



Winnersh Parish Council

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MINUTES OF THE RECREATION AND AMENITIES COMMITTEE HELD AT 7.45 PM ON TUESDAY 4th FEBRUARY 2014 IN THE JOHN GROBLER ROOM

PRESENT: Cllrs F Breedlove (Chairman), E Cooke, D Green, G Harper, R Holdstock, I Shepherd-Dubey, J Southgate.

In attendance: Clive Hudson (WPC Clerk).

1 APOLOGIES

1.1 None.

2 CLERK'S REPORT

CLERK'S REPORT as at 4.2.14

Update on items since the meeting of 7.1.14

Play Area/Recreation Ground

Most football matches were cancelled over the weekends of 18/19, 25/26 January and 1-2 February due to waterlogged pitches. These matches will probably be played later in the season. A report regarding drainage measures for the play area has been received. Further advice is awaited regarding improving the existing drainage at the play area. The Clerk was asked to check with the contractor regarding councillors' suggestions for improving the drainage.

The second basketball net has been taken down from the posts adjacent to the lay-by.

ARD have raised an order for the spica base replacement. Water levels will need to subside before this repair can take place.

Pavilion

Pavilion House

Main Hall/Offices

The annual service of the hall cooker is complete. The annual PAT tests are complete.

There has been a water leak in the office kitchen. A temporary repair has been made. Some water has seeped down to the bar cellar ceiling.

Allotments

The gales have further damaged fence posts at the allotments: WBC have been informed. The decision on the route of the N Wokingham SDL Relief Road is awaited.

3 MATTERS ARISING

- 3.1** The roots of the tree taken down near the pavilion will be removed when the weather improves.
Councillors were asked to get any remaining Christmas Lights receipts into the office. The purchase of additional lights is ongoing. **ACTION: Cllr Green**
The ordering of tabards for the Litter Pick is ongoing. **ACTION: Clerk**
Most of the graffiti reported in the parish has been painted over.
Nick Robins has dragged the field to break up worm casts, when the weather has been suitable. He will be asked to fence off the goalmouths after re-seeding in May.
ACTION: Clerk

4 PUBLIC SESSION

- 4.1** none

5 R & A BUDGET

- 5.1** The Clerk confirmed that only the backboards and nets will need replacing on the basketball court.
The budget for the upgrade of the alarm systems has been carried forward to the next financial year.
The Committee noted the Grounds Maintenance figures for the current financial year.

6 REFERRALS FROM COUNCIL AND OTHER COMMITTEES

- 6.1** The Committee discussed the charges for hiring the pavilion and football pitches. The Clerk was asked to prepare a cost analysis of income related to the direct cost of providing footballing facilities. **ACTION: Clerk & FAO**
- 6.2** The Committee discussed the option of upgrading the Pavilion alarm system. The 2014-15 budget includes an additional provision for this option. The Clerk will enquire of the costs and benefits of using a Dual Com system or of connecting the Pavilion system to the new main hall system. **ACTION: Clerk**

7 ALLOTMENTS

- 7.1** The Clerk reported that paperwork is still awaited from 2 new ploholders.
The Clerk confirmed that payment had been received for plot 44a and the tenant would be allowed to continue the tenancy.
The borders for plot 55a have been remarked.
A request has been received by a third party to take over plot 42. The Committee discussed the circumstances of this request and considered that this would not be appropriate. The person will be put on the waiting list for a half-plot. **ACTION: FAO**

Cllr Harper reported that there appeared to be wind damage to the shed and greenhouse on plot 14 in January. Other plots had also been affected. The shed had burnt down last weekend. The current occupant is to be given final notice to remove goods from the plot, after which the Council will dispose of them as it sees fit.

ACTION: Clerk

7.2 The Committee discussed holding an Open Day to introduce people within the parish to the facilities available at the Reading Road allotments.

The Committee **RESOLVED** to hold an open day at the allotments on Saturday 14 June 2014 from 1 – 4.00pm.

Cllr Harper will coordinate the event and prepare a risk assessment.

ACTION: Cllr Harper

Notice of the open day will be included in the March edition of Winnersh Matters.

ACTION: WM Editorial Team

8 R&A PROJECTS 2013-14

8.1 The Clerk explained the hall closures necessary for the Alarm System upgrade.

8.2 The Basketball Boards repairs have been discussed elsewhere.

8.3 The Clerk presented the quotation for minor repairs to the play areas. The repair to one spica has been confirmed. The Committee decided to postpone the suggested testing of the remaining spica equipment and to investigate doing repairs to the teenage shelter in-house.

