



Winnersh Parish Council
Winnersh Community Centre
New Road, Sindlesham, Wokingham
Berkshire RG41 5DU
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www.winnersh.gov.uk

Minutes of the **RECREATION AND AMENITIES COMMITTEE** meeting
held on **Tuesday 3rd October 2023 at 7.30pm**
at the Winnersh Community Centre

Councillors Present: Cllrs Doyle (Chairman), Green, Nicholson & Southgate

Officers: Marcia Milsom - Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Kilby.

2. DECLARATIONS OF INTEREST

None.

3. BERKSHIRE YOUTH

Due to staff shortages, a representative from Berkshire Youth was unable to attend.

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 5th September 2023 (attached) were approved and signed at Full Council on 19th September 2023.

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

5. WINNERSH ALLOTMENTS

- i. The Clerk advised that all reinstatement works at the site had now been completed by Reds10. The vehicle entrance gates had been swapped and Volkers would be installing the Digi locks imminently.
- ii. Rent renewals – the renewal letters had been sent out large proportion of the rents had been received. The Clerk and CELO visited the site on 27th September to inspect plots previously highlighted as poorly cultivated and the CELO was contacting tenants with recurring issues. **Noted.**

Cllr Southgate advised that there had been previous discussions regarding the area of land between the allotments and the new access road which is in WBC ownership. It was agreed to add an item to the Full Council agenda to discuss whether WPC wished to consider approaching WBC for transfer or lease of the land for recreational purposes.

ACTION: CLERK

6. GORILLA BAKES

Gorilla Bakes had been offering a refreshment provision at Bearwood Recreation Ground from the horse box since June 2022. This was originally agreed on a trial basis for one month free of charge but had not been reviewed since this date.

It was **RESOLVED** that a nominal fee of £50.00 per month be introduced from November 2023 with a review to be taken following completion of the business' year end accounts. This agreement would be introduced for any other refreshment seller using the recreation ground.

ACTION: CLERK

7. CAPITAL PROJECTS AND BUDGET REVIEW 23/24

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

i. Sindlesham Room/JGR Access

The Clerk had received two options from Lee Norris Architects for removal of the bar area and installation of a lift and staircase – attached at Appendix 3a and 3b.

It was **RESOLVED** that option 2 for lift and staircase was preferred and the Clerk was asked to obtain quotes for the work. The Clerk was also asked to check whether there would be any structure issues in removing the ceiling and to investigate possible funding streams for accessibility improvements.

ACTION: CLERK

ii. 2024/25 Potential Projects

The Clerk had created a list of possible projects for 2024/25 as follows:

- SR/JGR upper/lower window uPVC replacement (11)
- MH internal redecoration
- New fete gazebo and banner
- Replacement teenage shelter
- Wetpour Replacement
- Replacement MH ceiling tiles
- Trampoline in play area

It was agreed that the suggested projects were potentially viable if funding allowed. A trim trail was also suggested.

ACTION: CLERK

8. ALLNATT PAVILION DOOR

A report was attached at Appendix 5.

It was **RESOLVED** that in the interim, it was not worth investing funds on the installation of a keypad and therefore a key would be issued to the regular hirer on a Monday evening.

ACTION: CLERK

9. CORRESPONDENCE

No correspondence had been received.

10. DATE AND TIME OF THE NEXT MEETING

The next meeting was **AGREED** as Tuesday 7th November 2023 at 7.30pm.

The meeting closed at 8.50pm.

