



## Winnersh Parish Council

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### MINUTES OF THE RECREATION AND AMENITIES COMMITTEE HELD AT 7.45 PM ON TUESDAY 7<sup>th</sup> DECEMBER 2010 IN THE JOHN GROBLER ROOM

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

In attendance: Clive Hudson (WPC Clerk), Sylvie De Groot (WPC FAO)

#### 1 APOLOGIES

1.1 none

#### 2 CLERK'S REPORT

**CLERK'S REPORT as at 06.12.10                      Update on items since the meeting of 02.11.10**

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

WRFC have reported complaints from referees about the potential dangers of the old goal post sockets. The Clerk has had all the old sockets removed as a safety measure. Nick Robins has tidied up much of the undergrowth around the edge of the car park. The Pine Tree has been declared potentially dangerous and is due for felling. The felling has been postponed because of the bad weather and is now due to take place on Wednesday 8 December. Part of the car park and one lane of Mole Road will be closed.

##### **Pavilion**

The Clerk has written to the Pavilion Café regarding the fridge, the fire alarms and the electric sockets. The Clerk has spoken to representatives of ADT regarding options for Fire Alarm reporting.

Binfield Electrical have visited to review the electrical circuits in the Pavilion and replaced the broken security light on the car park end of the pavilion. The extractor fan in the pavilion kitchen has broken again.

##### **Main Hall/Offices**

Major concerns have been raised regarding the hall floor. There is excessive dust on the floor after one particular regular hiring. It is believed that this dust is the residue of floor seal

which is being worn away. The floor is also lifting in many areas, which is posing a problem to hirers and for maintenance.

The provision of additional cupboard space is ongoing.

Low-energy lighting has been installed in the Community Centre. It is possible that low-energy bulbs could be installed in a few other smaller areas in the Community Centre.

### **Allotments**

All new allotment holders have been contacted regarding the taking up of half plots.

Network Rail have been on site to repair some fencing at the railway bridge. Some damage has been reported at plot 13 during their visit. Thames Water have visited the site and found the stop tap. The Clerk will now arrange for a permanent repair to be made to the damaged pipe on the allotments.

## **3 MATTERS ARISING**

**3.1** none

## **4 R & A BUDGET**

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

There were no items raised for discussion.

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

**5.1** The Cooke reported on discussions he has had with Cllr Armstrong. Cllr Armstrong has suggested that the R&A Committee should perform a premises update to see if there is anything R&A can do to improve the income of the bar area.

The Clerk was asked to make this an agenda item for the January 2011 R&A meeting.

**ACTION: Clerk**

## **6 ALLOTMENTS**

**6.1** The FAO reported that all the half plots were reallocated. We are now only waiting for forms to be returned by a few new plottolders.

**6.2** The Clerk reported that confirmation has been received from Wokingham Borough Council that the second half of the field at the allotments will not be released to WPC for use as additional allotments.

## **7 CHRISTMAS LIGHTS EVENT 2010**

**7.1** The Committee discussed the preparations for the evening. Cllrs Plant and Cooke updated the Committee on the detailed plans for the evening. The entries from Bearwood Primary School for the poster competition have been received and judged. The winning entries have been used as advertising posters for the event. The winners were Clare Johnson and Aqil Rahman. Cllr Plant thanked Cllr Cooke for supplying prizes for the winning entries.

The Junior Wardens are not able to attend. WPC councillors will administer the collection for the Mayor's Charity.

## **8 CAR PARK EXTENSION**

- 8.1** The Committee discussed the proposals for the car park extension. The Committee decided that the car park extension which was proposed is not good value for money and therefore the Committee **RESOLVED** not to continue the project in its current format.

## **9 UPDATES ON VARIOUS PROJECTS**

### **9.1 Community Hall Floor:**

The Committee reviewed the current state of the hall floor, which is now worn and lifting in many places. The Committee discussed options for emergency repairs to the current floor and long term maintenance of the floor. The option of replacing the floor was also discussed.

The Committee decided that before any long term decision could be made regarding replacing the floor, independent expert advice should be taken regarding the state of the base on which the floor is laid and whether any remedial works are necessary. It was **RESOLVED** that £500 should be made available for an independent survey. The Clerk was asked to arrange a survey. **ACTION: Clerk**

The Clerk was also asked to consult with the insurance company whether a claim is possible. **ACTION: Clerk**

The Committee discussed the relative wear and tear caused by current hirers. The Committee observed that the Ceroc dance group has now far exceeded the capacity of the hall and the car park. The floor is not able to withstand the level of wear and tear created by this group. The Clerk reported on concerns about the safety of the hall floor discussed during the previous evening's Ceroc booking. The Committee concluded that the hall floor in its current state is not fit for modern dancing. As a safety precaution, and to prevent further deterioration of the floor, the Committee **RESOLVED** to cancel Ceroc's booking with immediate effect. The Clerk was asked to convey this information to Ceroc. The Clerk was also asked to invite Winnersh Ballroom to visit the centre to discuss their future hiring of the hall. **ACTION: Clerk**

### **9.2 Community Centre Signage:**

This project will be progressed when possible.

### **9.3 Security Lights:**

- 9.3.1** The Committee discussed the need for additional lighting around the exits of the hall adjacent to New Road. The Committee **RESOLVED** that these areas are already reasonably lit by other lights and that additional lighting is not required.

