



Winnersh Parish Council

Winnersh Community Centre
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Minutes of the **RECREATION AND AMENITIES COMMITTEE** meeting held in the Allnatt Pavilion on **TUESDAY 1 OCTOBER 2019**

PRESENT: Cllrs S Hanna; L Wooldridge; F Breedlove; J Southgate and F. Obileye.

In attendance: Philip Stoneman (Clerk).

1 APOLOGIES: Cllr A Greenwood and Cllr R Hamblin

2 DECLARATIONS OF INTEREST: None.

3 WINNERSH ALLOTMENTS UPDATE:

3.1 The Clerk updated the Committee on progress toward the completion of the allotments.

3.1.1 Access Road: the neighbouring Farmer had cut back the hedges along the length of the track between Woodward Close and the entrance to the allotments. This had been welcomed by allotment holders as it avoided vehicles from being scratched. The Clerk was asked to thank the Farmer on behalf of the Council. **ACTION: CLERK**

3.1.2 Water: works by WBC's contractor were progressing to provide security to the water standpipes, after which Thames Water would be invited to approve the work before arranging the connection to the mains water supply in Woodward Close.

3.1.3 Security: WBC had provided padlocks and keys and allotment holders had been collecting keys from the Parish Office. The padlocks had been welded to the gates via a chain to ensure they were not lost or stolen.

3.1.4 Allocation: 2 half plots remained unallocated. The Clerk was asked to contact allotment holders, that were not currently cultivating their plots, to establish whether they were intending to cultivate the plots allocated to them as interest and a waiting list was growing. **ACTION: CLERK**

3.2 Cllr Wooldridge proposed that an Allotment Working party be established to

- a) Identify outstanding issues in order to complete the project; and
- b) Develop and recommend future management arrangements.

3.2.1 Cllr Southgate suggested that the working party be known as the Allotment Working Group as 'Working Group' rather than 'Working Party' would be more consistent with Standing Orders.

3.2.2 A key issue for the Group would be to investigate the setting up of an allotment association or forum that would give allotment holders more ownership and responsibility for the day to day running of the allotment garden.

3.2.3 It was suggested that the Group should seek advice from facility managers including Wokingham Town Council that managed several allotment gardens.

3.2.4 The Committee agreed to constitute the Allotment Working Group at the next meeting of Full Council and agree the terms of reference.

3.2.5 The Clerk was asked to prepare a list of outstanding items that would be necessary to complete before the allotments could be transferred from WBC to WPC.

ACTION: CLERK

3.3 The Clerk was asked to establish WPC's legal responsibility, particularly in the event of accidents or claims relating to the site and the Solicitor, that had been acting on behalf of WPC, should be asked to advise. The Committee also requested that advice be sought on allotment agreements and whether there were any terms or conditions in the draft lease between WBC and WPC that should be taken into account.

ACTION: CLERK

3.4 The Clerk was asked to check what model tenancy agreements were available through NALC and the National Allotment Association.

ACTION: CLERK

4 PUBLIC SESSION:

4.1 There were no members of the public in attendance.

5 MATTERS ARISING FROM THE LAST MEETING:

5.1 It was agreed that Item 3.4, 3.7, 4.1.2 and 5.1 would be referred to the Allotment Working Group.

5.2 Item 4.1.3 Infection: the Clerk had raised this with WBC and the response was that it would be difficult to identify the cause. The matter would be kept under review and allotment holders would be encouraged to report any future incidents. The Clerk was asked to inform the two allotment holders, that had reported the issue, of the response from WBC.

ACTION: CLERK

5.3 Item 5.2 Drainage: the Clerk advised that he had made WBC aware of the problem of poor drainage (around plot 66) and the project manager at WBC had agreed to investigate.

- 5.4 Item 5.5 Strategy/Ideas Workshop: Cllr Wooldridge advised that plans for the event were being developed including availability of councillors/dates, facilitator, venue, costs and these would be presented to the next meeting of Full Council.

ACTION: CLLR WOOLDRIDGE

- 5.5 Item 5.7 Playground Inspections: the clerk advised that the Caretaker was continuing with daily inspections and that a model form provided by ARD Playgrounds was being adapted so that a more detailed weekly inspection could be recorded. The Clerk advised that he was seeking quotes for bimonthly inspections from specialist playground companies/inspectors.

ACTION: CLERK

6 PROJECTS

- 6.1 The Clerk advised that the report, setting out options for the Community Centre cladding, and possible extension to include a storage area, was being produced by Allcott Associates and this was expected in the next few days.

- 6.2 LED lighting: the Sindlesham Room lighting project had been completed and an additional cost of £120 had been incurred to change the bulbs and wiring to the downlighters around the perimeter of the room. The Clerk requested that, at the suggestion of SBS that managed the bar, that additional downlighters be provided in front of the bar counter and this was agreed.

- 6.3 Outdoor Gym: the Clerk informed the Committee that he had met with the Great Outdoor Gym Company (GOGC) that had provided and installed the existing equipment, to discuss options for surfacing and possibly replacing gym equipment.

