



## Winnersh Parish Council

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

### MINUTES OF THE RECREATION AND AMENITIES COMMITTEE HELD AT 7.45 PM ON TUESDAY 3<sup>rd</sup> MARCH 2015 IN THE JOHN GROBLER ROOM

**PRESENT:** Cllrs J Southgate (Chairman), G Harper, P Ray, I Shepherd-Dubey.

In attendance: Clive Hudson (WPC Clerk).

#### **1 APOLOGIES**

**1.1** Cllrs F Breedlove, D Green, R Holdstock.

#### **2 CLERK'S REPORT as at 3.3.15 Update on items since the meeting of 3.2.15**

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

WBC have repaired the raised kerb at the car park entrance.

##### **Pavilion**

##### **Pavilion House**

The overhead telephone cable along New Road has been checked.

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

Security Lights have been repaired. The CCTV system installation is under way. The kitchen roof light extractor fan repair is awaited. PAT testing is complete and the cooker has been serviced. The infestation of rats on New Road is being treated.

##### **Allotments**

There have been breakins at the allotments. Posters requesting information have been put up.

#### **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. A response is awaited from BT.

**ACTION: Clerk**

3.3 The boxing of the meter and stop tap at the allotments is ongoing. **ACTION: Clerk**

#### 4 **PUBLIC SESSION**

4.1 none

#### 5 **R & A BUDGET**

5.1 The Committee noted the expenditure on the CCTV system upgrade, which is currently being installed.

5.2 The Committee noted that £200 has been authorised for the purchase of additional Christmas lights. It is unlikely that this purchase will be made in the current financial year.

5.3 The Committee asked for changes to the ongoing yearly summary report; to change the order of the committed to date and quoted columns and to include totals to these columns. **ACTION: Clerk**

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

6.1 none

#### 7 **ALLOTMENTS**

7.1 The Clerk was asked to follow up the non-payment of an annual rent, with a deadline by the end of March.

7.2 Spring Allotment Inspection:  
Posters are being put up to inform plot holders that the inspection will take place. Cllr Ray and the Clerk will arrange a date for the inspection, to take place near the end of the month. **ACTION: Clerk & Cllr Ray**

7.3 The Committee discussed vermin control at the allotments. Cllr Harper reported on the control measures being taken by the BP garage. The allotment holders are keeping the bank clear next to the fence adjacent to the BP garage. The Clerk was asked to write to the holder of plot 53 requesting clearance of nesting areas on the plot. **ACTION: Clerk**

7.4 The Committee discussed the vermin control measures at the allotments and **RESOLVED** to renew the PestUK contract for 2015-16.

7.5 The Committee discussed dog fouling at the allotments. 'Clean it Up' notices have been put up. The situation will be monitored.

7.6 Cllr Harper reported that he is hopeful of finding adjudicators for the allotment competition. Prizes for full plot, half plot and best newcomer were discussed as options. The Clerk was asked to make this an agenda item for the May R&A meeting. **ACTION: Clerk**

7.7 The Committee discussed recent breakins to sheds. Although many sheds were entered, little seems to have been stolen.  
A plot-holder has reported the theft of compost from the allotments by a member of the public.

7.8 There has been no further communication regarding the commercial delivery of compost to the allotments.

## 8 R&A PROJECTS 2014-15

8.1 The CCTV system upgrade is currently taking place.

8.2 Cllr Ray reported on the progress of his investigations into online advertising. The office has provided some photos of the premises and he will discuss with the FAO the details of adverts and ideas for packages. **ACTION: Cllr Ray /FAO**

## 9 R&A PROJECTS 2015-16

9.1 The Clerk reported that all projects are ongoing, with the priorities the kitchen and office refurbishments.

## 10 COMMUNITY CENTRE PEST CONTROL

10.1 The Clerk reported that the infestation of rats along New Road has been treated on a one-off basis but the problem is still not under control.  
The Committee **RESOLVED** to accept PestUK's quotation for an annual pest control contract at the Community Centre. **ACTION: Clerk**

## 11 LITTER PICK 2015

11.1 The Committee discussed publicity for the event. Cllr Ray is putting information on Facebook; WBC have sent draft posters; the Clerk is contacting the cubs, brownies, NAG and Adopt-A Street.  
Cllr Green will provide refreshments. **ACTION: Cllr Green**  
Cllrs Green and Ray will transport tables etc to Sainsburys. **ACTION: Cllrs Green & Ray**

## 12 REVIEW OF COMMUNITY CENTRE CHARGES 2015-6

12.1 The Clerk presented a summary of the Casual Hirer weekday and weekend charges, increased by 2%, as requested by the Committee. The Committee discussed the charges.  
The Committee **RESOLVED** to adopt the Casual Hirer charges for 2015-16.

