



Winnersh Parish Council

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MINUTES OF THE RECREATION AND AMENITIES COMMITTEE HELD AT 7.45PM ON TUESDAY 3RD JUNE 2003 IN THE JOHN GROBLER ROOM

PRESENT: Cllrs J Wilkins (Chairman), Brown, Harry, Jupp and Southgate

1 APOLOGIES

1.1 Apologies were received from Cllrs Plant and Wakefield

The Clerk was asked to contact Cllr Hill to remind him that he was a member of the Committee and to advise that apologies were needed for absence to meetings.

2 CLERK'S REPORT

2.1 **Tennis** – the Clerk advised that the gate repair had not actually been carried out by ALS. She had also been advised that the gate was being left open and that the court markings were very faint. After discussion, the Clerk was asked to write to the Forest School to advise of the Council's disappointment in the condition of the courts and ask that the fence repairs and re-marking be carried out as soon as possible. The Clerk was also asked to remind the school that it had advised the courts would only be used as a play area for the first two terms of the school year.

ACTION: CLERK

2.2 **Fan** – the Clerk advised that the fan controller had now been identified as not working correctly and a quotation had been received for its replacement. After discussion it was **AGREED** that the controller would be replaced and the Clerk was asked to arrange for this to be done. The cost would be taken from the Unscheduled Maintenance budget.

ACTION: CLERK

2.3 **Play Area Drainage** – Cllr Jupp advised that he had not yet been able to meet with Sherwood Brothers, however he had walked the site and noted a manhole cover that needed replacing. The Clerk was asked to contact WDC to repair the cover.

ACTION: CLERK

The Clerk advised that Agripower had visited the site and were preparing a report.

2.4 **Home-Start** – it had now been confirmed that they would be vacating the THMH by 8th June 2003.

2.5 Manual Handling Courses – the Clerk was asked to arrange for the Caretaker to also attend the course.

ACTION: CLERK

2.6 Redecoration – the Chairman outlined the extra work needed to the complex and it was **AGREED** that the work should be carried out by the decorators. The expense would be taken from the R&A Miscellaneous budget.

2.7 Smoking Policy – after discussion, the policy of no smoking within the hall was **AGREED** and the Clerk was asked to check the conditions of hire and modify if necessary. The revised conditions would then be agreed at the next meeting. Also the Clerk would ensure that sufficient notices were available for the hall.

ACTION: CLERK

3 MATTERS ARISING

None.

4 R&A BUDGET

4.1 The Chairman noted that the decorators had recommended that the re-painting of the external staircase should be carried out annually and it was **AGREED** to make this an item of Scheduled Maintenance next year.

The Chairman also noted that WRFC stored its equipment in the Officials changing room and suggested that this should be stored elsewhere so as not to damage the paintwork. The Clerk was asked to ensure that the Caretaker cleaned all scuff marks from the paintwork as quickly as possible to maintain a good appearance.

ACTION: CLERK

As Home-Start did not now require the pavilion, the Clerk was asked to advise the decorators that work could begin on the main hall but that the showers, toilets and kitchen would have to be left until after the legionnaires check.

ACTION: CLERK

5 PLAY AREA DRAINAGE

5.1 This had already been discussed under the Clerk's Report.

6 THMH REMOVAL

6.1 The Chairman noted that as the asbestos report had not yet been received, revised quotes for the removal of the THMH could not be obtained. The Clerk was asked to arrange for the water and gas to be disconnected when Home-Start had left and to obtain a quotation for the disconnection of the alarm. Quotes were to be sought as soon as the asbestos report was received.

ACTION: CLERK

7 ALLNATT PAVILION USAGE

7.1 The Committee read the proposals received from WRFC. After discussion it was **AGREED** to allow WRFC exclusive use of the Pavilion at weekends for use as a club-house with the following conditions:

- a. the club would be given exclusive use of the main room and spare changing room from 8am – 10pm Saturday and Sunday
- b. the club would be offered use of the room two evenings per week by prior arrangement with the Clerk
- c. all notices must be placed on the noticeboard and pictures hung from the picture rail – no photographs should be placed on the walls
- d. all equipment must be stored in the spare changing room
- e. all equipment must be cleared from the main room at the end of each weekend
- f. no shelves must be erected
- g. noise should be kept to an acceptable level, particularly in the evening as the room is adjacent to the Caretaker's house

The Committee **AGREED** to propose a fee of £75.00 plus VAT per week and the Clerk was asked to present this proposal to WRFC for their comments.

ACTION: CLERK

- 7.2** The Chairman noted that Home-Start had requested the Allnatt Pavilion for its drop-in sessions on Wednesday mornings and this had been previously agreed at a cost of £15.00 plus VAT per week, to include permanent storage in the shed.

