



Winnersh Parish Council

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

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

In attendance: Clive Hudson (WPC Clerk), 3 members of the public.

In the absence of the Chairman and Vice-Chairman of the Committee, Cllr Southgate took the chair.

1 APOLOGIES

1.1 Cllr R Holdstock.

1.2 Apologies for lateness; Cllr D Green.

2 CLERK'S REPORT as at 4.11.14 Update on items since the meeting of 7.10.14

Play Area/Recreation Ground

The football season has started. Regular cutting of the field is still taking place. The reseeded areas for the play area drainage are now growing well. Broken boughs, caused by storms, which were blocking the pavement and part of New Road were removed by the caretaker and Nick Robins on the same day. Repairs are now recommended for some pieces of play equipment.

Pavilion

Pavilion House

Main Hall/Offices

Unevenness in the paving slabs leading to the Main Hall has been rectified. Repairs following the Fixed Wiring Survey are complete. Additional repairs to lights have been made. The Terms and Conditions for the hire of the Community Centre have been updated, following confirmation by Full Council. The CCTV system has passed its 2 week test and is continuing for a 28 test.

Allotments

Renewal invitations have been sent out. 3 replies are still awaited.

3 MATTERS ARISING

- 3.1 The Clerk is to organise a meeting with SBS regarding bar services Ongoing. **ACTION: Clerk**
- 3.2 The removal of the redundant BT lines is ongoing. **ACTION: Clerk**
- 3.3 Cllr Harper reported on outdoor defibrillators. The Committee considered the outline costs and practicalities. The Committee suggested a community case should be made for the acquisition of a defibrillator.
- 3.4 The boxing of the meter and stop tap at the allotments is ongoing. **ACTION: Clerk**
- 3.5 The provision of a replacement work surface at the kitchen serving area is ongoing. **ACTION: Clerk / Caretaking staff**
- 3.6 A report on the Amenity Vehicle provision will be made to Full Council. **ACTION: Cllr Harper**
- 3.7 The repairs suggested in the fixed wiring survey are complete.

Cllr Green joined the meeting and took the chair.

4 PUBLIC SESSION

- 4.1 none

5 R & A BUDGET

- 5.1 The budget was reviewed. There were no additional questions.

6 REFERRALS FROM COUNCIL AND OTHER COMMITTEES

- 6.1 none

7 ALLOTMENTS

- 7.1 The Clerk reported on the outstanding renewals and plot offers. The Committee asked for the plotters to be given one final request for confirmation. **ACTION: Clerk**
- 7.2 The Committee considered the allotment plot allocation policy.
The Clerk reported on the details of the waiting list and the expected availability of half and full plots.
The Committee **RESOLVED** that plots would be offered according to the following guidelines:

- Half-plots would be offered to the adjacent half-plot holder, subject to status
- Half-plots remaining available would be offered to people on the waiting list
- Full plots would no longer be split
- Full plots would be advertised for take up by half-plot holders in exchange for their half-plot, subject to status
- Full plots remaining would be offered to people on the waiting list.

8 R&A PROJECTS 2014-15

8.1 The Clerk reported on the possible replacement of some or all ceiling tiles. The Committee asked for costs to be presented to the next meeting. **ACTION: Clerk**

8.2 The Clerk summarised the recommendations for the play area repairs. The Committee **RESOLVED** to authorise £1150 for repairs to the gate mechanism, two spica bases and the aerial runway trolley mechanism. **ACTION: Clerk**

9 R&A PROJECTS 2015-16

9.1 The Committee discussed various options for inclusion in next year's budget proposals:

- a) kitchen lobby upgrade; kitchen utilities upgrade. Plans and costs tbc
- b) insertion of a window in the office. Building costs are awaited. The Clerk will consult with WBC Planning. **ACTION: Clerk**
- c) pavilion/upstairs scheduled redecoration. The Clerk will prepare a budget estimate. **ACTION: Clerk**
- d) replacement benches on the field. The Clerk will obtain a quotation for new benches. **ACTION: Clerk**
- e) car park extension – the Clerk will report on costs and practicalities. **ACTION: Clerk**
- f) provision of a defibrillator – Cllrs Harper and Holdstock to report. **ACTION: Cllrs Holdstock & Harper**
- g) Trim Trail – Cllr Green to report on prices. **ACTION: Cllr Green**
- h) replacement of pavilion flat roof.

10 CHRISTMAS LIGHTS 2014

10.1 The Committee discussed the arrangements for the Christmas Lights event:

- The Committee **RESOLVED** that £100 could be authorised for replacement lights, from the Christmas Lights budget **ACTION: Cllr Green**
- A PurchaseOrder will be raised for the fireworks, to be collected by Cllrs Holdstock & Harper **ACTION: Cllrs Harper & Holdstock**
- To contact newspapers and radio **ACTION: Cllr Green**
- To confirm the serving of refreshments **ACTION: Cllr Green**
- Purchase of cups, squash and biscuits **ACTION: Cllr I Shepherd-Dubey**
- To coordinate volunteers to help during the weekend before the event. **ACTION: Cllr Green**

11 CORRESPONDENCE

- 11.1** Item 2; the Clerk summarised the allotment baiting report.
- 11.2** Item 3; the Committee discussed the MPLC correspondence and suggested a revision to the Terms & Conditions regarding commercial copyright.
- 11.3** Item 6; the Clerk will update WRFC regarding the request for a café in the pavilion.
ACTION: Clerk
- 11.4** Item N2; the comments regarding allotment allocation were noted.
- 11.5** Item N3; The Committee discussed the options for acquiring a new Relief Caretaker. The Clerk was asked to advertise the post locally. **ACTION: Clerk**
The Committee **RESOLVED** that Cllr Harper and the Clerk could conduct the interviews.

12 ANY OTHER ITEMS THE CHAIRMAN DECIDES ARE URGENT

- 12.1** A request was made for the dog bins to be emptied urgently. The Clerk will contact Nick Robins.
ACTION: Clerk

13 TIME AND DATE OF NEXT MEETING

- 13.1** The next meeting of the Recreation and Amenities Committee will be held on **Tuesday 2nd December 2014** at 7.45 p.m. in the John Grobler Room.

There being no further business the meeting closed at 9.52pm.

APPENDIX 1

Correspondence

Correspondence received prior to the issue of the agenda for the meeting of 4 November

- 1 Bearwood Primary School; details for Christmas Lights event
- 2 PestUK; allotment baiting report
- 3 MPLC; re motion picture licensing for Community Centre
- 4 ARD; playground report, October 2014
- 5 ARD; initial investigation on play area gate and equipment
- 6 WRFC; concerns re potential use of pavilion as a café
- 7 ARD; inspection report on play area gate and equipment

Correspondence received since the issue of the agenda for the meeting of 4 November

- N1 Mrs Frewin; update on plot 47a
N2 Mr Vass; comments re taking up an additional half-plot
N3 Mr M Osmundson; end of Relief Caretaker services