- 9.3.2** The Committee discussed the option to replace the bulbs in the existing security lights around the Community Centre building. The Committee decided that existing bulbs could be replaced with a low-energy equivalent when they failed and that the ongoing effect could be monitored.

#### **9.4 Pavilion:**

The Clerk reported that he had received no response from the Pavilion Café to his letters regarding the electrical circuits, the fire alarms and the fridge.

- 9.4.1** The Clerk reported that he has now received confirmation from Binfield Electrical of the load capacity of each circuit in the pavilion. The Committee was extremely concerned that the Pavilion Café has not replied with the information required of it. The Committee **RESOLVED** that the Clerk contact the Pavilion Café requiring them to respond with the relevant information within 14 days, otherwise additional action may be considered. **ACTION: Clerk**

- 9.4.2** The Clerk reported that he has been in further discussions with ADT regarding the pavilion fire alarms and the incidence of false alarms reported to ADT. The Committee considered the options for changes to the alarm system hardware. These options were discounted as being too prone to human error or of a far higher specification and cost to be suitable for a small pavilion. The Committee considered changes to the reporting of fire alarms to ADT and to the Fire Brigade. The Committee **RESOLVED** that a revision of the reporting of alarms to ADT be made, so that during the daytime ADT would try to call the Pavilion Café and then Council keyholders, in that order, before notifying the fire brigade. The Clerk will action this change. **ACTION: Clerk**

The Committee expressed concern that the extractor fan has broken yet again. Cllr Cooke will discuss options of increasing ventilation with the Pavilion Café. The Committee **RESOLVED** that the Clerk contact the Pavilion Café again to request a response to his earlier letter requiring information regarding the setting off of the fire alarms. **ACTION: Clerk**

- 9.4.3** The Committee discussed the question of recompense to the Pavilion Café for the loss of fridge contents. The Committee **RESOLVED** that as a gesture of goodwill, and without acknowledging any liability, the Council will make a payment of £20 to the Pavilion Café. The Clerk was asked to raise a cheque and write to the Pavilion Café. **ACTION: Clerk**

Cllr Cooke will also speak to the Pavilion Café in order to underline the Council's concerns and to aid mutual understanding of the outstanding issues.

**ACTION: Cllr Cooke**

## **10 S106 CONTRIBUTIONS**

- 10.1** The Committee reviewed the table of S106 provisions being made by WBC to the Council. One provision needs to be spent in the current financial year. As an urgent priority the Committee authorised Cllr Plant and the FAO to investigate suitable benches and picnic tables for the Bearwood Recreation Ground; to report back to the Full Council meeting of 14 December 2010. **ACTION: Cllr Plant, FAO**

The Committee **RECOMMENDED** that £5200 be allocated to spend in the current financial year on goods covered by the S106 specification.

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

### **11.1** The Committee discussed options for the 2011-12 budget.

The committee received prices for the creation of further cupboard space within the Community Centre. The Committee considered this proposal to be of sufficient urgency to be done immediately. The Committee **RECOMMENDED** that £500 be vired from the Car Park budget to the Miscellaneous budget to pay for the creation of the additional cupboard space.

The Committee revised its initial suggestions for 2011-12 to include:

- 1) new chairman's board in the hall
- 2) new notice boards
- 3) car park extension
- 4) bar & pavilion scheduled maintenance
- 5) new floor in main hall
- 6) upgrade the pavilion electrics and meter
- 7) pavilion heater system controls
- 8) hard core path to link a main hall fire exit to the path to the car park
- 9) floor cleaning appliance
- 10) Winnersh Meadows

## **12 CORRESPONDENCE**

- 12.1** Item 12; The Committee reviewed Thrive's request to hire the Council's buildings and confirmed that they could hire the bar if suitable dates and times could be found.  
**ACTION: FAO**

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

- 13.1** none.

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

- 14.1** The next meeting of the Recreation and Amenities Committee will be held on **Tuesday 4<sup>th</sup> January 2011** at 7.45 p.m. in the John Grobler Room.

The meeting finished at 10.32p.m.

## **APPENDIX 1**

### **Correspondence received prior to the issue of the agenda for the meeting of 7 December 2010**

- 1 Lappset Playworld; product leaflet
- 2 Nick Robins; recommendation to dig up old football post sockets
- 3 ADT; recommendations re Pavilion Fire Alarm system
- 4 ARD; October 2010 Playground Inspection Report
- 5 WBC Litter Pick presentation, 2 December 2010, invitation
- 6 Binfield Electrical; quotation for additional emergency lighting in Main Hall fire exits
- 7 WBC, Angie Gibson; S106 funds
- 8 ARD; November 2010 Playground Inspection Report
- 9 Thrive; Community Rural Gardening project
- 10 Binfield Electrical; quotation for low energy security lights
- 11 Binfield Electrical; quotation for Portable Appliance Testing
- 12 SMP; products leaflet

### **Correspondence received since the issue of the agenda for the meeting of 7 December 2010**

- N1 Landscape & Amenity Magazine, November/December 2010
- N2 WBC; Litter Pick certificate 2010
- N3 PRS; request for information for annual charging
- N4 Binfield Electrical; quote for Portable Appliance Testing
- N5 Binfield Electrical; details of fuse loading on pavilion circuits + fan
- N6 Emma Bacca; Community Wardens not available for Christmas Lights
- N7 Christopher Morris; Winnersh Matters; limited details for Christmas Lights event
- N8 WBC; response to request for additional land for allotments