



Winnersh Parish Council

Winnersh Community Centre
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Minutes of the Informal **RECREATION AND AMENITIES COMMITTEE** meeting held remotely on **Tuesday 2 NOVEMBER 2021**.

PRESENT: Cllrs L. Wooldridge (Chairman); L. Doyle; P. Fishwick; S. Hanna; J. Southgate.

IN ATTENDANCE: Philip Stoneman (Clerk)
Joanne Yeomans (Community Engagement & Lettings Officer - CELO).

1 APOLOGIES FOR ABSENCE: None

2 DECLARATIONS OF INTEREST: None.

3 BERKSHIRE YOUTH

3.1 Gareth Mephram from Berkshire Youth (BY) was unable to attend and the item was deferred.

4 MINUTES OF THE LAST MEETING AND MATTERS ARISING

4.1 The minutes of the meeting held on the 5 October 2021, approved at Full Council on the 12 October, were noted and the following matters were raised:-

4.2 Item 4.14: The Clerk advised that he had contacted Wokingham Borough Council about the maintenance of the access track and cutting the grass in the adjacent field and was awaiting a response.

4.3 Item 7.1: The CELO advised that she was communicating with plot holders about uncultivated plots with the intention of encouraging activity and or offering help and assistance where required.

4.4 Item 7.2: The CELO advised that she had sought advice from Wokingham Town Council (WTC) about whether they had a policy for limiting the size of structures (sheds and polytunnels etc.). WTC advised that they did not have limits on sizes but would meet on site with plot holders to look at their proposals to ensure that such structures did not cause a nuisance to other plot holders.

5 PUBLIC SESSION: There were no members of the public in attendance.

6 WINNERSH ALLOTMENT GARDEN

6.1 The Clerk advised that quotations had been sought for providing land drainage adjacent to plots 80 to 86 and the quotes would be shared with the committee in due course.

6.1.1 Wokingham Borough Council had been asked to consider funding the land drainage works and a response was awaited.

6.2 A discussion took place about funding the Winnersh Allotment Association for small works/items that WAA could purchase without the need to refer back to WPC. As previously discussed, it was felt that the funding should be limited to £1,000 in any one year and anything not spent from the allocation would be taken into account at the start of the next financial year. At the start of the next financial year the account held by WAA would be topped up to £1,000.

6.2.1 The committee did not feel it appropriate to award a set amount of £1,000 each and every year as unspent funds at the end of each financial year could potentially grow into a significant level of reserves. The point was made that the WAA could apply to WPC at any time to fund medium to large projects for which feasibility and funding would be considered.

6.2.2 In conclusion, WPC would make up the balance (to £1,000) between what the WAA had spent (£558 in the current year), and had already been reimbursed, and therefore a payment of £442 would be due. This would be released upon the receipt of the master plan being developed by the WAA. It was also noted that quarterly reports would be required from the WAA including a breakdown of incurred expenditure.

7 FACILITY HIRE - TERMS & CONDITIONS

7.1 The Clerk provided an update on recent emails from a resident in New Road who was complaining about the level of noise from the community centre on Friday and Saturday evenings when parties and other events were taking place. The complainant had also referred to the use of fireworks but there was no evidence to suggest these had come from parish council facilities.

7.2 On the evening of Saturday 23 October the caretaker reported that one of the two large commercial wheelie bins used by WPC had been placed directly outside the fire exit doors from the main hall, preventing them from being opened. The caretaker confirmed that the foot brake had also been applied and it appeared that it had been positioned there deliberately to prevent the doors from being opened. There was also evidence that the newly installed cladding had been damaged, consistent with being hit by the wheelie bin.

7.3 The clerk advised that he was liaising with the Environmental Health Officer about these matters and would update the committee in due course. In the meantime, it was agreed that signs be placed on the outside of the doors requesting that they be kept clear, and other measures including CCTV and lighting to the rear of the community centre be considered.

