



## **Winnersh Parish Council**

Winnersh Community Centre  
New Road, Sindlesham, Wokingham  
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Minutes of the **RECREATION AND AMENITIES COMMITTEE** meeting  
held on **Tuesday 2<sup>nd</sup> May 2023 at 7.30pm**  
at the Winnersh Community Centre

**Councillors Present:** Cllrs Harper (Chairman), Hanna, Nicholson & Southgate

**Officers:** Marcia Milsom, Clerk

### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Doyle.

### **2. DECLARATIONS OF INTEREST**

Cllr Harper declared an interest in item 5 – Winnersh Allotments.

### **3. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 4<sup>th</sup> April 2023 had been approved and signed at the Council meeting on 18<sup>th</sup> April 2023.

The Clerk's report with updates on matters arising from previous meetings was attached at Appendix 1.

- i. The Clerk advised that the CELO was still investigating the warranty on the digital locks and would amend the report to 'in progress'.

### **4. BERKSHIRE YOUTH**

There was no representative of Berkshire Youth in attendance.

### **5. WINNERSH ALLOTMENTS**

- i. Following the recent allotment inspections in March 2023, letters had been sent to tenants. The next inspection was scheduled for June 2023. **Noted.**
- ii. Lease changes – the Clerk had received a revised map from WBC indicating the

new access road and had forward this to Surrey Hills Solicitors with instruction to liaise with WBC on updating the lease. **Noted.**

- iii. There had been a claim for compensation received from a tenant following recent flooding on their plot. This appeared to have been caused by the Highways England compound blocking the natural water run-off. The CELO had liaised with the tenant and Highways England and the compensation claim had been settled direct to the tenant by Highways England. **Noted.**

Cllr Harper noted that Highways England/Volkers had started removal of equipment and started work on the drainage.

## **6. PLAYGROUND EQUIPMENT**

- i. The Clerk advised that the new toddler unit installation was expected end of April/early May and that ARD were working to sell the original piece of equipment on WPC's behalf. **Noted.**
- ii. The quarterly play equipment inspection was carried out on 13<sup>th</sup> April. The report had been circulated to R&A members.

There were two issues raised:

- Agility climber – this is the equipment that is due to be replaced with the toddler unit and therefore no action would be taken.
- Basketball nets – the inspector's recommendation was to have no nets on unsupervised courts and therefore the nylon nets should also be removed. It was noted that users of the courts had requested nets and the Clerk advised that she would investigate the regulations with net providers.

**ACTION: CLERK**

## **7. CAPITAL PROJECTS AND BUDGET REVIEW 23/24**

An update on 2023/24 capital projects was attached at Appendix 2. **Noted.**

- i. Cllr Harper advised he was currently obtaining quotes for the footpath replacement – the contractors suggestions had been for block paving.
- ii. Cllr Harper advised he was currently obtaining quotes for re-tarmacking of the disabled bay area. The Clerk had been advised by the caretaker that the waste pipe from the accessible toilet ran underneath the disabled bay area and that part of the pipe may have collapsed, causing the tarmac to sink. The Clerk would look into getting the pipe investigated.

**ACTION: CLERK**

## **8. TABLES**

Due to the increase in cross facility bookings, it had been identified that there was a lack of tables for simultaneous use across the three rooms. The Clerk had investigated options for additional tables and storage trolley and proposed that 10 tables and 1 storage trolley be purchased at a cost of £1,655.99 + VAT.

It was **RESOLVED** to recommend that £1,655.99 be vired from the Pavilion House project budget to purchase 10 additional tables plus 1 storage trolley.

## **9. CORRESPONDENCE**

None received.

## **10. DATE AND TIME OF THE NEXT MEETING**

The next meeting was **AGREED** as Tuesday 6<sup>th</sup> June 2023 at 7.30pm.

The meeting closed at 8.09pm.

