



Winnersh Parish Council

Winnersh Community Centre
New Road, Sindlesham, Wokingham
Berkshire RG41 5DU
Phone/Fax 0118 978 0244
e-mail recreation@winnersh.gov.uk
www.Winnersh.gov.uk

MINUTES OF THE RECREATION AND AMENITIES COMMITTEE HELD AT 7.45 PM ON TUESDAY 5th FEBRUARY 2013 IN THE JOHN GROBLER ROOM

PRESENT: Cllrs F Breedlove (Chairman), E Cooke, D Green, J Southgate, R Tilbe.

In attendance: Clive Hudson (WPC Clerk), 1 member of the public.

1 APOLOGIES

1.1 Cllr I Shepherd-Dubey.

2 CLERK'S REPORT

CLERK'S REPORT as at 5.2.13

Update on items since the meeting of 2.1.13

Play Area/Recreation Ground

The old play area has been flooded for several weeks. The Kompan Elements edge unit has been closed and fenced in. The order for replacement matting has been placed. The corner of the small 11 a side pitch has also been flooded for several weeks. WRFC are now playing 9 a side matches on this pitch in order to avoid the flooded corner. The Clerk has received expert advice regarding the flooding/drainage issues. Nick Robins has taken down the Christmas lights.

Pavilion

Details of the shower head/thermostat replacement have been confirmed. Clarification of the breakdown of costs are awaited.

Pavilion House

Main Hall/Offices

The electricians are due to complete the repairs to the external lighting systems soon. The lino floors in the corridor and toilet have been re-sealed.

Allotments

Comments have been received regarding the accumulation of rubbish at the entrance to the allotments.

3 MATTERS ARISING

- 3.1** The Committee asked the FAO to confirm the breakdown of Binfield Electrical's bills for the last year. **ACTION: FAO**
The Clerk confirmed that, after discussions with AVC, any upgrade of the cellar extractor fan will be postponed.
The use of a 9 a-side pitch inside the small 11 a-side pitch by WRFC was noted.
The Committee noted the information of the WBC advisor regarding the field/play area drainage and confirmed that the Clerk could continue with drains clearance work within the budget already authorised.

4 PUBLIC SESSION

- 4.1** none

5 R & A BUDGET

5.1 To discuss the current budgetary position

- 5.1.1** The Committee discussed the costs of the additional features of the external toilet. The Clerk was asked to check whether a recording system was included with the security camera. The Clerk was asked to contact the contractor to clarify the requirement for certain features in the toilet. **ACTION: Clerk**
- 5.1.2** The Clerk was asked to check whether flushing of the heating system was a condition of the new boiler's guarantee. **ACTION: Clerk**
- 5.1.3** The FAO was asked to check whether the cost of emergency fencing in the play area was included in the Q4 estimated expenditure figures. **ACTION: FAO**

6 REFERRALS FROM COUNCIL AND OTHER COMMITTEES

- 6.1** none

7 ALLOTMENTS

- 7.1** The Committee confirmed that the clearance of plots 41 and 45a was complete and that these plots could be reallocated and that the accumulated rubbish at the site entrance could be removed. **ACTION: Clerk/FAO**
- 7.2** Cllr Tilbe reported that the replacement of missing posts was ongoing. **ACTION: Cllr Tilbe**
- 7.3** The Clerk was asked to contact the Railway authorities to request the trimming of the trees. This is ongoing. He will also ask about repairs to the fence bordering the railway. **ACTION: Clerk**
- 7.4** The Clerk reported on PestUK's concerns re rat habitat.

7.5 The Committee discussed plot 18b. The Committee confirmed that the plot would be reclaimed and that a rebate for the 2012-13 year would be given. **ACTION: FAO**

7.6 Item 1 of correspondence was noted.

7.7 The Clerk confirmed that the registration of the allotments with the Land Registry was in progress. This would be an agenda item at the next Full Council meeting, where a cheque for registration fees would also be raised.

8 PAVILION HOUSE

8.1 The Clerk reported on the information he has to date regarding the costs for repairs. Further expert opinion may be needed. This will be an agenda item at the next Full Council meeting.

9 WINNERSH RANGERS FC

9.1 The Committee noted WRFC's comments regarding the Bearwood Recreation Ground field and facilities. The Committee confirmed that these comments would be taken into account when the Grounds Maintenance contract was discussed.

9.2 The Clerk was asked to discuss with other parishes how their pitches are best maintained. **ACTION: Clerk**

10 R&A PROJECTS 2012-13

10.1 Community Centre Signage:
All the signage is now confirmed and awaiting installation.

10.2 S106 projects for 2012-13
The Clerk will place the order for the external table tennis table. He reported that a prolonged period of dry weather is necessary to permit the heavy delivery vehicles onto the site.

10.3 The external toilets had been discussed under item 5.1.1 above.

10.4 Kompan Elements matting repairs:
The order for the replacement matting has been placed. This requires dry weather before the work can go ahead.

