



## Winnersh Parish Council

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### MINUTES OF THE RECREATION AND AMENITIES COMMITTEE HELD AT 7.45 PM ON TUESDAY 2<sup>nd</sup> NOVEMBER 2010 IN THE JOHN GROBLER ROOM

**PRESENT:** Cllrs E Cooke (Chairman), F Breedlove, J Peffers, J Southgate, J Wakefield.

In attendance: Clive Hudson (WPC Clerk)

#### **1 APOLOGIES**

**1.1** Cllr J Plant

#### **2 CLERK'S REPORT**

##### **APPENDIX 1**

**CLERK'S REPORT as at 02.11.10                      Update on items since the meeting of 05.10.10**

##### **Play Area/Recreation Ground**

WRFC have requested an extension of the 7-a-side pitch and a new junior pitch near at the Community Centre end of the ground. The Clerk has asked Nick Robins to see whether it is possible to fit in these pitches. An old post socket has been removed because of safety fears. Nick Robins is checking the other 7 sockets.

The results of the tomograph test of the Pine Tree have been received. The trunk is sound 1 metre above ground level. Some trimming of branches in the upper tree is recommended. The Clerk had passed the information on to WBC for an independent viewpoint on what works can be done safely.

The Committee noted a complaint from a member of the public about mud on the adult gym seats.

##### **Pavilion**

The Fire Brigade has been called out again in response to a fire alarm set off by the Pavilion café.

The broken extractor fan has been replaced.

A small leak in a radiator has been repaired. Further investigation into the pressure of the heating system is suggested by the plumber.

The circuit for the sockets in the kitchen has blown. Binfield Electrical have been in today to make repairs. The Clerk is awaiting a full report.

### **Main Hall/Offices**

Concerns have been raised by the caretaker regarding the hall floor. There is excessive dust on the floor after one particular regular hiring. There are now several sections of floor which are lifting slightly. Alan Bell and a representative of Bona (seal manufacturer) have been in to discuss the maintenance of the floor.

A small amount of water has dripped through onto a ceiling tile in the hall. The source of the water is unknown.

Four new tables have been ordered.

The Pavilion Café has cancelled its Halloween booking. The Clerk will write to them regarding future bookings.

**ACTION: Clerk**

The Clerk reported on a complaint from Sindlesham Court regarding the parking of Ceroc clients on the Sindlesham Court car park and driveway. The Clerk has already asked Ceroc to tell its clients to park sensibly and legally on the adjacent roads once the Council car park is full.

Binfield Electrical have been in and repaired the security lights around the Council offices. One of the new bulbs has been fitted with a low-energy bulb, placed there for us to evaluate the efficiency of these bulbs. (The Committee agreed to evaluate the effectiveness of the two types of bulbs.) They have also repaired the security light at the Pavilion entrance. A quotation has been received for additional emergency lights at the fire exits on the New Road side.

Chubb have made their annual check of the fire extinguishers and have replaced three old extinguishers.

The provision of additional cupboard space is ongoing.

### **Allotments**

All of the renewals have now been received. Reallocation of unused plots will begin next week. The water meter has been found and a reading taken. The water usage over the last two years is higher than in previous years. The Committee commented that there has been a very dry summer this year and more people are working the allotments thoroughly than in previous years. Thames Water are searching for the stop tap. We are still awaiting a permanent repair to the damaged pipe.

## **3 MATTERS ARISING**

**3.1** none

## **4 R & A BUDGET**

### **4.1 To discuss the current budgetary position**

**4.1.1** The Committee noted that F&GP has recommended that the set up costs of the Pavilion Café be shown as a separate category in the R&A budget.

The Committee **RECOMMENDED** that £531 be vired from the Car Park budget to a new category for the Pavilion Café setup.

- 4.1.2** The Committee discussed the options for energy efficiency improvements in the Community Centre.  
The Committee **RECOMMENDED** that £1500 be vired from the Car Park budget to a new category for Energy Efficiency Improvements.  
The replacement of the hall lighting with energy efficient equivalents has already been confirmed. This will be allocated to the Energy Efficiency Improvements budget.  
The Committee **RESOLVED** to install Heatkeeper Radiator Panels, at a cost of approximately £100; this also to be taken from the Energy Efficiency Improvements budget.

## **5 REFERRALS FROM COUNCIL AND OTHER COMMITTEES**

- 5.1** The Committee discussed the referral from F&GP to review the recommendations concerning the bar put forward by Cllr Armstrong.  
After further discussion the Committee asked Cllr Cooke to contact Cllr Armstrong to ask him to clarify which specific aspects of his proposal he wants the R&A Committee to look at and evaluate. **ACTION: Cllr Cooke**

## **6 ALLOTMENTS**

- 6.1** The Clerk reported that we are still awaiting a formal response from WBC regarding the possibility of acquiring further land for use as allotments. The Committee asked the Clerk to contact the Parish Council's WBC councillors to ask them to explore the reasons for the hold up. **ACTION: Clerk**
- 6.2** The Clerk reported that all queries over the allocation of individual plots have been resolved and that all of the allotment renewal payments have been received. There are 5 full allotments and 3 half plots available for re-allocation. After discussion, and taking into account the length of the waiting list for Winnersh residents, the Committee decided to allocate only half-plots until further notice. **ACTION: Clerk, FAO**

## **7 CHRISTMAS LIGHTS EVENT 2010**

- 7.1** The Committee discussed the preparations for the evening.  
In Cllr Plant's absence Cllr Cooke will contact Sainsbury's for an update on their donation of mulled wine. **ACTION: Cllr Cooke**

## **8 UPDATES ON VARIOUS PROJECTS**

- 8.1 Car Park Extension:**  
The Committee asked the Clerk to make a review of the continuation of the project an agenda item for the December meeting. **ACTION: Clerk**

## **8.2 Community Centre Signage:**

**8.2.1** The Clerk reported on WBC's requirements for the application for road signage in the village centre. This will need to be consistent with the signs at the entrance to the Council's car park on Mole Road.