R&A Clerk's Report - Sep 2023

Meeting Action Point	Date Decision Ratified	Minute reference	Action by	Notes	Status
Disabled bay tarmac	03.01.23	9.2	Clerk	Works completed September 2023	Complete
Main Hall toilet refurbishment	07.02.23	3 (8.1 iii)	GH/Clerk	Quotes being obtained for refurbishment of main toilets.	In progress
Main Hall/Allnatt Pavilion curtains	07.02.23	3 (8.1 vi)	LD	Curtains ordered and due to be installed November 23	In progress
Allotment locks	07.04.23	6 (v)	Clerk	Vehicle gate swapped over by Reds10. Digilocks installation by Volkers imminent	In progress
Pavilion House	07.04.23	9 (ii)	Clerk	All works to kitchen, bathroom and electrics due to be completed by mid October	In progress
	07.04.23	9 (ii)	Clerk	Decorating works in progress	In progress
	07.04.23	9 (ii)	Clerk	Carpet fitting booked for 13th October	In progress
Allnatt Pavilion survey	07.04.23	10	Clerk	Trial pit works completed 21st August. Report awaited.	In progress
Path Renewal	06.06.23	12 (ii)	Clerk	Works completed September 2023	Complete
SR/JGR access	06.06.23	12 (iv)	Clerk	Architect drawings received. On agenda for discussion	In progress
Allotment skip	05.09.23	5 (ii)	Clerk/CELO	Skip to be booked for late November	In progress
Allotment rent increases	05.09.23	5 (iii)	CELO	Increase notifications sent to all tenants	Complete
Play equipment repairs	05.09.23	7	Clerk	Play equipment repairs booked with ARD	In progress
Bearwood Rec trees	05.09.23	8	Clerk	Clerk awaiting response from WBC regarding grandfather rights for utility companies to carry out tree works	In progress
Basketball nets	05.09.23	9	Clerk	New rings received. Will be installed by ARD when other equipment repairs carried out	In progress
Queen's Jubilee Oak	05.09.23	10	Clerk	Clerk liaising with Nick Robins for replacement tree	In progress
Emergency Lighting	05.09.23	11	Clerk	Works scheduled for 23rd October	In progress
Streetlight Electricity supply	05.09.23	13	Clerk/APC	Cut and cap works scheduled for 24th October	In progress
Pizza Van	05.09.23	15 (i)	Clerk	Clerk has met with pizza van owner. Agreed on a trial on Saturday evening from early November at no cost with a review taken to determine any payment. Will be brought to a future meeting	Complete

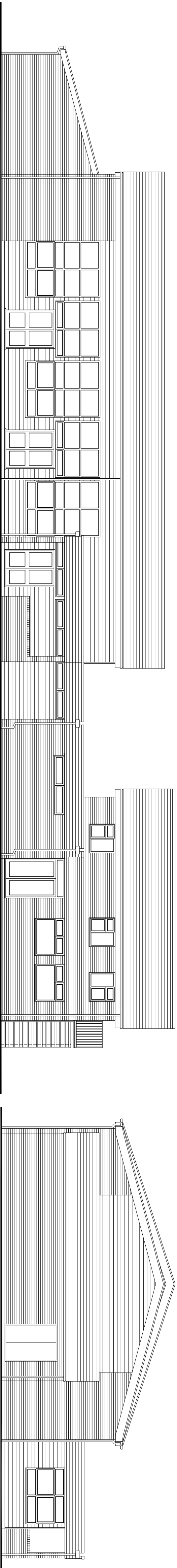
Other items:

External accessible toilet	Emergency pull cord - damaged - Berkshire Construction has replaced
	Fuse box - unauthorised access - Clerk has asked Berkshire Construction to quote for metal cupboard around box
Allotment taps	Two more taps leaking. Repair works carried out FOC by new tenant who is qualified plumber

