



Winnersh Parish Council

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MINUTES OF THE RECREATION AND AMENITIES COMMITTEE HELD AT 7.45 PM ON TUESDAY 06 JULY 2004 IN THE JOHN GROBLER ROOM

PRESENT: Cllrs J Wilkins (Chairman), I Harry, J Plant and J Wakefield

1 APOLOGIES

1.1 Cllr M Hasting-Evans, D Jupp and J Southgate

2 CLERK'S REPORT

2.1 Play Area

The Clerk advised that the S106 monies would not be received until September 2004 at the earliest. After discussion, the Clerk was asked to arrange refurbishment as soon as possible after the monies were received, perhaps during the October half term. The Clerk advised that the current area was safe.

The Clerk was also asked to write to WDC to express WPC's disappointment that the monies were not available to allow work to be completed before the summer.

ACTION: CLERK

2.2 4th Security Camera

The Clerk was asked to liaise with Jenco and Just Gardens to arrange for the work to be completed as soon as possible.

ACTION: CLERK

2.3 Porch Roof

The Clerk was asked to chase A&G Roofing for the report on the porch roof.

ACTION: CLERK

2.4 Hall Floor

The condition of the hall floor would be monitored again from September when the regular hiring re-commenced.

2.5 Car Park Usage

The Committee hoped that there would be an agreement in place for a reciprocal arrangement for car park usage with the Masonic Centre by September.

2.6 Main Hall End

The Clerk was asked to contact Yardley's to arrange a definite date for the work to be completed and to ensure that the area would be safe during working.

ACTION: CLERK

2.7 Signage

The Clerk was asked to chase the printer for the missing digit on the signage of the teenage equipment. In the interim, a temporary repair would be effected by the office staff.

ACTION: CLERK

2.8 Hard Wiring Check

After discussion, the Clerk was asked to get a revised quote to include "making good". It was agreed that decorating was not required and that the new incumbent would be given funding to paint after the work was done.

ACTION: CLERK

The Clerk was asked to arrange for the repairs to the main hall and Pavilion wiring to be carried out as soon as convenient. The work to Pavilion House would be done when the house was empty, towards the 20th August and this would take approximately 8 days.

ACTION: CLERK

2.9 Hot Water Boiler Failure

The Clerk reported that all repairs to the boiler had now been carried out.

2.10 Curtain Track

After discussion, it was agreed that the track must be replaced and the Clerk was asked to arrange this.

ACTION: CLERK

2.11 Polling Booths

After discussion, the Clerk was asked to write to the Returning Officer at WDC to advise that WPC were displeased at the way the polling booths were delivered and collected and that if the problems were unable to be rectified the Pavilion would not be made available as a Polling Station in future years.

ACTION: CLERK

2.12 Model War Games

After discussion, it was agreed that more details were needed as to the requirements of the club before they could erect a shed at their expense but in any instance the shed could not impede the fire exit and therefore should not be situated at the back of the hall. It was suggested that the shed could be placed at the foot of the stairs or in the corner next to Pavilion House garden.

The Clerk was asked to contact the club to request more details as to the frequency of meetings and ensure that they had adequate insurance and report back to the September R&A meeting. It was agreed that the club could hire the hall in the meantime without storage.

ACTION: CLERK

2.13 Broken Glass

After discussion, it was agreed that the Clerk should arrange for 2 signs to be installed on the Recreation Ground stating "no glass bottles on field". These would be taken from the R&A Miscellaneous budget.

ACTION: CLERK

2.14 The Committee thanked Cllr Wakefield for the donation of the noticeboard and projector.

3 MATTERS ARISING

None.

4 R&A BUDGET

The Chairman advised that no information had still been received from Stuart Weston regarding the POG scheme and that this was still a Reserved Item. She advised that all other items were approximately to budget.

5 WINNERSH RANGERS FOOTBALL CLUB

5.1 The Clerk informed the meeting that the rate in 2003/04 had been £65.00 + VAT per weekend. The Committee **RESOLVED** that the rate should be increased by 3% (rounded up) to £67.00 + VAT for the 2004/05 season and the Clerk was asked to write to WRFC to advise of this increase.

ACTION: CLERK

- 5.2 The pitch requirements for the forthcoming season had been requested by WRFC, as given in the Clerk's Report.

After discussion, it was agreed that the 3 larger pitches would remain the same and that the Clerk would work with Just Gardens as to fitting in the other pitch. The Clerk was asked to write to WRFC to ascertain when the season started and advise Just Gardens of the requirements before the start of the season.

The Committee noted that repairs to the goal mouths needed to be done as soon as possible and that the standard of litter picking was not acceptable and the Clerk was asked to write to Just Gardens regarding these matters.

ACTION: CLERK

6 FOOTBALL BOOKING CONDITIONS

- 6.1 Draft booking Conditions for hirers of the football pitches on the Bearwood Recreation Ground had been circulated. The Committee reviewed these, made comments and alterations and it was **RESOLVED** that these should be adopted.

