



Winnersh Parish Council

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

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

In attendance: Louise Steele (WPC Locum Clerk).

1 APOLOGIES

1.1 Apologies were received from Cllr R Holdstock.

2 PUBLIC SESSION

2.1 There were no members of the public present.

3 CLERK'S REPORT

A report from the Clerk meeting of 5th June 2018.

- 3.1 The Clerk reported that work on the flat roof at the Community Centre was now complete. (Min 4.2 5/06/18 refers)
- 3.2 The Clerk further reported that the play area slide had been repaired. (Min 4.3 5/06/18 refers)
- 3.3 Further that the "no overnight parking" sign had been ordered. (Min 5.1 5/06/18 refers)
- 3.4 The Clerk reported that two quotes had been sought for removal of an area of tarmac from the perimeter of the Recreation Ground at Mole Road. (Min 7.1 (1) 5/06/18 refers)
- 3.5 It was also reported that the company hiring the Recreation Ground for a football tournament had paid the charge of £390. (Min 7.1 (2) 5/06/18 refers)
- 3.6 The Clerk reported that an action point to write to all plot holders who are not cultivating their plots remains outstanding (Min 8.1 5/06/18 refers) **ACTION: Clerk**
- 3.7 Planning drawings for the new allotments had been circulated by virtue of the fact that a planning application (181662) had been submitted by WBC (Min 8.3 5/06/18 refers)

4 MATTERS ARISING

Councillors were further updated on the following matters since the meeting of 5th June 2018.

- 4.1 Cllr Harper reported that he had repaired the tap at the allotments and that he had been reimbursed. (Min 8.4 5/06/18 refers)

It was noted that all other matters arising from the meeting of the 5th June were covered by separate items on the agenda.

5 R&A PROJECTS 2018-19

Updates were received in respect of the following projects.

- 5.1 The flat roof repair project- as reported at minute 3.1 above this project is now complete. The Clerk further reported that the invoice had been received from the contractor in the sum of £7,700 plus VAT. It was agreed that this was in line with the original quotation.
- 5.2 The play area slide – as reported at minute 3.2 above this project is now complete.
- 5.3 The No Overnight Parking sign – as reported at minute 3.3 above this project is now complete.
- 5.4 The brickwork and guttering repairs. Cllr Breedlove reported that the brickwork repairs were complete and that a quote from the preferred supplier had been sought for the guttering repairs although it was unclear whether it had been received. The Clerk was asked to follow up and ensure the quote was available for the next meeting.
- 5.5 The removal of tarmac path – as reported at minute 3.4 above two quotes have been sought.
- 5.6 Internal Community Hall decoration – the work has been deferred until Easter 2019 but Cllr Hanna observed that competitive quotes for that work need to be obtained in good time. Cllr Breedlove indicated that one quote already received would hold good until that time.

ACTION: Clerk

ACTION: Clerk

6 R & A BUDGET

- 6.1 The Clerk apologised for neglecting to prepare a report on the budgetary position at the end of June
- 6.2 Urgent action to instruct a supplier to service and repair the broken hall floor cleaner to a maximum cost of £500 was reported and retrospectively agreed. The Clerk reported that the quote for the repairs exceeded the sum agreed and totalled £747.84 (plus VAT) including the first visit charge of £115 already incurred. It was agreed to have the machine repaired and subsequently to explore options for future cleaning of the floor (to include purchase of a new machine, or outsourcing the work such that the capital cost does not fall to the Council).

ACTION: Clerk

7 REFERRALS FROM OTHER COMMITTEES.

7.1 There were none.

8 ALLOTMENTS

8.1 There was detailed discussion of the allotments because the meeting had been immediately preceded by a drop-in session for allotments holders to view the plans for the new allotments and to ask Andy Glencross of Wokingham Borough Council questions. The drop-in session had been well attended (England's football match against Columbia in the World Cup 2018 notwithstanding) and the holders of 19 different plots had attended with additional family members.

8.2 The Clerk drew attention to additional correspondence received since the agenda was issued; the first was advice from the Berkshire Association of Local Councils about finding solicitors to act for the Parish Council and the second was additional advice from Bruce Hickman at WBC about the process for applying to the Secretary of State for consent to transfer the allotments. The Clerk advised that both pieces of correspondence indicated that the council should proceed to make a decision about which solicitors to instruct. It was **RESOLVED** that, subject to receipt of a fees estimate, the Clerk should instruct Surrey Hill Solicitors to act for the parish council.

ACTION: Clerk

8.3 A number of issues pertaining to the new allotments remained to be decided quickly and before the next meeting of the Committee so that WBC could be informed of the parish councils requirement as to layout and number of allotments for example. Also the mechanisms for allocating plots need to be decided. It was **RESOLVED** to create a sub-committee to which would be delegated authority to decide the matters for WBC and the allocation of the plots. Membership of the sub-committee to be Cllrs Hanna, Wooldridge & Fishwick.

8.4 Cllr Harper reported on issues relating to the current allotment site. He repeated a complaint about ticks in the long grass that had been made at the preceding drop-in session. Following discussion it was resolved that the Clerk should instruct SCS to trim the unmaintained plots (provided that the price quoted did not exceed £20 a plot) and to make arrangements for Cllr harper to meet the contractor and identify for them the correct plots.

ACTION: Clerk

8.5 Cllr Hanna raised the need to review tenancy agreements for allotment holders and this will be an agenda item for the next Committee meeting.

8.6 Cllr Wooldridge returned to the issue of the planning application for the new allotments and asked how this Committee should address the issues of the inconsistencies in the application, it was decided to refer this matter to the Planning Committee.

9 PHOTO VOLTAIC SOLAR PANELS

9.1 Cllrs Harper and Southgate reported that they have written to the Managing Director of SPS Energy Ltd expressing the council's disappointment with the service provided and asking for money back.

- 9.2 Cllr Harper took a meter reading on 2 July 2018 and it was 17,650. The Clerk was asked to obtain the software to automate meter reading and it was indicated that Cllr Taylor has volunteered to help install it. **ACTION: Clerk**

10 R&A PROCEDURES

- 10.1 A review of RO3 CCTV Policy was deferred until the next meeting of the Committee.

11 USE OF BEARWOOD RECREATION GROUND

- 11.1 After a discussion of the difficulties caused by the use of the recreation ground for a football tournament it was agreed to take no further action in respect of the current year but that the Clerk should write to and ask that a full and formal application for use of facilities next year.

12 CORRESPONDENCE

- 12.1 The following items of correspondence were received.
- Email dated 28 June 2018 from D.Vass re New Allotments
 - Email dated 28 June 2018 from R Tilbe
 - Email dated 2 July 2018 from Jayne Kirk BALC re Allotments
 - Attachment to above (LTN 45 – Disposal and appropriation of Land by Local Councils (December 2016))
 - Email dated 2 July 2018 from Bruce Hickman (WBC) re Application to Secretary of State
 - Attachment to above Application Form

13 TIME AND DATE OF NEXT MEETING

- 13.1 The next meeting of the Recreation and Amenities Committee will be held on **TUESDAY 4th SEPTEMBER 2018** at 7.45pm in the Sindlesham Room.

There being no further business the meeting closed at 9.10pm.