The representative advised that the equipment was obsolete and that replacement parts could no longer be provided. A range of modern equipment with a wet pour safety surface could be provided at around £20-25,000. A draft proposal and costs were circulated.

The Clerk advised that he had contacted WBC about the potential for partnership funding and was advised that, in principle, a scheme may be supported through the allocation of S.106 funding and was invited to submit an application. The Committee agreed to apply for S.106 funding and the Clerk was asked to investigate options and alternative suppliers as a tender process would be necessary. Cllr Breedlove suggested contacting the outdoor facilities manager at Bracknell Town Council, who managed a considerable number of sites with safety surfacing and play/gym equipment, to gain advice.

- 6.4 The Clerk advised that the height barrier to the Community Centre Car Park had been ordered and a delivery and installation date was awaited.

7 CHRISTMAS LIGHTS EVENT:

- 7.1 The Chairman advised that Cllr. Harper had volunteered to provide the fireworks display and to complete the risk assessments. The Committee expressed their thanks and agreed to accept the offer from Cllr Harper.

ACTION: CLLR HARPER

7.2 The Clerk advised that Cllr Hamblin had offered to take a lead role in the planning and organisation of the event and the Committee expressed their thanks and agreed to accept the offer from Cllr Hamblin. **ACTION: CLLR HAMBLIN**

7.3 The Committee asked that the event checklist be shared with Cllr Hamblin and the Chairman offered to speak with her about how the event was organised last year. It was confirmed that a budget of £500 had been allocated and was available to cover all the costs of the event. **ACTION: CLLR HANNA**

8 CORRESPONDENCE: The Committee noted the correspondence in Appendix A.

8.1 Correspondence Item 12: The Clerk informed the Committee that he had written to the Head Teacher of Forest School about potentially dangerous cycling on roads in the Parish. A positive response had been received suggesting that the WPC consider writing a letter to parents and to students to highlight the dangers of not wearing cycle helmets and riding safely. The Head Teacher had been taking every opportunity to reinforce the message through letters home, assemblies etc. and felt that community interventions may have a greater effect.

8.2 It was agreed to ask Cllr Fishwick (as WPC Chairman) and the Borough Police Commander to write letters to the parents and to students in order to help encourage and improve cycling awareness and safety. **ACTION: CLERK**

9 ANY OTHER URGENT MATTERS:

9.1 The Chairman advised that he had attended the Borough/Parish Liaison Forum meeting on 30 September with the main focus being on the Climate Change Emergency that WBC had signed up to. WBC were seeking ideas on how to respond to the Climate Change Emergency and these would help inform an action plan that would be issued in January 2020.

9.2 The Clerk advised that he had received an email from Cllr Michael Firmager, the Chairman of the Borough/Parish Liaison Forum offering to meet with WPC to explore ways of strengthening the communication between WBC and WPC. It was agreed that the Clerk should respond agreeing to accept his offer to meet. **ACTION: CLERK**

9.3 The Chairman advised that he had spoken with Berkshire Youth and had invited them to attend a future meeting of the R&A Committee to provide an update on their work in the Parish.

The Chairman advised that funding to support a Youth Worker had not been confirmed but expected that the existing budget should be enough. The Chairman also advised that the Rotary Club had been supporting youth initiatives in Bracknell and there was possibly an opportunity to explore Rotary Club support for youth initiatives in Winnersh.

10 DATE OF NEXT MEETING: Tuesday 5 November 2019 at 19:45.

There being no further business the meeting closed at 21:58.

APPENDIX A

Correspondence

- 1) 19 September 2019:** email from Wokingham Borough Council
Subject: Bikeability training for adults 11 October 10.00am – 3pm
- 2) 20 September 2019:** Wokingham Borough Council
Subject: Winnersh Allotments
- 3) 23 September 2019:** email from Southern Bar Services
Subject: Lighting/furniture in Sindlesham Room
- 4) 24 September 2019:** email from Wokingham Borough Council
Subject: Wellbeing conference 10 October
- 5) 25 September 2019:** email from Wokingham Volunteer Centre
Subject: Quiz night (team) invitation - 7 November
- 6) 26 September 2019:** email from Wokingham Borough Council
Subject: CIL Co-funding / S.106
- 7) 26 September 2019:** email from Wokingham Borough Council
Subject: Nominations for 2019 Wokingham Sports Awards
- 8) 27 September 2019:** email from Wokingham Borough Council
Subject: Libraries Newsletter October 2019
- 9) 30 September 2019:** email from Wokingham Borough Council
Subject: Visit to Agrivert (Severn Trent) - Anaerobic Digestion Plant
- 10) 30 September 2019:** email from Wokingham Borough Council
Subject: Recycling/waste separation
- 11) 30 September 2019:** email from N Robins Grounds Maintenance Contractor
Subject: Quote for covering allotments
- 12) 30 September 2019:** email from Head Teacher – Forest School
Subject: Cycle safety