ACTION: Clerk

The Committee **RESOLVED** to authorise ARD to undertake the other repairs as quoted, the costs to be taken from the Play Area repairs budget. **ACTION: Clerk**

8.4 Community Centre hot water controls: the Clerk is gathering further information.

ACTION: Clerk

8.5 The Committee discussed the purchase and storage of a tower frame for the main hall. The Committee **RESOLVED** to authorise a maximum of £400 towards the cost of a suitable piece of equipment, to be taken from the Miscellaneous budget.

ACTION: Clerk & Caretaker

9 REVIEW OF COMMUNITY CENTRE CHARGES 2014-15

9.1 The Committee discussed the budgeting and charges for 2014-15. The Committee **RESOLVED** to increase the Casual Hirer charges by 2%.

ACTION: FAO

9.2 The Clerk presented a schedule of charges for Regular Hirers. The Committee discussed the charges for each hirer.

The Committee **RESOLVED** to confirm the discounts available to these hirers.

The Clerk and FAO will notify the regular hirers.

ACTION: Clerk & FAO

- 9.3 The Clerk presented the concerns raised by Winnersh Ballroom about the hall floor. The Committee **RESOLVED** that a trial period of extra cleaning be undertaken – to be reviewed at the end of March 2014. **ACTION: Clerk**

10 REVIEW OF COMMUNITY CENTRE DOCUMENTS

10.1 Casual Hirer Terms and Conditions:

The Committee noted that this document had been thoroughly reviewed in recent years.

Item 3; to change to “stiletto heels **should** not be worn...”

Item NB at base of page, to read:

“Hirers will be charged for all the time that they occupy the premises, including “setting-up” and “clearing-up” time. A part of the deposit will be withheld for late vacation of the premises.”

Regular Hirer Terms and Conditions:

Item 15; to change to “stiletto heels **should** not be worn...”

- 10.2 The Committee **RESOLVED** to accept the Casual and Regular Hirer Terms and Conditions, with the changes outlined in 10.1 above.

10.3 Bar Procedure:

The Clerk explained that he and SBS had reviewed the Bar Procedure. SBS have updated their licensing details. The Committee reviewed the procedure.

The Committee **RESOLVED** to accept the Bar Procedure, with the updated licensing details, as fit for purpose.

The Committee asked the Clerk to check the duration of the Caretaker’s door-keeper qualifications. **ACTION: Clerk**

11 BOROUGH LITTER PICK 2014

- 11.1 The Clerk will order tabards from Keep Britain Tidy. **ACTION: Clerk**
The Clerk has sent a reminder to the scout and guiding leaders.
The Litter Pick will be advertised in Winnersh Matters.

ACTION: WM Editorial Team

12 CORRESPONDENCE

- 12.1 Item N5; The Committee discussed the siting of WBC’s children’s play equipment within Winnersh.

- 12.2 Item N6; The Committee discussed the Winnersh Brownies’ request to hold a sleepover in the hall. The Committee **RESOLVED** to permit a sleepover at a time when the hall was otherwise un-used. **ACTION: Clerk & 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 4th March 2014** at 7.45 p.m. in the John Grobler Room.

There being no further business the meeting closed at 11.05pm.

APPENDIX 1

Correspondence

Correspondence received prior to the issue of the agenda for the meeting of 4 February 2014

- 1 WBC; confirmation or works order for repair of allotment fence
- 2 Lesley Walters; comments re borders of plot 55a
- 3 Nick Robins; comments re new basketball boards / seeding of goalmouths
- 4 WBC Licensing; confirmation of Premises Licence renewal
- 5 Stephanie Langley; re plot 14
- 6 WBC; Amenity Programme for 2014-15
- 7 Glasdon; Products brochure
- 8 Mr K O'Leary; additional comments re quality of graffiti cover up at M4 bridge
- 9 Winnersh Ballroom; concerns re hall floor

Correspondence received since the issue of the agenda for the meeting of 4 February 2014

- N1 Cllr G Harper; damage at allotments
- N2 ARD; report on repair works for the play areas
- N3 Nick Robins; basketball boards replacement
- N4 Sherwood Bros; information re play area drainage
- N5 Cllr P Bray; location of WBC play areas in Winnersh (x10)
- N6 Winnersh Brownies; request to use hall for a sleepover