



Winnersh Parish Council

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MINUTES OF THE RECREATION AND AMENITIES COMMITTEE HELD AT 7.45 PM ON TUESDAY 3rd APRIL 2018 IN THE SINDLESHAM ROOM

PRESENT: Cllrs S Hanna (Chairman), F Breedlove, G Harper, R Holdstock, J Southgate, L Wooldridge

In attendance: Brendan Gibbs (WPC Locum Clerk).

1 APOLOGIES

1.1 None received.

2 PUBLIC SESSION

2.1 There were no members of the public present.

3 CLERK'S REPORT

CLERK'S REPORT as at 3rd April 2018. Update since the meeting of 6th March 2018.

Pavilion

The Clerk reported that the purchase orders for the Community Centre car park improvement project, the flat roof renewal project and the brickwork replacement project have now been sent to the respective contractors. There was some discussion regarding the payment terms of one of the contracts. Cllr Breedlove and the Clerk agreed to resolve this outside of the meeting.

Play Area/Recreation Ground.

The proposed jet washing and matting replacement of the Bearwood Recreation Ground play area will take place on the week beginning 9th April. The works will take five days to complete.

Pavilion House

Nothing to report at this time.

Main Hall/Offices

The kitchen floor has now been completely re-laid including the replacement skirting boards.

4 MATTERS ARISING

- 4.1** Cllr Hanna asked about the progress of the ‘no overnight parking’ sign. Cllr Harper replied that the matter has been discussed but there were several other priorities taking up his time and that of the locum Clerk. **ACTION: Cllr Harper/Clerk**
- 4.2** Cllr Breedlove spoke about the installation of a new bollard at the car park entrance to the footpath adjacent to King Street Lane and said that he had spoken to ESC and agreed they would include this item within the scope of the car park project. If there were any extra costs involved he would like authority to approve subject to a limit. **ACTION: Cllr Breedlove/Clerk**
- 4.3** Charges for both Regular Hirers and Casual Hirers were increased by 2% from April 1st.
- 4.4** Cllrs Hanna and Harper presented a brief report on the 2018 Winnersh community litter pick. This was a successfully event attended by about 30 people. A significant amount of litter was picked up including a lot from know hot-spots. Cllr Hanna thanked everyone who attended.
- 4.5** The revised Hirer Terms and Conditions will be brought back to the Committee for approval at its next meeting. **ACTION: Clerk/Admin Officer.**

5 R&A PROJECTS 2017-18

- 5.1** Cllr Breedlove spoke about the project to complete the internal decorations of the Community Centre. At present there were only two quotes that had been received. Mr Ian Leslie of IGL Building Services Ltd had been asked to provide a quote and had visited last week. His quote is awaited. **ACTION: Clerk**
- 5.2** Cllr Breedlove asked for a letter to be sent to all regular hirers advising them of the need to take care when the car park refurbishment commences. The Clerk agreed to produce and despatch a letter. **ACTION: Clerk**
- 5.3** Cllr Breedlove said he would contact C.E.Nichols Ltd to find out when exactly they would be commencing work with the brickwork repairs. At present there is some confusion as to the agreed start date. **ACTION: Cllr Breedlove**

6 R & A BUDGET

- 6.1** The Committee noted that the spending for the year is on schedule. Cllr Breedlove asked about the total spend on the kitchen/lobby upgrade as he was expecting a higher figure than was currently shown on the spreadsheet. Cllr Harper said that some items such as a freezer had not yet been purchased.
- 6.2** Cllr Harper spoke about the street light upgrade as there are several unforeseen issues that are now apparent including the location of the power supplies and the requirement to remove and replace the CCTV equipment from the old to the new

columns. The Clerk agreed to speak to the CCTV supplier as well as colleagues at Wokingham Borough Council to ensure that this important project can be completed over the next few weeks.

ACTION: Clerk

- 6.3** Cllr Breedlove asked a question about the planned replacement of the Community Centre's guttering. Cllr Southgate provided a minute reference showing that a quote had been accepted and that the work is planned to take place after the brickwork project is complete.

ACTION: Clerk

- 6.4** Cllr Harper provided an update regarding the Youth Club Staffing & training. He said that the provision of this resource is somewhat delayed due to staff sickness.