R&A Capital Projects Update 2023/24

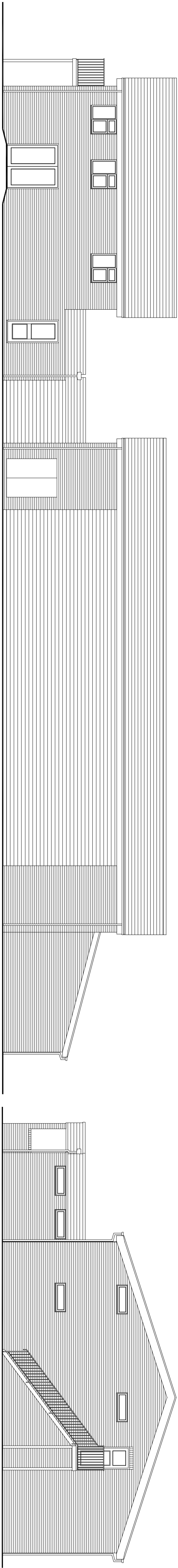
Oct-23

Item No	Project	Budget	Committed/ Actual Cost	Project detail	Action/Notes	Status
1	Floor Scrubber/dryer		1,449.99		Machine purchased	Complete
2	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	MH accessible toilet works completed	Complete
			650.00		Clerk sourcing quotes for refurbishment of main toilets	In progress
3	Community Hall Floor	10,000.00	8,784.12	Sand & re-seal	Sand and re-seal works carried out August 2023.	Complete
4	Path Renewals & Ramps	15,000.00	3,650.00	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.	Works completed Sep 23	Complete
5	Dimmable Lighting	5,000.00	342.18	Low level/dimmable lighting in the Winnersh Hall and Sindlesham Room	Mood lighting upgrade complete	Complete
6	Sindlesham Room/Parish Office	25,000.00		Strip out bar area and install internal lift and staircase from bar area to John Grobler Room	Drawings received. On agenda for discussion	In progress
7	Car Park levelling	10,000.00	5,900.00	Disabled bay tarmac and gravel	Works completed Sep 23	Complete
8	Play Area Equipment replacement	20,000.00	16,857.40	New toddler unit	Installation completed 18th May	Complete
9	Hall Curtains	5,000.00	2,622.00	Replace existing curtains	Curtains ordered and booked for installation in November 23. 50% deposit paid	In progress
10	Pavilion House - windows/ doors	28,344.00	6,143.33	New windows and doors	Windows/doors installed 22nd/23rd May	Complete
	Pavilion House - bathroom		6,809.49	New bathroom	Completed August 2023	Complete
	Pavilion House - kitchen		5,633.02	New kitchen	Works due to be completed by 6th October	In progress
	Pavilion House - electrics		652.88	Upgrade/check electrical works	Works due to be completed by 6th October	In progress
	Pavilion House - plastering		315.02	Plastering works to dining room	Plastering works completed	Complete
	Pavilion House - carpet		459.00	New carpet to stairs and landing	Carpet being installed 13th October	In progress
	Pavilion House - decorating		3,600.00	Redecoration throughout	Works in progress	In progress
			23,612.74			
11	Tables & trolley	1,656.00	1,273.59	Purchase 10 additional tables and trolley for storage	Tables ordered. Existing trolley capacity deemed sufficient therefore not ordered	Complete
		£ 150,000.00	£ 67,069.64			



