allows for rolled self binding gravel in place of rolled grit.



Item	Recommendation	Risk			
General site signs	Grind back flush exposed bolt threads to read of main signs	Low	3		
Play area signs	Install signs with correct information for the play area	Low	5		
Steel Bow top fencing	Monitor the movement of the fence posts for deterioration	Low	2		
Yellow gate	Backfill and level off 1 gate entry around edge of concrete pad	Low	5	225.00	
Yellow gates	Lubricate gate mechanisms	Low	2		CF
Pathways	Level off section of tarmac pathway leading to gate entry	Low	5		
Pathways	Cut back wet pour and fill edges with new EPDM rubber where shrinkage has occurred on wet pour pathway inside area	Low	5		
General surfaces	Treat and remove moss and algae growth from surfaces within the area	Medium	8		ARD advised sun will burn off
Elephant springer	Dismantling inspection to spring where corrosion is and replace if required.	Low	4		
Elephant springer	Monitor plastic grab rail for any rough edges	Low	3		CF - rub down with sandpaper
Cradle seat swing	Dismantling inspection to top links within plastic fittings and monitor wear to bottom chain links for deterioration	Low	4		
Cradle seat swing	Clean off and remove algae from cradle seats	Low	3		
Cradle seat swing	Treat and remove weed growth to wet pour surface	Low	3		CF - weedkiller
Galaxy Spicas	Internal inspections to both items and replace bearings if required	Low	6		New top units £1454 each. ARD recommend replace one unit with HAGS Whizzer at a cost of £2593.50 and remove the other completely.
Galaxy Spicas	Monitor the surface corrosion to the uprights of the items for deterioration	Low	2		
Horse spring see saw	Not compliant with the requirements of the relevant standards BS EN 1176				
Horse spring see saw	Replace insufficient foot pegs with correct size and diameter foot pegs	Low	5		
Horse spring see saw	Replace 2no missing plastic caps to underside of the item	Low	3	12.50	
Horse spring see saw	Consider alternative safer surface around item as matting tiles have sunk into the ground and become uneven	Low	4		ARD suggest replacing with bonded rubber mulch
Supernova	Re-glue lifting joints in green carpet surface in centre of the item to prevent trip points	Low	6	190.00	
Flat seat swing	Dismantling inspection to top links within plastic fittings and monitor wear to bottom chain links and small shackles for deterioration	Low	5		
Flat seat swing	Replace 2no flat seats due to wear	Low	3	326.50	
Flat seat swing	Cut back wet pour and fill edges with new EPDM rubber where shrinkage has occurred and fill gaps in patches around uprights	Medium	8		ARD suggest monitoring
Spinner bowls	Items are not compliant with the requirements of the relevant standards BS EN 1176				
Spinner bowls	Monitor for reports of any incidents regarding potential spindle entrapment	Low	6		

Toddler multi unit & slid	Re-secure loose plastic slide runout segment	Low	5	56.00	
Toddler multi unit & slid	Replace 3no missing plastic caps under slide platform	Low	3	18.75	
Toddler multi unit & slid	Cut back low hanging tree branches to the rear of the item on a regular basis	Low	6		CF/NR
Large multi unit	Item is not compliant with the requirements of the relevant standards BS EN 1176				
Large multi unit	Replace missing plastic toggles to chain hand grabs where required	Low	4		
Large multi unit	Monitor wear to plastic segments to slide for deterioration	Low	4		
Large multi unit	Dismantling inspection to cotter pins on suspended seats under item on a yearly basis	Low	3		
Large multi unit	Clean off and remove algae from components, particularly steps to prevent potential slipping hazard	Medium	8		CF
Open area general surfa	Recommend installing alternative safer surfacing around items	Medium	9		ARD suggest bonded rubber mulch
Skate rider	Monitor the surface corrosion to the handrails and the corrosion seepage to ends of the skate rails and if further deterioration occurs, consider corrective action	Low	3		
Skate rider	Replace the suspended triangle component due to internal corrosion	Low	4	1231.00	
Skate rider	Monitor wear to 1no skate rider for deterioration	Low	2		
Galaxy Flexus	Replace damaged and worn ropes to the seat	Medium	8	2576.25	Have to replace whole top unit. ARD suggest removing and replacing with HAGS Dragonfly see-saw at a cost of £4,005 + VAT.
Galaxy Flexus	Monitor very small hole in the seat for deterioration	Low	2		
Galaxy Spica	Check the bearings to the item and lubricate if required	Low	4	1454.90	Replace with HAGS Whizzer £2593.50 + VAT
Galaxy Spica	Monitor the surface corrosion to the upright for deterioration	Low	2		
Hags shelter	Complete refurbishment or replacement	Medium	10		Replacement/refurbishment already planned
Hags shelter	Replace 1no missing cap to the roof section	Low	3		
Hags shelter	Clean off and remove algae from roof panels	Low	3		
Hags shelter	Cut back overhanging tree branches around item on a regular basis	Low	6		
Gym signage	Re-set loose instruction sign	Low	3	225.00	
Gym signage	Replace missing nut to fixing on underside of sign	Low	5		
Gym surfaces	Treat and remove weed growth from surface around items	Low	3		
Hand bike	Rub down and repaint the plate at the base of the upright	Low	3	120.00	CF could do using red oxide primer and hammerite
Cross trainer	Dismantling inspection to check bearings and replace if required	Medium	8	278.50	
Spinning bike	Cap off where 4no bolt threads are showing under hand section or grind off flush	Low	5	26.00	
Lat Pull Down	Monitor corrosion seepage around fixing bolts for deterioration	Low	2		CF clean
Leg Raise/Dips	Monitor surface wear underneath item for deterioration and consider patching over when required	Low	3		
Plyometric boxes	Grind off flush where bolt threads are showing under 2no items	Low	5	26.00	

