



Winnersh Parish Council

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MINUTES OF THE RECREATION AND AMENITIES COMMITTEE HELD AT 7.45 PM ON TUESDAY 4th SEPTEMBER 2012 IN THE JOHN GROBLER ROOM

PRESENT: Cllrs J Plant (Chairman), E Cooke, D Green, I Shepherd-Dubey.

In attendance: Clive Hudson (WPC Clerk), Cllr R Tilbe.

1 APOLOGIES

1.1 Cllr J Southgate.

2 CLERK'S REPORT

CLERK'S REPORT as at 4.9.12 **Update on items since the meeting of 3.7.12**

Play Area/Recreation Ground

The new cycle in the Adult Gym equipment has been installed.

Nick Robins is investigating further repairs to the ground adjacent to Bearwood Road following the fair.

WRFC have started evening training. Details of WRFC fixtures are awaited. Football posts and pitch marking have been completed, ready for the season starting on 8 September.

The Committee discussed the comments regarding the state of the field where the fair had been. The Clerks and Nick Robins will check the field again. **ACTION: Clerk**

The Committee discussed the basis of WRFC's relationship with the grounds contractor and **RESOLVED** that in principle WRFC should make any requests for groundwork and fixture bookings through the Council office. The Committee **RESOLVED** that for purposes of practicality the grounds contractor can contact nominated WRFC officials direct in the event of the ground being declared unplayable – a message is also to be left with the Council offices.

The Broxap teenage shelter has been erected. Two additional bins have been installed. The ROX climbing wall is being installed this week. The Committee discussed the delayed installation of the climbing wall. A temporary sign is to be placed alongside the climbing wall, to be replaced by a permanent sign asap. **ACTION: Clerk**

Pavilion

Upgrade of the boiler surround and extractor vent area are completed. Problems with the water heater in the kitchen have been investigated and repaired. Additional ventilation has been created.

Pavilion House

Further advice has been received from WBC and the structural engineer. Contractors have visited to investigate the removal of water tanks and boiler in Pavilion House and upgrade the hot water system in the Pavilion.

Main Hall/Offices

The new laptop is now installed in the office. Completion of printing and security capability is ongoing.

External painting of the Community Centre complex has been completed.

The Union Jack will be taken down at the end of the Paralympic Games. **ACTION: Clerk**

Allotments

Renewal letters have been sent out to most plot-holders.

The allotment competition results have been received and the winners notified.

3 MATTERS ARISING

3.1 none

4 PUBLIC SESSION

4.1 none

5 R & A BUDGET

5.1 To discuss the current budgetary position

5.2 The Committee considered the costs for the resurfacing at the Elements Edge unit. The Committee **RECOMMENDED** that, subject to a satisfactory guarantee, the quotation from ARD should be accepted.

5.3 The Clerk confirmed that he will request the reimbursement of \$106 money from WBC for the equipment recently installed. **ACTION: Clerk**

6 REFERRALS FROM COUNCIL AND OTHER COMMITTEES

6.1 none

7 ALLOTMENTS

7.1 The Clerk confirmed that the lease renewal forms had been sent in to WBC.

7.2 The Clerk reported that most plot renewal forms for 2012-13 have been sent out.

- 7.3 The Clerk reported that the winners of the 2012 Allotment Competition are:
1st; Mr Davies, plot 10
2nd; Mr Wigley, plot 74
3rd; Mr Richards, plot 29
The presentation to the winners will take place at 7.30pm on Tuesday 11 September prior to the Full Council meeting.
- 7.4 The Committee asked the Clerk to make a review of plot 65 (the orchard) an agenda item for the next R&A meeting. **ACTION: Clerk**
- 7.5 The Committee asked the Clerk to arrange for the weedkilling of the area between the drive and the fence and the removal of rubbish at the entrance. **ACTION: Clerk**
- 7.6 The Committee requested that rat baiting be made near plot 74 and the adjacent fence. **ACTION: Clerk**
- 7.7 The Committee confirmed that water tap keys can be posted to those plot-holders who have not yet received one. **ACTION: Clerk**
- 7.8 The Committee **RESOLVED** to authorise up to £200 for the supply and fitting of replacement allotment marker posts. **ACTION: Cllrs Green & Tilbe**
- 7.9 The Clerk was asked to contact WBC regarding a suspected growth of Japanese Knot Weed near the entrance to the allotment. **ACTION: Clerk**
- 7.10 The Committee discussed the upkeep of the plots.

Plots 41, 45a and 69b are being neglected and the Committee **RESOLVED** that these plots should now be reclaimed. **ACTION: Clerk**

The Committee requested that letters should be sent to the following plot-holders regarding the upkeep of their plots:
Plots 2a, 2b, 3, 12, 24b, 34, 46b.

8 PAVILION HOUSE

- 8.1 The Clerk gave an update on the options and potential costs for the replacement of boilers in the Pavilion and Pavilion House. Details of the recommended structural repairs to Pavilion House are awaited.