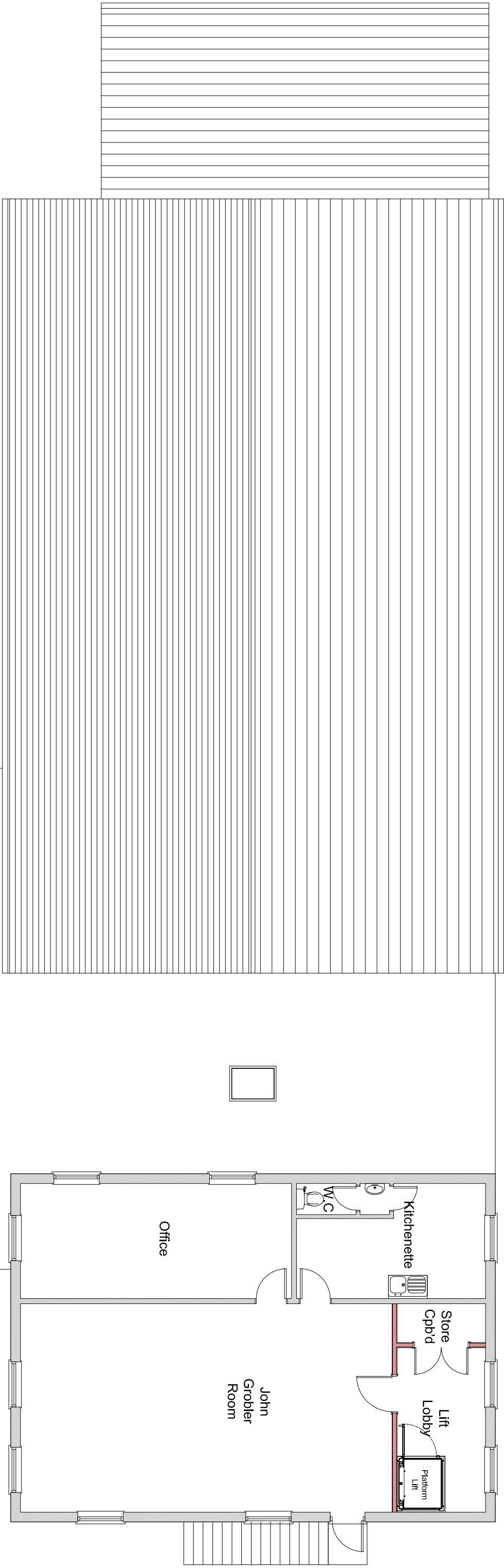
Front Elevation

Side Elevation

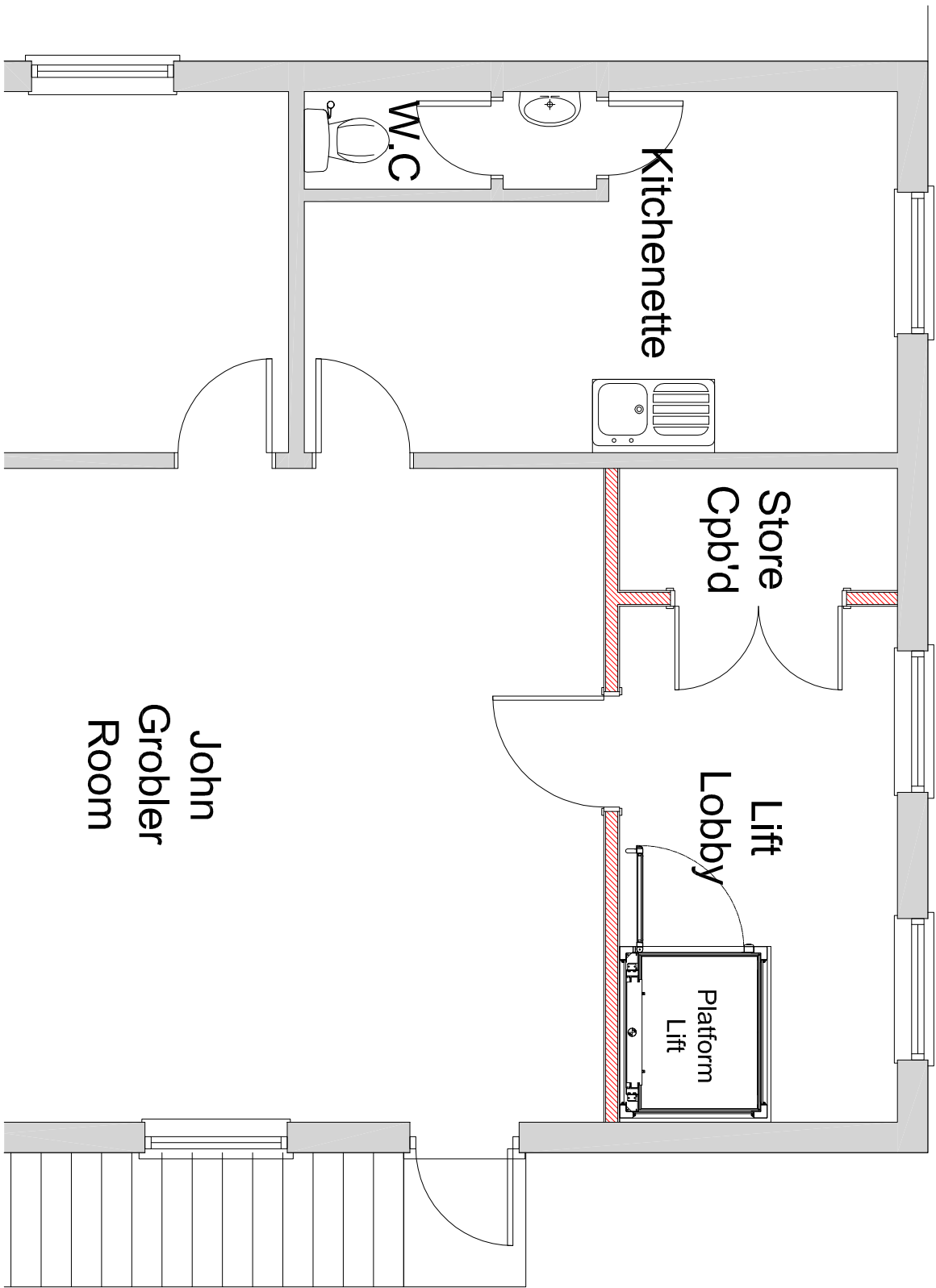


Rear Elevation

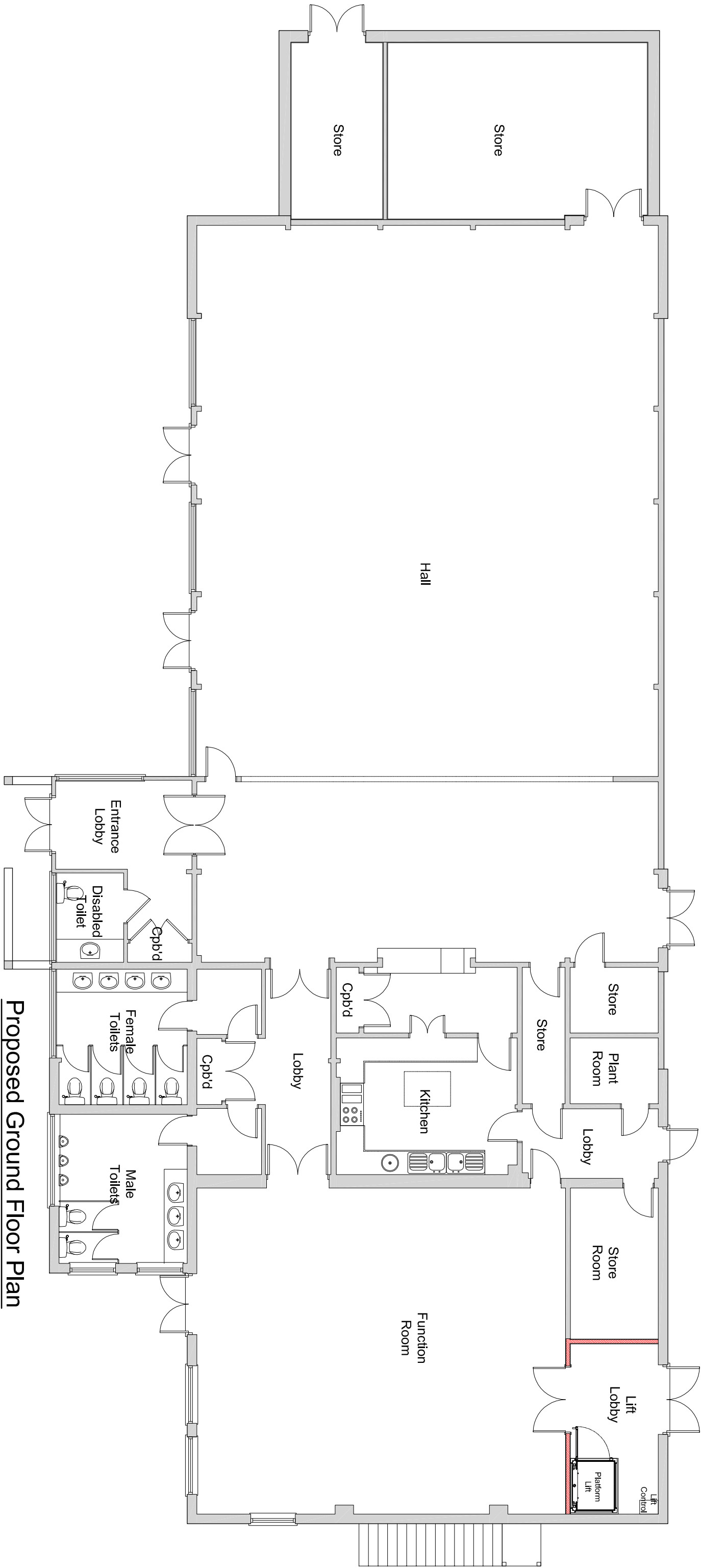
Side Elevation



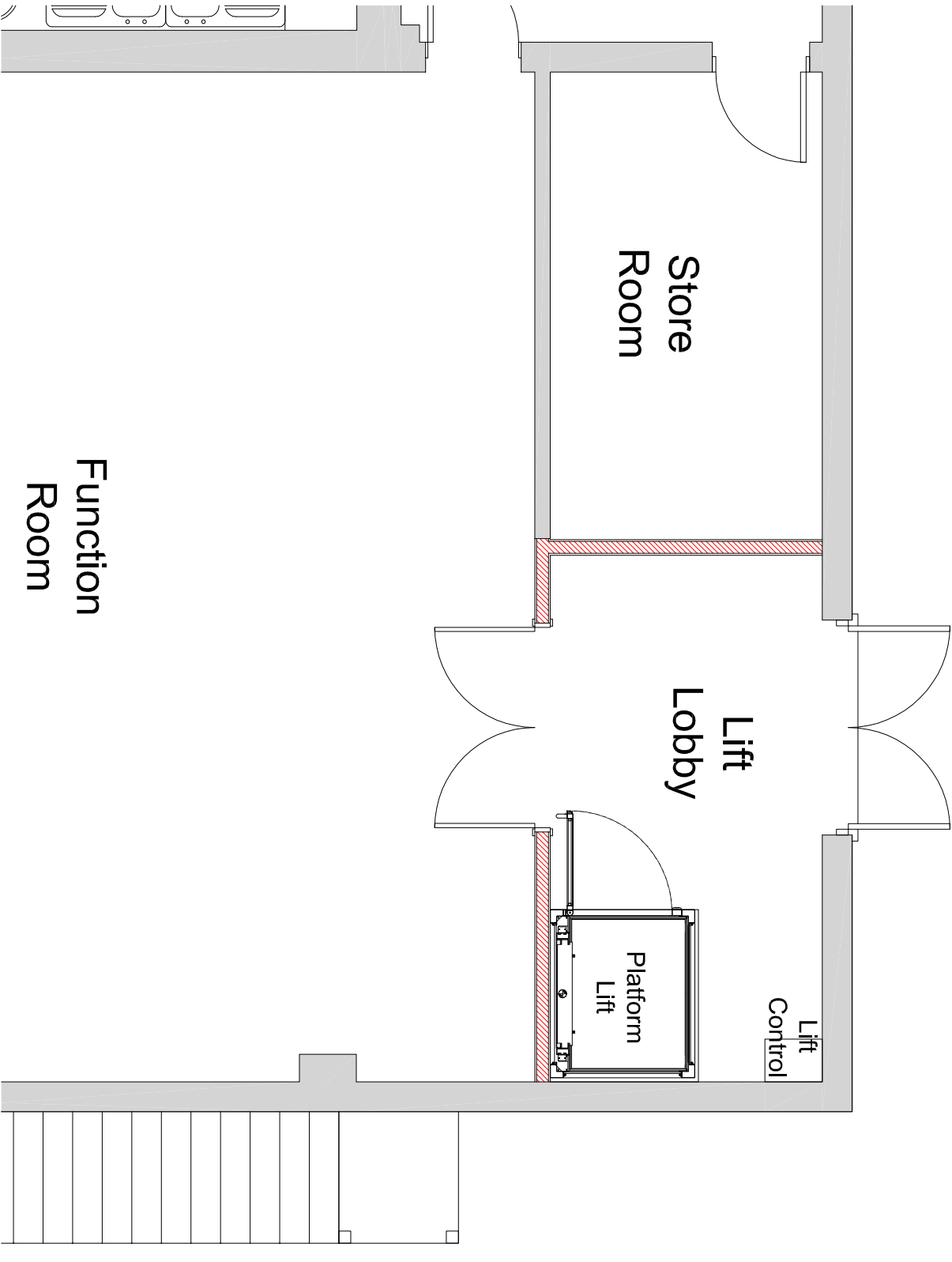
Proposed First Floor Plan