After discussion the Committee agreed that the WPC signs should be in dark green on white with the Council logo and the wording to include "Winnersh Community Centre, Winnersh Parish Council, Bearwood Recreation Ground, Parish Council Offices". The Clerk and FAO were asked to investigate the costs and draw up drafts of the signs and report back to the next meeting. **ACTION: Clerk, FAO**

**8.2.2** A new board for past and present chairmen is required for the Community Centre hall. The Clerk was asked to complete the current board with Cllr Southgate's tenure of office to 2010, and to produce costings for a new board, to be included in the 2011-12 budget. **ACTION: Clerk**

## **8.3 Community Centre Floor:**

The Clerk reported on the recent lifting of the floor; concerns regarding potential damage by hirers, and maintenance of the floor.

Alan Bell and Tony Peak of Bona have visited the hall to assess the problems. A summary of their findings is as follows:

- 1) floor lifting; the floor is old. We can expect the floor to lift on occasions and it will have to be repaired as necessary.
- 2) Bona have taken a sample of dust from the floor for analysis. The analysis may reveal whether any damage is being made to the surface of the floor by hirers and whether the dust contains abrasive substances. Results may not be received for several months.
- 3) Bona suggested a revised cleaning schedule, ranging from day to day maintenance to annual varnishing of the floor. The Caretaker will try working from these guidelines. The Clerk will report back with any suggestions for equipment to make the cleaning more efficient.

## **8.4 Pavilion Café:**

**8.4.1** The Committee discussed the repeated setting off of the fire alarms. The Clerk reported on discussions made with the Berkshire Fire & Rescue Service and ADT. The Committee considered the option to reduce the sensitivity of the sensors in the Pavilion. The Committee concluded that it was not mindful to compromise the resilience of the fire alarm system or endanger the Pavilion building and therefore no changes to the sensors would be made. The Clerk was asked to continue talks with ADT to see whether there are any further options available to us regarding the reporting of fire alarms from the Pavilion to ADT and the fire brigade. The Committee concluded that the permanent solution to the problem would be to eliminate the initial cause of the setting off of the alarms. The Clerk was therefore instructed to write to the Pavilion Café asking them to report back to Council on the measures they propose to take to eliminate the causes of the setting off of the alarms.

**ACTION: Clerk**

**8.4.2** The Clerk reported on the failure of the electrical circuit in the kitchen in the Pavilion. Binfield Electrical have been in to repair the system and have concluded that the failure was caused by an overloading of the system. The Clerk was asked to confirm with Binfield Electrical their recommendation for the maximum current to be used per

circuit. The Clerk will ask for the inventory of the Pavilion Café's electrical equipment to be revised to include the power usage of each piece of equipment and to instruct the café to use this information in order to calculate that the maximum current per circuit is not exceeded. **ACTION: Clerk**

- 8.4.3** The Clerk reported on the claim by the Pavilion Café that Binfield Electrical had been negligent during their repairs to the electrical circuit in the kitchen, thereby resulting in loss of stock in a fridge. The Committee considered Binfield Electrical's response to these comments. The Committee concluded that Winnersh Parish Council is not responsible for any loss on this occasion.

## **9 BUDGETARY REQUIREMENTS FOR 2011-12**

- 9.1** The Committee discussed options for the 2011-12 budget. Initial suggestions included:
- 1) new chairman's board in the hall
  - 2) new notice boards
  - 3) car park extension
  - 4) bar & pavilion scheduled maintenance

## **10 CORRESPONDENCE**

- 10.1** Item 14; WRFC's request for additional children's pitch. See Clerk's report.

Item N3; The Committee considered the necessity of advertising in Yellow Pages and decided not to renew the advertisement for 2011. **ACTION Clerk, FAO**

## **10 ANY OTHER ITEMS THE CHAIRMAN DECIDES ARE URGENT**

- 10.1** Discussion on additional external security lighting would be an agenda item at the December R&A meeting. **ACTION: Clerk**

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

- 11.1** The next meeting of the Recreation and Amenities Committee will be held on **Tuesday 7<sup>th</sup> December 2010** at 7.45 p.m. in the John Grobler Room.

The meeting finished at 9.58p.m.

## **APPENDIX 1**

### **Correspondence**

#### **Correspondence received prior to the issue of the agenda for the meeting of 2 November 2010**

- 1 Wicksteed Playscapes; product magazine
- 2 Laura Tyndale; re allotment plot 46
- 3 WBC; application for tourist signing in Winnersh centre
- 4 WBC; Learning Disabilities Team day closures
- 5 SLCC Forum; re Review of Health & Safety – comments re Playgrounds
- 6 Biffa; Transfer Note Renewal
- 7 Thames Water; re siting of meter and stop tap at the allotments
- 8 Gopak; product leaflet
- 9 Binfield Electrical; quote for emergency light fittings over 2 hall fire exit doors
- 10 SLCC; one-day course ‘Setting Up and Managing Allotments’, Mon 6 December 2010, at Mortimer
- 11 Record RSS; product leaflet
- 12 Nick Robins; re covering of old goal post sockets
- 13 Nigel Jeffries Landscape; introductory letter
- 14 WRFC; extra pitch requested + lengthening of 7-a-side pitch
- 15 TVP; Have Your Say leaflet

#### **Correspondence received since the issue of the agenda for the meeting of 2 November 2010**

- N1 Lumalite; product brochure
- N2 Landscape & Amenity; magazine
- N3 YELL; Yellow Pages renewal 2010-11