



**Winnersh Parish Council**  
Winnersh Community Centre  
New Road, Sindlesham, Wokingham  
Berkshire RG41 5DU  
Phone 0118 978 0244  
e-mail clerk@winnersh.gov.uk  
www.winnersh.gov.uk

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 - May 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
Pavilion House	05.12.23	10	Clerk	<b>Service Agreement signed by Clerk and Caretaker</b>	<b>Complete</b>
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>Permission granted by WBC. Nick Robins has been instructed to carry out works.</b>	In progress
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 June agenda for discussion	In progress
Teenage Shelter	02.04.24	6 ii	Clerk	On agenda for discussion	In progress

Other items:	
External accessible toilet	Fuse box - unauthorised access - Clerk has asked Berkshire Construction to quote for metal cupboard around box
Kitchen roof dome	<b>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. The Caretaker believes there is also a leaking pipe in one of the storage cupboards and the Clerk has asked Berkshire Construction to investigate.</b>

## Rainbow Park April/May Review

Number of YP registered for Rainbow Park: 24

Number of YP Attended last 3 sessions: 28

Number of Sessions held: 3

17.04.24 - 7YP

24.04.24 - 10YP

01.05.24 - 11YP

Since the Easter Holidays young people have had the opportunity to take part in numerous activities outside on the football/basketball courts including capture the flag, relay races, football, basketball, hockey and dodgeball.

We have also been fortunate to have acquired a Nintendo Switch, which the young people really enjoy making use of. Having this bit of equipment alongside the Wii and Playstation 2 allow us to offer a variety of different gaming options to the young people who attend.

Young people have continued with their baking program and are making cupcakes, brownies, and cake pops in the coming weeks.

### Upcoming Sessions

Winnersh Parish Council | BERKSHIRE YOUTH | THE WAYZ | WOKINGHAM BOROUGH COUNCIL

## RAINBOW PARK YOUTH CLUB APR - JUL 24 ACTIVITIES

Weekly youth club for young people aged 8 - 12 Years. Term time only. First session is free. 50p Per session following the initial session

17th April 24	Programme Planning / Flapjacks
24th April 24	Kickball / Around The World
1st May 24	Cooking: Cupcakes / Dodgeball
8th May 24	Quiz Night
15th May 24	Mario Kart Competition
22nd May 24	Smoothies
29th May 24	SESSION CLOSED: HALF TERM
5th June 24	Capture The Flag
12th June 24	Cooking: Cake Pops
18th June 24	Visit To The Wayz TBC
19th June 24	SESSION CLOSED: DUE TO WAYZ TRIP
26th June 24	Cooking: Cookies
3rd July 24	Sports In The Park
10th July 24	Cooking: Brownies
17th July 24	Clip N Climb Trip TBC
24th July 24	SESSION CLOSED: SUMMER HOLIDAYS

BERKSHIRE YOUTH | leah.gater@berkshireryouth.co.uk | 07840 853 700 | www.berkshireryouth.co.uk

**Allotment bench options (funded from S106 monies already received £600)**



Oakham 4ft Picnic Bench - L122 x W140 x H72.5 cm - Light Green

£ 303.28

[https://www.diy.com/departments/oakham-4ft-picnic-bench-l122-x-w140-x-h72-5-cm-light-green/9556787586066\\_BQ.prd](https://www.diy.com/departments/oakham-4ft-picnic-bench-l122-x-w140-x-h72-5-cm-light-green/9556787586066_BQ.prd)



2 Seater Wave Bench - Wood - L53 x W120 x H93 cm

£ 303.81

[https://www.diy.com/departments/2-seater-wave-bench-wood-l53-x-w120-x-h93-cm/5027015058593\\_BQ.prd](https://www.diy.com/departments/2-seater-wave-bench-wood-l53-x-w120-x-h93-cm/5027015058593_BQ.prd)



Victoria wooden picnic bench and table set, outdoor dining set with backrest (6ft, Rustic brown)

£ 305.00

[https://www.diy.com/departments/victoria-wooden-picnic-bench-and-table-set-outdoor-dining-set-with-backrest-6ft-rustic-brown-/7526816325432\\_BQ.prd](https://www.diy.com/departments/victoria-wooden-picnic-bench-and-table-set-outdoor-dining-set-with-backrest-6ft-rustic-brown-/7526816325432_BQ.prd)



QUADRUM Picnic Table With 4 Benches (Rustic brown finish)

£ 310. 00

[https://www.diy.com/departments/quadrum-picnic-table-with-4-benches-rustic-brown-finish-/7526816325574\\_BQ.prd](https://www.diy.com/departments/quadrum-picnic-table-with-4-benches-rustic-brown-finish-/7526816325574_BQ.prd)



Abies Wooden Rounded Outdoor Dining Set

£ 315.00

[https://www.diy.com/departments/abies-wooden-picnic-bench-and-table-set-rounded-outdoor-dining-set-8ft-rustic-brown-/7526816325304\\_BQ.prd](https://www.diy.com/departments/abies-wooden-picnic-bench-and-table-set-rounded-outdoor-dining-set-8ft-rustic-brown-/7526816325304_BQ.prd)

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

May-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	On agenda for discussion	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	Clerk placing order	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	Specification requirements on June agenda for discussion	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	Quote agreed at Full Council. Clerk booked works to be carried out	In progress
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	In progress
		£ 102,638.00	£ 22,266.50			

## Teenage Shelter options

All prices (except ARD refurbishment) include removal and disposal of existing unit, supply & fit new unit and new/upgraded safety surfacing.