7 ALLOTMENTS

- 7.1 The Clerk reported that Mr Robins of Just Gardens had written to say that it appeared feasible to use the two vacant allotments for composting but that they would need strimming first as they were quite overgrown. The Clerk had spoken to a couple of allotment holders who had said that they composted waste on their own plots and many others did the same. After discussion, it was agreed that the Clerk would ask plot holders on their renewal letters whether they would like the facility and the matter would be discussed again at the October R&A meeting.

ACTION: CLERK

The Clerk advised that no response had been received from Mr Weston regarding the condition of the plots leased by the Rainbow Centre and Cllr Plant advised that she had raised the matter at the Wokingham Youth Committee meeting. After discussion, it was agreed that if no response had been received by 13th July then a letter would be sent withdrawing the offer of the plots. The Clerk advised that there was a waiting list for plots.

8 BAR FRANCHISE

- 8.1 The Chairman asked for names of Councillors willing to serve on the Bar Franchise Working Party and this was confirmed as Cllrs Wilkins, Plant, Ball, Clark and the Clerk.
- 8.2 The date of the first meeting was set as 26th July 2004 at 7.45pm. The Clerk was asked to contact Cllrs Ball and Clark to advise of this.

ACTION: CLERK

9 CARETAKER RECRUITMENT

- 9.1** Cllr Wilkins reported that the advertisements had resulted in many enquiries and completed application forms had been received. Cllr Southgate, as Chairman of Council and Cllr Wilkins, as Chairman of the R & A Committee had selected the shortlist of four candidates for interview. The interviews would be conducted by Cllr Wilkins and the Clerk on 13 July 2004. A viewing of the house would be offered prior to the interview. Applicants would be asked to complete a short questionnaire on Health & Safety matters. The appointee would be confirmed at the WPC meeting on 13 July 2004.

10 REFERRALS FROM COUNCIL AND OTHER COMMITTEES

- 10.1** None

11 CORRESPONDENCE

- 11.1** Subject to the amount for “making good” being acceptable, the quotations from Bamford Electrics for the re-wiring work were accepted.

12 ANY OTHER ITEMS THE CHAIRMAN DECIDES ARE URGENT

- 12.1** None.

13 TIME AND DATE OF NEXT MEETING

- 13.1** The next meeting would be held on Tuesday 07 September 2004 at 7.45pm in the John Grobler Room.

The meeting finished at 8.30 pm.

APPENDIX 1

CLERK'S REPORT

Update on items from meeting of 01.06.04

Play Area

The Clerk had arranged for an updated quotation from Kompan for the play area with a view to Ash Reid Design (ARD) doing the installation of the new equipment. It had been ascertained that it would not be possible for the installers to quote separately for the installation as this scheme involved re-siting of existing equipment as well as installation of new items (c.f. the teen equipment). ARD would not be able to attend until the end of July. The Kompan representative would advise of other installation companies.

ARD had been instructed to carry out the necessary repairs to the existing equipment.

WDC had no information as to the equipment to be installed at Rainbow Park as the s.106 money had not been received by WDC and so the project had not been progressed.

CCTV camera malfunction

Jenco and Just Gardens had liaised regarding the repair to the fourth security camera.

Allotments

Following Cllr Wakefield's report, the appropriate letters had been written to plot holders. The Clerk had written to Just Gardens regarding the siting of a compost heap on the vacant plots and had spoken to Mr Robins who would visit the site and advise.

Porch Roof

The report from the roofer was still awaited.

Hall Floor

The Jive Dance class was now not meeting until September. Monitoring would resume then.

Car Park usage

The Clerk had written to the Masonic Centre management to ask if their car park could be used as an "overflow" to the Bearwood Recreation Ground car park at busy times. A reply was awaited.

Replacement of exterior of the end of Main Hall

Yardley builders had stated that they would prefer to undertake the renovations during the school summer holidays.

Bar Provision

AVC had sent the necessary forms for applications for licences for the agreed dates in August and September and these had been filled in.

Vandalism to Signage

The new "digit" was still awaited.

Booking Conditions re Stiletto Heels

The booking conditions had been modified to state that stiletto heels should not be worn. Despite extensive research, it had not been possible to find a source of heel caps for shoes through any of the usual suppliers used by WPC.

JGR External Door

The new door was scheduled for fitting on 19 July by Harlequin. A Solo Security had been booked to remove the door contact from the old door and refit it on the new one

Hard Wiring Check

The report on the complex had been received from Bamford Electrics. Repairs to the Main Hall and to the Pavilion were quoted for in the sums of £486.40 + VAT and £79.60 + VAT respectively. The report on Pavilion House stated that "due to the amount and nature of the faults found, it would be more cost effective to rewire the installation, instead of carrying out the remedial repairs to bring the installation up to current IEE Regulations". The sum quoted for rewiring was £2,795.00 + VAT. Other quotations had been sought.