12.2 The Clerk presented a summary of the Regular Hirer charges, increased by 2%, as requested by the Committee.  
The Committee discussed the charges for hall hirings of less than 2 hours and for other exceptional circumstances.  
The Committee **RESOLVED** to adopt the Regular Hirer charges for 2015-16.

### 13 REVIEW OF COMMUNITY CENTRE DOCUMENTS

- 13.1 The Clerk reported on the recommended changes to the Terms & Conditions document. The changes are intended to remove 'information only' items and combine some topics under one condition.  
The Committee discussed the draft changes.  
The Committee changed the wording of item 17 to read "Late vacation of the premises will generally incur a penalty charge....".
- 13.2 The Committee **RESOLVED** to adopt the revised Term & Conditions document, with the amendment to item 17 as specified above.
- 13.3 The Clerk reported on the Bar Procedure. No changes were recommended.  
The Committee considered the document and **RESOLVED** that the document WPC R02 Bar Procedure is fit for purpose.

### 14 CORRESPONDENCE

- 14.1 Item 9; the Clerk reported on the PRS charges recently received. He explained the charging structure for parties, dance and keep fit groups. The Committee discussed the practicalities of charging individual hirers for the PRS charges incurred and considered there was little to be gained by this exercise.
- 14.2 Items 10; The Committee considered ARD's quotation for bi-monthly reports on the play area equipment.  
The Committee **RESOLVED** to accept this quotation.  
The Committee also **RESOLVED** to authorise a one-off inspection of the teenage equipment near the basketball court.
- 14.3 Item 11; The Committee asked the Clerk to put on file the BALC document on procurement contracts.
- 14.4 Item 13; The SSE and BT callouts to the New Road cabling were explained.
- 14.5 Item 15; Transition Wokingham's request for the use of the hall was discussed. The Committee was uncertain of the time and dates they would need, the suitability of the hall for their purposes and the volume of visitors and volunteers to be expected. The Clerk was asked to contact Transition Wokingham to get further information.  
**ACTION: Clerk**
- 14.6 Item 17; The Committee discussed the request to run a funfair on the Recreation Ground.  
The Committee **RESOLVED** to authorise a funfair on 14,15,16 August at a charge of £650.  
**ACTION: Clerk**
- 14.7 Item N6; The Committee discussed the request to hold a Funday on the Recreation Ground in August. The Committee considered that 9 August was the only practical date. The Clerk was asked to invite the organisers to visit the Council to discuss the

practicalities of the use of the field, parking and community centre facilities and to create a proposal for presentation to the Council. **ACTION: Clerk**

**14.8** Item N5; The Clerk presented a proposal to run a small café out of the Pavilion over the summer.

The Committee discussed the practicalities and details of the project.

The Committee supported the project in principle and **RECOMMENDED** to Full Council to go ahead with the project and to appoint a sub-committee of R&A to decide the full details.

**15 ANY OTHER ITEMS THE CHAIRMAN DECIDES ARE URGENT**

**15.1** none

**16 TIME AND DATE OF NEXT MEETING**

**16.1** The next meeting of the Recreation and Amenities Committee will be held on **Tuesday 7<sup>th</sup> April 2015** at 7.45 p.m. in the John Grobler Room.

There being no further business the meeting closed at 10.35pm.

## **APPENDIX 1**

### **Correspondence**

#### **Correspondence received prior to the issue of the agenda for the meeting of 3 March**

- 1 Taekwondo; acknowledgement of response re punch-bag
- 2 Cllr G Harper; update on vermin at allotments
- 3 WBC; acknowledgement of comments re alternative allotment site
- 4 Binfield Electrical; acknowledgement of order for extractor fan repair
- 5 Came & Co; request for summary of construction of insured buildings
- 6 Nick Robins; query re condition of wiring in Pavilion House garden
- 7 PestUK; progress report on pest control
- 8 PestUK; quote for pest control contract at Winnersh Community Centre
- 9 PRS; summary of charges 2014 / 2015
- 10 ARD; Playground inspection charges, 2015-16
- 11 BALC; toolkit for procurement contracts
- 12 Wicksteed Playgrounds; outdoor fitness leaflet
- 13 SSE; call out to wiring in Pavilion House garden
- 14 ARD; playground inspection report, February 2015
- 15 Transition Wokingham; request for use of hall
- 16 WBC; acknowledgement of street lighting information
- 17 James Noyce; request to run funfair
- 18 WBC; draft Litter Pick poster

#### **Correspondence received since the issue of the agenda for the meeting of 3 March**

- N1 PestUK; Allotment baiting report, January 2015
- N2 West Berks Licensing; Food Safety & Hygiene questionnaire completed OK
- N3 PestUK; New Road baiting report, February 2015
- N4 PestUK; quote for allotment pest control, 2015-16
- N5 Nina Fazey; proposal for café at Pavilion
- N6 Ollie Young Foundation; request for Funday in August