John Grobler Room



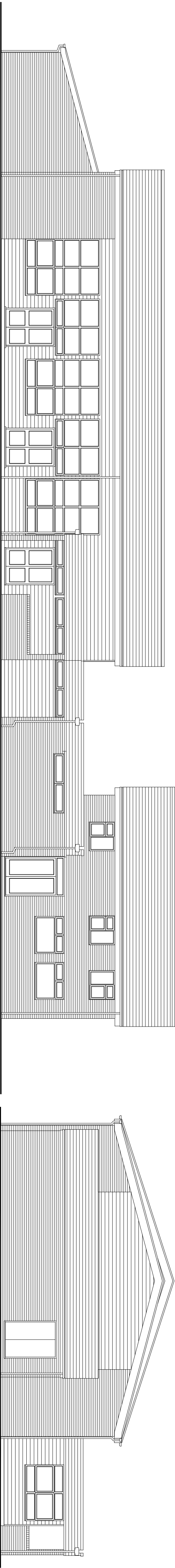
Proposed Ground Floor Plan



Function Room

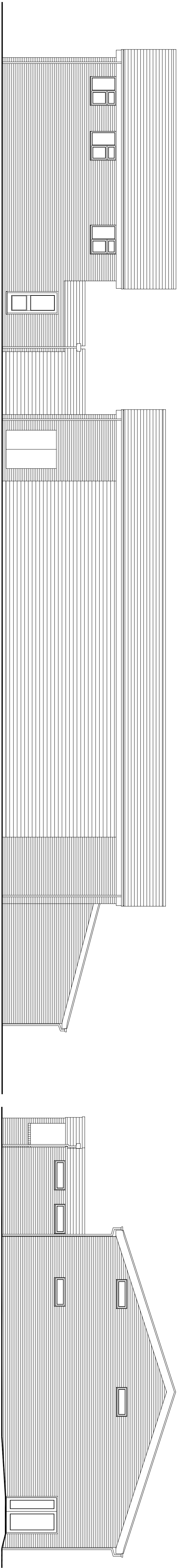
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Winnersh Community Centre Mole Road, Sindlesham Berkshire RG41 5DU		Project :	
Winnersh Parish Council		Client :	
Proposed Plans & Elevations Option 1		Title :	
Lee Norris Design		ref :	LN
27 Eden Way, Winnersh Wokingham, Berkshire RG41 5PU Tel: 01189 787226 Mob: 07785 058193 E-mail: lee@leenorrisdesign.co.uk Web: www.leenorrisdesign.co.uk		date :	Aug'23
Playing and building equitables drawings for residential extensions, new build, refurbishment and conversion projects		scale :	1:100@A1
		project :	20-390
		dwg no / rev:	002