NEW MATTERS**Hot water boiler failure – Main Hall**

The hot water system had failed on the morning of Saturday 12 June, immediately prior to a wedding reception. The Clerk had called in Mr Scott, the plumber who had been able to ensure a hot water supply for the event. After this, Tyler Engineering were asked to attend and permanently rectify the fault that was due to a malfunctioning valve. This had been replaced but in doing so it was found that the burner was cracked and, although it might last until the next annual service in the autumn, the Clerk had asked for it to be replaced.

Curtain tracks – Main Hall

Mundy's had been called to investigate the problems with the curtains. A temporary repair had been effected and a quotation received for the permanent repair in the sum of £445.00 + VAT. The replacement of the tracking could be fitted when the curtains were removed for relining. This would be an Unscheduled Maintenance item.

Election Polling Booths

The polling booths were delivered to the rear of the Main Hall on the afternoon before the election and the Clerk had had to ask WDC several times to remove them and deliver them to the Pavilion as they were too heavy for WPC staff to move.

As the Poll Clerks were packing up after the election, one of their number trapped a finger in the folding mechanism and had to go to hospital. The Clerk had requested a copy of the WDC Accident Report for filing with the WPC records.

The booths were not collected, despite several reminders by the Clerk, until after lunch on the Saturday following the election. The Pavilion was booked for a party and would have been a health and safety hazard if left propped up outside the building.

Model War Games Club

An organisation wished to hire the hall on a regular basis but required storage space for the special tables etc used for model war games. The War Games Association had funds available for the purchase of a shed and asked if a 12 x 8 (or equivalent area) shed/lock up could be erected at the rear of the hall. WPC would be welcome to use any spare space in the shed. The Clerk asked for guidance on this matter.

Asbestos Survey Invoice

An overdue invoice letter had been received from Hyder Consulting. The Clerk had phoned the accounts department, pointing out that an original invoice had never been received and informing that a payment of £1,762.50 (£1,500.00 + VAT) could not be made until the July WPC meeting.

Practice Goal Posts

The Clerk had asked Just Gardens to remove the practice goal posts as they were very badly bent and she deemed them a health and safety issue. The company had been asked to back fill and make safe any holes.

Litter

A resident had reported broken glass in the junior play area and upon investigation, the Admin Assistant had found more broken glass around the basketball court. It had taken approximately 4 hours to clear the glass and litter from the recreation ground and play areas. The Admin Assistant reported that there had been a large group of teenagers on the recreation ground on Friday evening. The Clerk had contacted the Area Beat Officer to advise of the problem and also Bearwood College security to see if they had encountered similar problems. The office staff had suggested that during the summer months the litter pick and bin emptying should be increased to twice per week.

The Relief Caretaker had reported that there had been more glass broken on the volleyball court on the weekend of 04/05 July and that she had cleared this as soon as it had been found.

Donation of indoor noticeboard and overhead projector

Cllr Wakefield had arranged a donation of a felt covered noticeboard that could be placed in the entrance lobby of the main hall. The Clerk would arrange for installation. He had also presented the office with an overhead projector (already electrically tested and certificated).

JGR projector screen

The rivets holding the bar to the top of the screen had broken and a temporary repair had been effected by the office staff using string, sellotape and paper clips. A permanent repair would be advisable.

WRFC Pitch requirements for 2004/05

The club had asked for the three larger pitches to remain the same and if possible, for the smallest to be increased in size from 30m x 40m to 40m x 50m. The Clerk would ask the grounds contractor if this could be fitted in.

WRFC Clubhouse rates

The rate charged for 2003/04 had been £65 + VAT per weekend. If increased by 3%, this would be £67 + VAT for 2004/05

APPENDIX 2

CORRESPONDENCE

- 1 Monthly playground inspection report from Ash Reid Design
- 2 Quotation for refurbishment of junior play area in the sum of £9,207.00 + VAT from Kompan
- 3 Quotation for replacement of curtain track in main hall in the sum of £445.00 + VAT from Mundy's
- 4 Quotation for re-wire of Pavilion House in the sum of £2,795.00 + VAT from Bamford Electrics
- 5 Quotation for repair to wiring of main hall in the sum of £486.40 + VAT from Bamford Electrics
- 6 Quotation for repair to wiring of Pavilion in the sum of £79.60 + VAT from Bamford Electrics
- 7 Confirmation of new JGR door installation from Harlequin Windows
- 8 Agenda for the Area Youth Committee meeting on 23rd June 2004 from S Jones of WDC
- 9 Confirmation of caretaker advertisement from Berkshire Press
- 10 Quotation for fitting of safety film to Pavilion windows in the sum of £210.00 + VAT from Fast Glass
- 11 Quotation for fitting of 6.4 Laminated safety glass to Pavilion in the sum of £295.97 + VAT from Fast Glass
- 12 Invitation to attend course on "the sustainability of community buildings and how to get the best out of your village hall" on 28th, 29th & 30th June 2004 from CCB
- 13 E-mail from Angie Gibson of WDC re S106 monies for Rainbow Park
- 14 Letter from N Robins, Just Gardens re goal post removal, goal mouth repairs, fourth security camera repair and composting at allotments
- 15 Letter from S Lawrie, Lafour Dance & Theatre School re future bookings