Caloo 'Hangout' shelter	£13,980.00 + VAT		
Caloo 'Loft' shelter	£9,462.00 + VAT		
Proludic	£14,059.69 + VAT		
Sutcliffe Play Split Pod Shelter YOU070	£18,164.37 + VAT		



<p>Sutcliffe Play Split Pod Shelter YOU045</p>	<p>£14,480 + VAT</p>	
<p>Sutcliffe Play Half Pod Shelter YOU040</p>	<p>£12,775 + VAT</p>	
<p>ARD – refurbishment</p>	<p>£6,743.50 + VAT to replace all the triangular decks and infill barriers.</p> <p>(Rub down and repaint the uprights could be carried out in- house by caretaker).</p> <p>(ARD can pattern and replace the roof panels when required and are not dependent upon the manufacturer for the parts)</p>	



**Winnersh Parish Council**

Winnersh Community Centre, New Road,  
Sindlesham, Berkshire, RG41 5DU  
Tel: 0118 978 0244

**CONDITIONS OF HIRE  
for the Winnersh Community Centre Complex**

**PLEASE READ ALL CONDITIONS OF HIRE BEFORE RETURNING YOUR BOOKING FORM**

1. A booking form and payment must be received by the Community Engagement and Lettings Officer (**CELO**) before your booking is secured. If your **hire booking** is within the next four months, the full ~~amount~~ **hire charge** will be required at booking. If it is more than four months away, a deposit of £60 will be required. If after booking the hirer cancels, if it is cancelled no later than two weeks before the deposit or full amount will be returned.
2. Any provisional bookings will be ~~kept~~ **held** for 7 days. If not confirmed, the provisional booking will be cancelled.
3. The total number of people allowed in the Winnersh Hall is 100. The total number of people allowed in the Sindlesham Room is 40 and the total number of people allowed in the Allnatt Pavilion is 20. Due to fire regulations numbers must not be exceeded. **The Council reserves the right to stop any booking where the numbers exceed the limit.**
4. **The Council does not accept bookings for teenage, 18<sup>th</sup> birthday or 21<sup>st</sup> birthday parties.**
5. The Council reserves the right to charge for all damage to the premises or property. A separate refundable deposit of £200.00 is payable 14 days prior to the event for all **weekend evening** events **or** where alcohol is served. All or part of the deposit may be withheld if the premises, furniture, fixtures or fittings are damaged or extra cleaning time is required. It is the hirers responsibility to ensure that the cleanliness of the hall is as it was found. It is illegal to smoke on these premises and the deposit will be retained if evidence of smoking is found.
6. Payment is by bank transfer to **Unity Trust Bank Plc; Sort Code 608301, Account 20360937** or by cheque payable to **Winnersh Parish Council** and sent to the Community Engagement and Lettings Officer.
7. By signing the booking form, you as the hirer agree that you have read and understood our Fire & Safety Regulations.
8. Charges are subject to regular review. The balance of the hiring charge must be paid 14 days before the event.
9. The charge will be the price applicable at the date of the event.
10. VAT ~~will be added to~~ **is included in** the charges. VAT Registration No: 200 2856 12
11. **If the hirer wishes to serve or sell alcohol, the hirer** ~~Hirers must hire the a mobile bar, and liaise with~~ **through** Southern Bar Services directly (<https://www.southernbarservices.co.uk/>), ~~in order to purchase alcohol on site.~~ Breach of this condition will result in the hiring being stopped and the deposit retained. Licensing Laws always apply.
12. The premises are licensed for the ~~bar~~ **sale of alcohol** until 11pm. ~~The licensee reserves the right to close the bar if use of the bar is insufficient to warrant keeping it open.~~ Underage drinking will not be tolerated. ~~Arrangements can be made via the parish office~~

13. If the bar is deemed unnecessary/**unviable** due to size of event, **the Parish office may allow alternative arrangements.**
14. Confetti must **not** be scattered inside or outside the hall; notices, banners, etc may only be affixed to the walls by means of the hooks provided or 'blu-tac', i.e. no drawing pins or Sellotape, etc.
15. Bouncy castles are **not** permitted in the community halls or on the recreation ground.
16. Hirers may use the kitchen facilities but should be aware that no crockery, cutlery or utensils are supplied. **NO** open flame equipment is to be brought on site without prior consent.
17. Pyrotechnics (including dry ice/smoke machines) are **not** to be used as they will activate fire alarms.
18. Fireworks (**including cold fireworks**) are **not** to be used anywhere within the Community Centre or on Bearwood Recreation Ground.
19. Barbeques must **not** be used on the recreation ground.
20. If hirers intend to bring any animal, bird or other living creature onto the premises, a copy of an animal welfare policy must be submitted prior to the event.
21. The doors at the back onto New Road must be kept closed during the event unless equipment is being brought in. Fire doors must be kept clear at all times.
22. It is the hirers responsibility to ensure that any caterer employed by the hirer must be in possession of all relevant food handling certification.
23. It is the hirers responsibility to ensure that all electrical equipment provided by or for the hirer (e.g. disco) has the appropriate Portable Appliance Testing certificate.
24. Music noise must be kept to a reasonable level and stopped 15 minutes before the session **end or by 11.15pm at the latest.**
25. ~~Early arrival~~ / Late vacation of the premises ~~may~~ **will** incur a penalty charge or part of the damaged deposit being withheld.
26. Baby changing facilities are available in the foyer of the ladies **and gents** toilets.
27. The Council reserves the right to refuse any booking.
28. No responsibility will be taken for personal possessions.
29. The Council reserves the right to charge for a PPL/PRS Music Licence if appropriate.

**I have read, understood and agree to adhere to the above terms and conditions of hire.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_