The Chairman read the letter and e-mail from Home-Start requesting extra storage facilities for the drop-in session equipment. After discussion it was **AGREED** that Home-Start would not be allowed to place storage cupboards inside the Pavilion but they would be offered permanent use of the external store cupboard as well as the shed at a cost of £20.00 plus VAT per week to include their weekly room hire. The Clerk was asked to advise Home-Start of the Committee's decision.

ACTION: CLERK

- 7.3** The redecoration of the Pavilion had already been discussed.

8 SECURITY CAMERA

- 8.1** The Clerk advised that Jenco had proposed that the extra security camera be placed on the lamp column at the end of the Pavilion at a cost of £1,177.00 plus VAT. After discussion the Committee **AGREED** that the camera should be installed as soon as possible along with the multiplexer if this was compatible with the current system and did not exceed the budget available for this work. The Clerk was asked to arrange.

ACTION: CLERK

9 COMMUNITY TRANSPORT

- 9.1** The Chairman noted that there was a budget of £4,000.00 for Community Transport and outlined the usage figures of both Readibus and Keep Mobile. After discussion it was **AGREED** to **RECOMMEND** that contributions of £3,100.00 be paid to Readibus and £900 be paid to Keep Mobile. The Clerk was asked to notify Readibus that reports of a drop in customer satisfaction had been received by WPC.

ACTION: CLERK

10 TENNIS

- 10.1** The Chairman noted that if the tennis court agreement with Forest School were not renewed in December then members of the scheme might be entitled to a refund. After discussion it was **AGREED** that the tennis members would not be offered a refund. The matter of the agreement renewal would be discussed at the September R&A meeting.

11 REFERRALS FROM COUNCIL AND OTHER COMMITTEES

11.1 None.

12 CORRESPONDENCE

12.1 The Chairman noted the letter from Mrs Meachen thanking WPC for good maintenance of her husband's commemorative bench.

13 ANY OTHER ITEMS THE CHAIRMAN DECIDES ARE URGENT

13.1 The Clerk noted the information received regarding safe use of inflatables by hirers and advised that these would be given out with the booking packs.

13.2 The Chairman asked that policies for unpaid leave be discussed at the next F&GP meeting.

14 TIME AND DATE OF NEXT MEETING

14.1 The next meeting would be held on Tuesday 1st July at 7.45pm in the John Grobler Room **PRECEDED** by an allotment inspection at 7.00pm.

The meeting finished at 9.15pm

PART II

15 UNPAID LEAVE REQUEST

15.1 Cllr Southgate noted a letter from Mrs Delaney requesting 9 days unpaid leave in November 2003. After discussion it was **AGREED** to allow the unpaid leave on this occasion and Cllr Southgate would write to Mrs Delaney advising of the Council's decision.

ACTION: CLLR SOUTHGATE

The meeting finished at 9.30pm

APPENDIX 1

CLERK'S REPORT

Update on items from meeting of 15.05.03

Bearwood Recreation Ground

Signage

This had now been installed by ALS

Drain cover

WRFC had reported that the drain cover in the centre of the adult football pitch was exposed and dangerous. ALS had been asked to cover with a new piece of turf on their next visit.

Tennis courts

The lock had been repaired but the invoice had not been received to date.

Legionnaires Disease and Asbestos Checks

Asbestos. The asbestos survey had been undertaken and the report was awaited. The Clerk had chased this.

The Clerk had been contacted by Mr Cripps of Hyder who had reported that there had been problems with a sickness bug at the analysing laboratory resulting in eight days' loss of production. He apologised for the late delivery of the report and would arrange electronic transfer as soon as possible.

Legionnaires disease. This had not yet been undertaken as the person concerned at SMS was on annual leave.

The Risk Assessment had been booked for 23 June 2003 by SMS.

Extractor fan in bar

The extractor fan was being replaced on 28th May 2003.

Play area provision of equipment for disabled children

The Clerk would be attending the Record Playground seminar on 19th June 2003.

Play area drainage

The Clerk had forwarded the plans from WDC to Agripower to request a revised quote and this was awaited. Cllr Jupp had arranged to meet with Sherwood Bros.

THMH removal

As the asbestos survey report had not yet been received the Clerk had been unable to obtain revised quotes for removal of THMH.

Main hall

The repairs to the matting in the bar and hall had been completed.

Further vandalism (arson) to Play Area

Confirmation of the order for repairs to the play area had been received and a date for the work to be carried out was awaited.

Home-Start

Home-Start had not yet confirmed whether they wished to use the Pavilion until September. They had provided details of the equipment they wished to store.