Pull up bars	Rub down and repaint pull up bars	Low	3	240.00	CF could do. Check RAL colour with TGOGC
Steel bench	Monitor corrosion to benches for deterioration and repaint when required	Low	3		CF could paint
Roundabout	Rectify 2no gates so they lock in the correct position	Low	5	325.00	ARD advise no requirement for locking gates. Suggest cutting off and welding
Roundabout	Rub down and repaint the item	Low	3	685.00	
Roundabout	Monitor plastic panel to 1no gate where splitting for deterioration	Low	2		
Roundabout	Internal inspection to check bearings and lubricate	Low	4	225.00	
Roundabout	Cut back wet pour and fill edges with new EPDM rubber where shrinkage has occurred to prevent further deterioration	Medium	8		
Net climber	Re-tension the net to try and eliminate centre ropes striking main upright when in use	Low	4	156.00	
Net climber	Clean off the ropes on the item	Low	3		
Net climber	Monitor surface under the item and make sure there is always a good sward of grass growing through	Low	4		
Group swing	Dismantling inspection to top components and lubricate	Low	4		CF lubricate with spray grease
Group swing	Rub down and repaint item	Low	3		
Group swing	Cut out and replace worn section of bonded rubber mulch surface under seat 0.5m	Low	5		Monitor
Aerial runway	Replace 2no half round log steps on launch ramp	Low	4		ARD suggest leaving to end of summer and replace all
Aerial runway	Tighten loose fixings under launch ramp and replace missing plastic caps	Low	5	50.00	CF could attempt first
Aerial runway	Clean off and remove algae growth from end framework	Low	3		CF
Aerial runway	Dismantling inspection to top links and traveller mechanism and replace worn components as required	Medium	12	36.00	
Aerial runway	Dismantling inspection to the cable at least on an annual basis	Medium	12		Leave to end of summer. May need cable replacement following inspection
Top teen shelter	Remove graffiti from the item	Low	3		CF paint
Top teen shelter	Clean off and remove algae growth from the item and surface	Low	4		CF
Top section surfaces	Monitor section of burnt tarmac near shelter for deterioration	Low	3		Monitor
Top section surfaces	Remove cut down steel remains completely or patch over to prevent potential trip point	Low	5		
Ping Pong table	Smooth off damaged and chipped edges to item where required	Low	5		Need angle grinder
Climbing rock	Remove graffiti from the item	Low	2		
Climbing rock	Replace 2no missing signs to the item if desired	Low	3	28.00	No information about signs. Ignore and rub down glue
Basketball	Remove 2no damaged nets from basketball hoops	Low	6		

## R&amp;A Capital Projects Update 2024-25

Jun-24

Item No	Project	Budget	Committed/ Actual Cost	Project detail	Action/Notes	Status
1	Wetpour replacement	£ 16,538.00	17,116.50	Replace areas of wetpour in play area identified by ARD	Updated quote received from ARD £17,116.50. Quote agreed at Full Council. Clerk arranging for works to be carried out	In progress
2	MH Ceiling Tiles	£ 2,000.00		Replace ceiling tiles in hall, kitchen foyer, lobby and corridor	Clerk ordering and will arrange for installation during close-down in August	In progress
3	Teenage Shelter (£5,000 CIL)	£ 14,000.00		Replace shelter near car park	<b>On agenda for discussion</b>	In progress
4	MH Internal Redecoration	£ 3,000.00	2,900.00	Paint walls, radiators and woodwork in hall and lobby	Quote agreed at Full Council. Clerk booked works to be carried out in August	In progress
5	Event gazebo and banner	£ 600.00		New 3x3 gazebo plus sky banner to advertise raffle	<b>Sky banner delivered. Clerk ordering gazebo</b>	In progress
6	Trampoline/Fitness Trail	£ 17,000.00		Creation of new fitness trail around recreation ground and installation of 3x3 trampoline near play area	<b>On agenda for discussion</b>	In progress
7	Miscellaneous	£ 2,000.00				In progress
8	Top dress overflow car park	£ 2,500.00	2,250.00	Top up of shingle to overflow parking area	<b>Work completed 29th May</b>	<b>Complete</b>
9	SR/JGR lift/staircase (£21,250 CIL)	£ 45,000.00		Strip out bar area and install internal lift and staircase from bar area to John Grobler Room	Referred to Facilities Development WG	N/A
		£ 102,638.00	£ 22,266.50			