- 7.4 The terms and conditions of hire included a clause about music being kept to a reasonable level and reference would be included to cover that the fire exit doors facing New Road should be kept shut, albeit they would need to be opened during deliveries including setting up for discos, catering, and bar deliveries.
- 7.5 The clerk was asked to establish from the EHO how, when considering levels of noise, the definition of ‘reasonable’ should be determined.
- 7.6 Whilst fireworks on the Bearwood Recreation Ground were prohibited, and that was clearly stated in the bylaws, it was requested that reference also be included in the terms and condition of hire. **ACTION: CELO**

8 FIRE RISK ASSESSMENT

- 8.1 The Clerk advised that he had invited the Fire Safety Inspecting Officer from RBF&RS to visit and advise on a range of matters including what type of doors should be provided as the existing entrance doors to the Winnersh Hall and Sindlesham Room needed replacement. It was confirmed that push bar type fire exit doors were required and quotes were being sought.
- 8.2 The Fire Officer also recommended, in his follow up report, that a fire risk assessment should be carried out and he advised that a competent fire risk assessor be sought to carry out the fire risk assessment.
- 8.3 The committee asked that the recommendations contained in the two letters relating to ‘Fire Safety Matters’ for the Community Centre and Allnatt Pavilion be implemented. **ACTION: CLERK**

9 CCTV

- 9.1 Cllr Wooldridge introduced the item referring to the black spots around the community centre facilities where there was no CCTV coverage. This had been highlighted given the blocking of a fire exit referred to in minute Item 7.2. Locations including the front and rear elevations of the buildings were not covered by CCTV and issues of safety, security and anti-social behaviour could not be observed or captured by CCTV.
- 9.2 Members agreed that the Clerk should carry out a review of CCTV provision and report back to the committee with suggested improvements in due course. It was also noted that any proposed location of cameras should take account of facility improvements in the future. **ACTION: CLERK**

10 CHRISTMAS LIGHTS EVENT

- 10.1 The committee discussed the Christmas Light event that had been proposed for the 3 December 2021 and agreed that given the increasing number of coronavirus cases in the Wokingham area that the event be cancelled.
- 10.2 It was agreed that planning for the event should start much earlier in 2022 and that the opportunity should be taken to engage with attendees, including the local primary schools, to explore how the event could be developed.

- 10.3 The council would still provide improved festive lights in the trees outside the Community Centre and Allnatt Pavilion and new Christmas trees and decorations would be provided in the hireable space.
ACTION: CLERK/CELO

11 FACILITIES WORKING GROUP

- 11.1 Cllr Wooldridge gave an update on the project explaining that the consultation (via questionnaire) had ended and that one hundred responses had been received. Some initial analysis had been carried out and whilst further analysis was required it was evident that a café would be popular.
- 11.2 The committee was informed that the project was running about 3 months behind schedule and there were a number of reasons for that including extending the deadline for the return of the questionnaire in order to promote the opportunity at the last Winnersh Fete.
- 11.3 Key actions from the working group included:-
- 1) Inviting a representative from Shinfield Parish Council (SPC) to talk to the group about how SPC had progressed the new Shinfield Community Centre and any advice that could help with the WPC project.
 - 2) Engage with regular hirers to seek their views on a one to one, and in-person basis.
 - 3) Identify a list of key stakeholders (including WBC, TVP, voluntary sector) that the group could engage with about their needs and potential involvement in the project.
 - 4) Addressing the question ‘What do we want to be known for?’

12 CORRESPONDENCE - None

13 ANY OTHER MATTERS CONSIDERED URGENT BY THE CHAIRMAN

- 13.1 Cllr Fishwick raised the issue of how WPC could more effectively prevent use of damaged play equipment. Whilst efforts were made to cordon off damaged equipment using hazard tape and signage this was often removed by people determined to use the equipment.
- 13.2 It was suggested that a more effective way of preventing use of damaged or failed equipment would be to use temporary fencing such as weld mesh Heras fencing that can be hired, delivered, and assembled on site very quickly. The committee unanimously agreed to support the initiative and it was agreed that this should be included in the relevant WPC risk assessments.
ACTION: CLERK

14 DATE AND TIME OF THE NEXT MEETING: Tuesday 7 December at 7.30pm.

There being no further business the meeting closed at 20.55.