D Fitzgerald had contacted the Clerk to ask if WPC would consider allowing some low-level steel storage cupboards to be placed under the window at the end of the main room in the Pavilion for permanent storage of equipment for the weekly family drop-in session.

Tap Dancing

The Clerk had written to Lafour Dance Club to advise that linoleum must be supplied for tap dancing classes.

In reply to the Clerk's letter following the last meeting, a letter had been received from S Lawrie of Lafour Dance and Theatre Schools stating that the use of linoleum or similar was not acceptable to them and they would be cancelling the Tuesday class with immediate effect.

Utility Plans

Plans of mains services had been received from all the utility companies. These did not, however, show where the individual supply to buildings was laid. The Clerk had been advised by British Gas that it was probable that individual services would have been taken across the most direct route from the mains pipe.

Volleyball nets

ALS had reported that one of the posts was cracked at the bottom although still erect. There was a spare post should this become unusable.

Refuse Collections

The Clerk had written to the residents of Mole Road to request that refuse be kept on their property for collection.

Damage to bollard

The damaged bollard had been removed and a new bollard and casing installed. The invoice was being sent directly to the car driver from Rhino Protec.

Redecoration of Pavilion (interior and exterior) and of exterior of Hall Extension

The Clerk had arranged with QCR for external work to begin as soon as possible. It was hoped that this would be within the next week. QCR had agreed to begin the internal work when it was convenient for WPC.

The redecoration had since been started. One section of the Pavilion exterior had been left for the moment as blue-tits had nested in the "overhang" and the young had not yet fledged.

A hole in the ceiling of the external store cupboard had been found and the decorators had agreed to repair this and to decorate the store. Together with other remedial work that had been found necessary since the quotation (i.e. weather boards on wooden doors), the extra cost would be in the region of £300.

Manual Handling courses

The Clerk had arranged for the Relief Caretaker to attend the course in August 2003.

Skateboard Facilities

Nothing had been received from WDC to date.

Extra Security Camera

The Clerk had contacted Jenco who had re-visited the site. The positioning of the camera on the lamp column at the end of the pavilion was discussed as was the suitability of the current system to take the proposed multiplexer. A report was awaited.

NEW MATTERS

Community Transport

The Clerk had obtained the usage figures to January 2003 for Readibus - clients 37, journeys 700 and Keep Mobile - clients 93, journeys 616. The Clerk had contacted Paul Lacey at WDC to determine how both organisations were funded by WDC and a reply was awaited.

Leak in Main Hall Kitchen

The Relief Caretaker had reported a leak under the hand-washing sink in the main hall kitchen. The plumber had reported that this was due to fair wear and tear in the original taps that had been re-used when the kitchen was re-fitted.

Tripping Incident

A visitor to Home-Start had twisted her ankle in a depression in the path leading to the THMH. The Clerk had sought advice from LCAS and had documented the incident and reported to the HSE Accident Centre. The depression had now been filled.

Smoking Policy

Mr Delaney had advised that new legislation was soon to be introduced that would enforce a non-smoking area of the bar/hall. He suggested making the main hall completely non-smoking, with the bar being available for smokers. Should the bar be used without the hall then he would make the line of seating along the opposite side of the room to the fans a designated non-smoking area and should the hall be hired without the bar, then hirers would be asked to smoke outside.

APPENDIX 2

Correspondence

- 1 Invitation to Wokingham and District CAB Annual General Meeting on 11th June
- 2 Invitation to Record Playground Roadshow on 19th June 2003
- 3 Letter from B Payne of Home-Start outlining equipment for storage
- 4 Details of maintenance contract renewal from Truvox
- 5 Village Hall newsletter from CCB
- 6 Details of water mains location from Thames Water
- 7 Details of electricity cables location from Scottish and Southern Electric
- 8 Request for use of car-park and toilet facilities from The Rotary Club of Bracknell for check point for Three Counties Cycle Ride on 15th June 2003.
- 9 Letters from A Solo Security re next maintenance visit for Fire and Intruder Alarms. This had been arranged for 03 June 2003
- 10 Letter from Mrs J Meachen re memorial seat on Bearwood Recreation Ground
- 11 Copy of letter of thanks from Woodley Sequence Dance Club to Mr & Mrs Delaney re recent hiring
- 12 Letter from S Lawrie of Lafour Dance and Theatre Schools re usage for tap dancing
- 13 Quotation for replacement bar fan controller from B&G Wilson Electrical in the sum of £96.34 plus VAT
- 14 Information from Biffa Waste Services re duty of Care - Environmental Protection Act 1990
- 15 E-mail from Home-Start requesting permanent placement of low level cupboards for toy storage in Allnatt Pavilion