- 6.5** The Clerk reported to the Committee that the Parish Office had recently made an administrative error by taking a double booking for the Community Centre. The Wargamers group had a competition arranged and there was also a rival booking for a birthday party. As the error was on the part of the Parish Council the Clerk had arranged for the rival booking to be moved to the Wokingham Cricket Club.

The cost of this error will be £500 plus VAT.

There was a discussion about the process to be followed by the Parish Office staff to prevent this error happening again. It was decided that the Parish Office staff should agree on a process understood by all.

ACTION: Clerk

- 6.6** There were no other comments made regarding the 2017-18 Budget.

7 REFERRALS FROM OTHER COMMITTEES.

- 7.1** There were no referrals from other committees.

8 ALLOTMENTS

- 8.1** The Clerk circulated a list of the Council's allotment holders. The Clerk and the RFO had produced two documents showing the complete list of paid up allotment tenants, those in arrears and vacant plots. There was also a new map showing the up to date position with all the plots. The Clerk had also visited the allotments to agree that the position with the two documents matched that on the ground.

There are seventy-one plots in all consisting of fifty-seven full plots and fourteen plots split in half.

This equalled a total of 85 tenancies available.

Currently there were sixty-three fully paid up tenants with six of these plots not currently in cultivation.

There were fifteen tenants were in arrears and there were seven vacant plots.

8.2 Cllr Harper updated the Committee on the latest situation with North Wokingham Distributor road. Correspondence has been received from Wokingham Borough Council highlighting how they anticipate providing replacement allotments alongside the recovery of the existing parcel of land.

From now until the end of April 2018 – gather information and produce allotment design.

At the end of May 2018 - Submit planning application.

At the end of July 2018 - Obtain Planning Permission.

August to October 2018 – Undertake construction of new allotment site.

November and December 2018 – Provisional earliest date for Allotments users to move from old site to new site.

The Clerk explained that there were actions needing to be undertaken soon if this timescale was to be achieved. The most important of these was a need to issue a notice to quit before the 6th April 2018.

The Allotment Acts require a twelve-month notice period to be issued on or before this date for the notice to be lawful.

A discussion followed about the best way of achieving this action. The Clerk provided a pro-forma notice containing a form of words that is compliant with the requirements of the Allotment Acts. Cllr Southgate requested an accompanying letter explaining the reasons for the need to issue the notice period.

It was **RESOLVED** to issue notice to terminate the tenancies of all the tenants of the Winnersh Allotment Gardens

It was **RESOLVED** to invite representatives of Wokingham Borough Council to a meeting to discuss the following topics:

- The provision of the new allotment gardens.
- The recovery of the existing allotment gardens.
- Agreement on who meets the costs involved in these processes.

ACTION: Cllr Harper/Clerk

9 R&A PROCEDURES

9.1 In view of the amount of time taken to discuss the Allotment Gardens it was agreed by the Committee to defer the review of the Bar procedure until the next meeting.

10 CORRESPONDENCE.

- 10.1** Cllr Harper provided a report about the Photo-Voltaic Solar Panels after the visit by Solarsense UK Ltd. He explained that the Council was concerned that the system was not generating power to the levels expected. The contractor had checked the installation thoroughly and had confirmed that there were no issues with the installation or the supplied equipment.

However, the three power inverters had not been configured correctly from the time of installation. Cllr Harper reported that the contractor had re-set the equipment when requested to. Once this was completed there was an instantly noticeable improvement in the power generation.

A discussion followed on the merits of configuring an online tool that is available to monitor the system via a web interface. There were two tasks needed to be completed before this could be installed.

- Cabling connecting the solar panels to a router needs to be installed.
- The software needs to be installed on a PC in the Parish Office.

A solution from Solarsense is also available.

The Clerk was asked to take this action forward **ACTION: Clerk**

Further discussion took place about the merits of contacting the equipment installer's managing director to seek their comments on the report and to enquire about the potential for compensation for incorrectly configuring the equipment when it was installed.

**ACTION: Cllr Harper
Cllr Southgate**

- 11** Any other items that the Chairman decides are urgent.

- 11.1** There were no other items to report.

12 TIME AND DATE OF NEXT MEETING

- 12.1** The next meeting of the Recreation and Amenities Committee will be held on **TUESDAY 1st MAY 2018** at 7.45 p.m. in the Sindlesham Room.

There being no further business the meeting closed at 9.26pm.