9 R&A PROJECTS 2012-13

- 10.1 Community Centre Signage:
The remaining documentation has been sent in to WBC for Planning permission for the car park entrance signs.
The Committee **RESOLVED** that four permanent signs can be sourced for the exclusion of dogs from the fenced play areas and also a permanent sign for the climbing rock. **ACTION: Clerk**

- 10.2** S106 projects for 2012-13
The teenage shelter is installed and the installation of the ROX climbing wall is in progress.
- 10.3** The Committee considered the options for repairing the worn area of grass inside the gate to the field. The Committee **RESOLVED** to authorise £80 for the laying of bark on membrane. **ACTION: Clerk**
- 10.4** The work to install the external toilet in the Pavilion is due to start this week

11 CHRISTMAS LIGHTS 2012

- 11.1** The Clerk confirmed that the WBC can attend the event.
- 11.2** Cllr Plant gave an overview of the event. She and Cllr Cooke will prepare a detailed schedule for the next R&A Committee meeting. **ACTION: Cllrs Plant & Cooke**
- 11.3** The Committee **RESOLVED** to permit Cllr Cooke to arrange the purchase of fireworks up to a value of £100. **ACTION: Cllr Cooke**
- 11.4** The installation of the lighting was discussed. Cllr Plant will consult with Cllr Grimson to establish the requirements. **ACTION: Cllr Plant**

12 WATER SAMPLING

- 12.1** The Clerk reported on the results of the recent sampling and survey. The caretaker has made minor adjustments to the Main Hall plumbing in accordance with the survey. The Committee **RESOLVED** to authorise the services of a plumber to upgrade the main hall water tank.

13 CORRESPONDENCE

- 13.1** Item 7; The Committee noted this letter of thanks.

Item 10; The Clerk reported on this email.

Item 15; The Committee discussed this letter and confirmed that a TV license is not required for the Community Centre.

Item 16; The winners of the allotment competition were noted.

Item 25; The Committee considered this quotation for work to the pavilion fence. The work can be done in house.

Items 18,27,28; The Committee confirmed that public recycling facilities are not required at the Community Centre.

Item 24; The Clerk read this letter to the Committee.

Item 29; The Clerk reported on the contents of this letter and his reply.

14 ANY OTHER ITEMS THE CHAIRMAN DECIDES ARE URGENT

- 14.1** A request has been received from the Pavilion Café for the Council to arrange 1st Aid training for the Café's staff. The Committee confirmed that the training of the Café's staff is the Café's responsibility.

15 TIME AND DATE OF NEXT MEETING

- 15.1** The next meeting of the Recreation and Amenities Committee will be held on **Tuesday 1st October 2012** at 7.45 p.m. in the John Grobler Room.

APPENDIX 1

Correspondence

Correspondence received prior to the issue of the agenda for the meeting of 4 September 2012

- 1 Landscape & Amenity magazine, June/July 2012
- 2 Eco-loos.com; re composting toilet for allotments
- 3 Kompan; products brochure
- 4 Glasdon; products brochure
- 5 Playsmart UK; grassmatting alternative
- 6 Safe&Sound Playgrounds; leaflet
- 7 Linda Hubert; re extension of use of allotment
- 8 Park Leisure; confirmation of Adult Gym cycle order
- 9 WBC; confirmation of Mayor's attendance at Christmas Lights event
- 10 K O'Leary; complaint re fair flyposting
- 11 ARD; July playground inspection report
- 12 WRFC; Committee member contacts 2012-13
- 13 Broxap; products brochure
- 14 Festive Lighting; products brochure
- 15 TV Licensing; query re TV License
- 16 Les Moody; allotment competition results
- 17 Playground Facilities; products brochure
- 18 Choice Textiles; re textile & book banks
- 19 Mr Davies, Mr Wigley, can attend allotment prize presentation
- 20 IOG Saltex, invitation to exhibition, 4-6 September
- 21 Prestige Plumbing; information for boiler work in Pavilion House
- 22 ARD; August playground inspection report
- 23 RMS; information for boiler work in Pavilion and Pavilion House
- 24 WRFC; comments re field
- 25 QCR; quote for work to Pavilion fence
- 26 HAGS; information re installation dates
- 27 Air Ambulance; re recycling banks
- 28 Bag It Up; re recycling banks
- 29 Mr Saynor; comments re allotments
- 30 Landscape & Amenity magazine; August 2012

Correspondence received since the issue of the agenda for the meeting of 4 September 2012

- N1 Nick Robins; quote for repairs on field at car park entrance
- N2 Mr Stamford; rats on allotments, maintenance of plots
- N3 Prestige Plumbing; quote for works to Pavilion
- N4 WRFC; friendly match on field, Thursday 6 September 2012
- N5 WRFC; positioning of 5-a-side pitch
- N6 CHS; report on works to Pavilion and Pavilion House