10.5 Community Centre Drains clearance:
This matter was discussed under item 3.1 above.

11 BUDGETARY REQUIREMENTS 2013-14

11.1 The Clerk reported that all the requested items had been approved by the F&GP Committee, with budgets for the following items set at:

- Fire and intruder alarm system upgrade - £5000
- Replacement water heater in hall - £6500
- Remarketing Car Park - £500

12 COMMUNITY CENTRE CHARGES 2013-14

- 12.1 The Committee reviewed the charges for Casual Hirers and **RESOLVED** to increase these by 2%.
- 12.2 The Committee reviewed the charges for the Regular Hirers.
The Committee discussed the charges for each of the evening hirers.
The Committee **RESOLVED** to increase the charges to Regular Hirers by 2%.
- 12.3 The Committee asked the Clerk to request confirmation of the status of a new hiring in relation to child care. **ACTION: Clerk/FAO**

13 LITTER PICK 2013

- 13.1 The Clerk reported that posters have been received for advertising the Litter Pick on 24 March 2013.
Cllr Southgate will update the website. **ACTION: Cllr Southgate**
Cllr Cooke will contact Bearwood Primary School. **ACTION: Cllr Cooke**
Cllr Green will contact the Brownies. **ACTION: Cllr Green**
The Clerk will contact Winnersh Primary School and the Forest School.
ACTION: Clerk

14 HALL HIRING DOCUMENTATION

- 14.1 The Committee considered the Bar Procedure document. The Clerk reported that he had updated the document with the factual information relevant to the takeover of AVC. The Committee **RESOLVED** that the document was fit for purpose with no further changes.
- 14.2 The Committee considered the Hall Hire Conditions document. This document had undergone major revisions last year.
The FAO had recommended an increase in the initial downpayment from £50 to £60 including VAT, and this was agreed.
The Committee asked for references to ‘the management’ be replaced by ‘Winnersh Parish Council’.
The Committee **RESOLVED** that the Hall Hire Conditions be approved, with the changes specified above.
- 14.3 The Committee recommended that the Bar Procedure and Hall Hire Conditions documents be renumbered and included in the Council’s Policies & Procedures list.
ACTION: Clerk
Review of these 2 documents will still take place by the R&A Committee.

15 CORRESPONDENCE

- 15.1 Item 11; the Committee discussed this correspondence and asked the Clerk to reply.
ACTION: Clerk

Item 12; the product brochure was noted.

Item 15; the Committee asked the Clerk to get an additional quote for inspection of the play areas. **ACTION: Clerk**

Item N1; The Keep Britain Tidy Campaign was noted. Cllr Tilbe has already investigated this campaign.

16 ANY OTHER ITEMS THE CHAIRMAN DECIDES ARE URGENT

16.1 none.

17 TIME AND DATE OF NEXT MEETING

17.1 The next meeting of the Recreation and Amenities Committee will be held on **Tuesday 5 March 2013** at 7.45 p.m. in the John Grobler Room.

PART 2

18 GROUNDS MAINTENANCE CONTRACT 2013-16

18.1 The Clerk presented the tenders for the Grounds Maintenance Contract. The Committee discussed the tenders and the recommendations attached to them.

The Committee **RESOLVED** to accept the tender from Nick Robins Ltd for the Grounds Maintenance Contract 2013-16.

18.2 The Clerk was asked to inform Nick Robins of this decision and to request his attendance at the next R&A meeting to discuss options for the maintenance of the field. **ACTION: Clerk**

There being no further business the meeting closed at 11.00pm.

APPENDIX 1

Correspondence received prior to the issue of the agenda for the meeting of 5 February 2013

- 1 Mr Saynor; re BBC allotment programmes
- 2 Exterior Furniture Renovation Services; introductory letter
- 3 ROSPA; playground inspections leaflet
- 4 Pumpmaster; annual maintenance reminder
- 5 Playground Maintenance; introductory letter
- 6 Nick Robins; guidelines for goalposts replacement costs
- 7 Notts Sport; playground refurbishment introductory email
- 8 ARD; confirmation of Kompan matting replacement order
- 9 WBC; poster for Litter Pick, 24 March 2013
- 10 CES; report for pavilion boiler service
- 11 Mr K O'Leary; concerns re external table tennis table
- 12 Glasdon; product brochure
- 13 Forest School; manufacture of signs
- 14 ARD; monthly playground report, January 2013
- 15 Mr Hook; re allotment plot
- 16 PESTUK; report re rats at allotments
- 17 Grounds Maintenance tenders x 3
- 18 WRFC; comments re facilities

Correspondence received prior to the issue of the agenda for the meeting of 5 February 2013

- N1 Keep Britain Tidy; invitation to participate in Great Litter Count
- N2 Prestige Plumbing; quote for shower/radiator upgrade in Pavilion
- N3 Thrower Signs; proof for signage
- N4 SBS; update on bar licence
- N5 Street Furnishings Ltd; introductory letter
- N6 Landscape & Amenity magazine, January 2013