## R&amp;A Clerk's Report - May 2023

Meeting Action Point	Date Decision Ratified	Minute reference	Action by	Notes	Status
Path Repair	03.01.23	8.1 (i)	GH	Quotes being obtained for path repair and ramp to Sindlesham Room	In progress
Main Hall Floor	03.01.23	8.1 (iv)	GH/Clerk	Order placed with Floors of Distinction for works to be completed in Aug 2023	In progress
Disabled bay tarmac	03.01.23	9.2	GH	Quotes being obtained for relay of tarmac to disabled bay and top up of gravel in other areas	In progress
Main Hall toilet refurbishment	07.02.23	3 (8.1 iii)	GH/Clerk	Quotes being obtained for refurbishment of main toilets. Order for disabled toilet refurbishment placed with Berkshire Construction	In progress
Main Hall/Allnatt Pavilion curtains	07.02.23	3 (8.1 vi)	LD	Obtaining quotes for replacement curtains for installation in Aug/Sep 2023	In progress
Playground equipment	07.02.23	7.1	Clerk	All repair works now completed	<b>Complete</b>
Playground equipment	07.02.23	7.3	Clerk	Installation of toddler unit expected late April/early May	In progress
Bearwood Rec Signage	07.04.23	4	Clerk	Initial quote agreed at Council. Updated quote received and agreed by R&A. Order placed with A Star Signs	In progress
Berkshire Youth provision	07.04.23	5	Clerk	Clerk has confirmed additional staff member with Berkshire Youth	<b>Complete</b>
Allotment lease update	07.04.23	6 (ii)	GH/Clerk	Liaising with WPC solicitors and WBC on amendments required to allotment lease in respect of new access road	In progress
Allotment inspections	07.04.23	6 (iii)	GH/CELO	Letters sent to tenants	<b>Complete</b>
Allotment locks	07.04.23	6 (v)	Clerk	CELO investigating if any warranty on locks	<b>Complete</b>
Council Office/ Sindlesham Room development	07.04.23	9	Clerk	Clerk meeting with architect to discuss plans for lift/internal staircase	In progress
Pavilion House	07.04.23	9 (ii)	Clerk	Orders placed for kitchen & bathroom upgrade, electrical and plastering works, window and door replacement and carpet. Redecoration quotes being sought	In progress
Pavilion House	07.04.23	9 (ii)	Clerk	Clerk has confirmed with Berkshire Construction that air vent sealing included in price for other works	In progress
Dimmable lighting	07.04.23	9 (iii)	Clerk	Replacement LED fittings and switches agreed at Council. Order placed with Berkshire Construction	In progress
Disabled Toilet refurbishment	07.04.23	9 (iv)	Clerk	Order placed with Berkshire Construction	In progress
Allnatt Pavilion survey	07.04.23	10	Clerk	Order placed with Allcott Associates. Increased price of £895.00 + VAT due to original quote being for residential premises	In progress
Basketball nets	07.04.23	11 (i)	Clerk	Nets being replaced by Nick Robins	In progress
Basketball markings	07.04.23	11 (ii)	Clerk	Order placed with Nick Robins	In progress
Memorial Bench	07.04.23	12	Clerk	Order being placed for bench. Clerk liaising with family regarding bulb planting	In progress
Sindlesham Room doors	07.04.23	13	Clerk	Order placed with Berkshire Construction and liaison ongoing re door closers	In progress
WRFC goal store	07.04.23	14	Clerk	Clerk investigating maintenance regime of other U15 pitches	In progress
Floor scrubber/dryer	07.04.23	15	Clerk	Machine received 26th April. Reduced price achieved £1449.99 + VAT (saving of £113.22)	<b>Complete</b>

**Other items:**

External accessible toilet	Emergency pull cord - damaged - Clerk has ask Berkshire Construction to quote for replacement
	Fuse box - unauthorised access - Clerk has asked Berkshire Construction to quote for metal cupboard around box
Allotment taps	Berkshire Construction has identified 5 taps not working - Clerk has instructed repair

## R&A Capital Projects Update 2023/24

Item No	Project	Budget	Committed/ Actual Cost	Project detail	Action/Notes
1	Toilet Refurbishment	30,000.00	5,527.62	Replace the toilets in the WCC and replace with male, female and unisex baby changing area. Upgrade and reconfiguration of accessible toilet	Plans received and reviewed by R&A. Cllr Harper sourcing quotes for main toilets. Accessible toilet refurbishment agreed at Council - order placed
2	Community Hall Floor	10,000.00	8,784.12	Sand & re-seal	Sand and re-seal works scheduled for August 2023.
3	Path Renewals & Ramps	15,000.00		Replace the footpath with bitmac/resin or similar or replace/repair rocking and broken slabs between the car park and the community centre and around by the Sindlesham Room/Parish Office.	Cllr Harper sourcing quotes
4	Dimmable Lighting	5,000.00	342.18	Low level/dimmable lighting in the Winnersh Hall and Sindlesham Room	Quote agreed at Council - order placed.
5	Sindlesham Room/Parish Office	25,000.00		Strip out bar area and install internal lift and staircase from bar area to John Grobler Room	Clerk meeting with architect to discuss drawing up plans
6	Car Park levelling	10,000.00		Disabled bay tarmac and gravel	Cllr Harper sourcing quotes
7	Play Area Equipment replacement	20,000.00	16,857.40	New toddler unit	Toddler unit order placed with ARD. Installation date awaited anticipated end April/beginning May
8	Hall Curtains	5,000.00		Replace existing curtains	Cllr Doyle sourcing quotes
9	Pavilion House	30,000.00	19,752.74	New kitchen & bathroom, electrical works, plastering works, carpet to stairs and landing, new windows and doors	Works agreed by Council - orders placed. Clerk obtaining additional decorating quotes
		<b>£ 150,000.00</b>	<b>£ 51,264.06</b>		