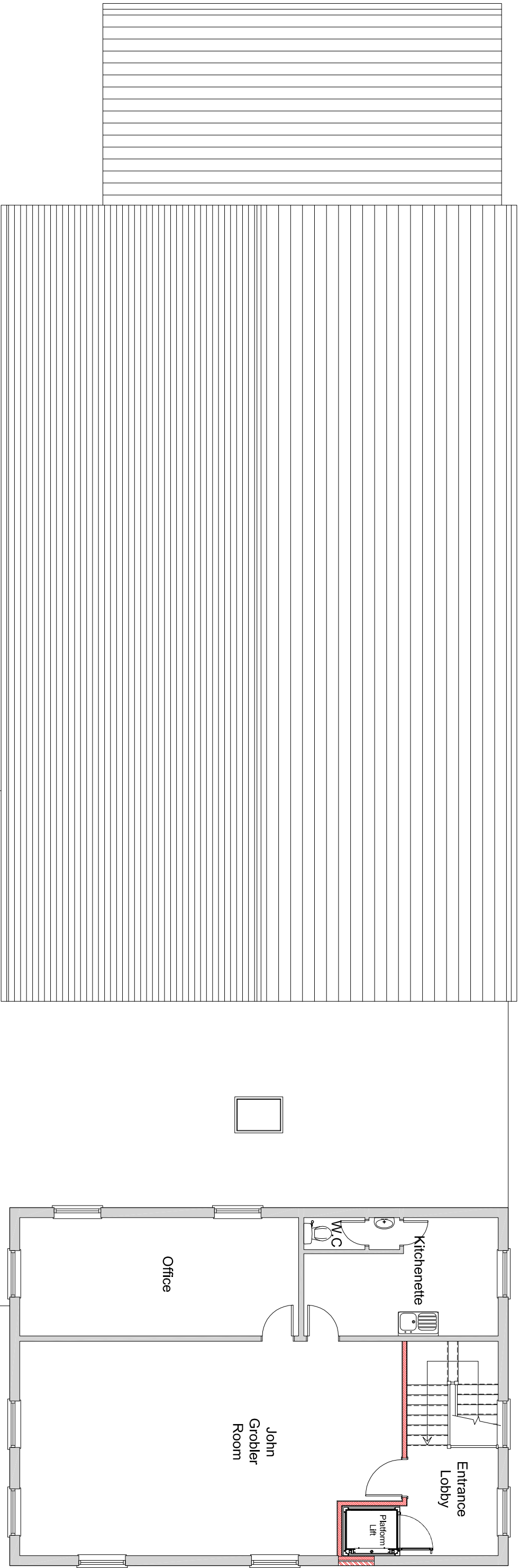
Front Elevation

Side Elevation

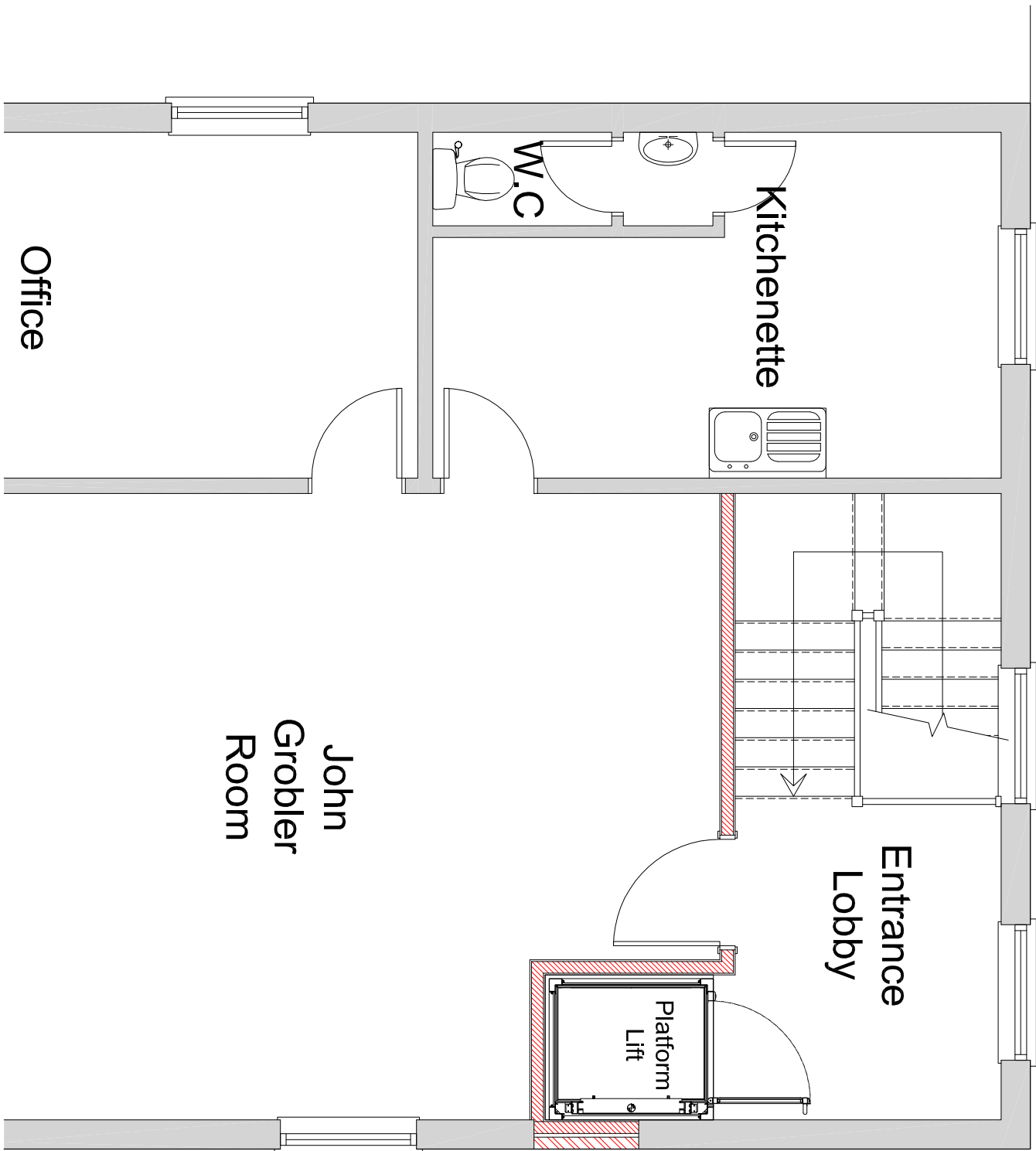


Rear Elevation

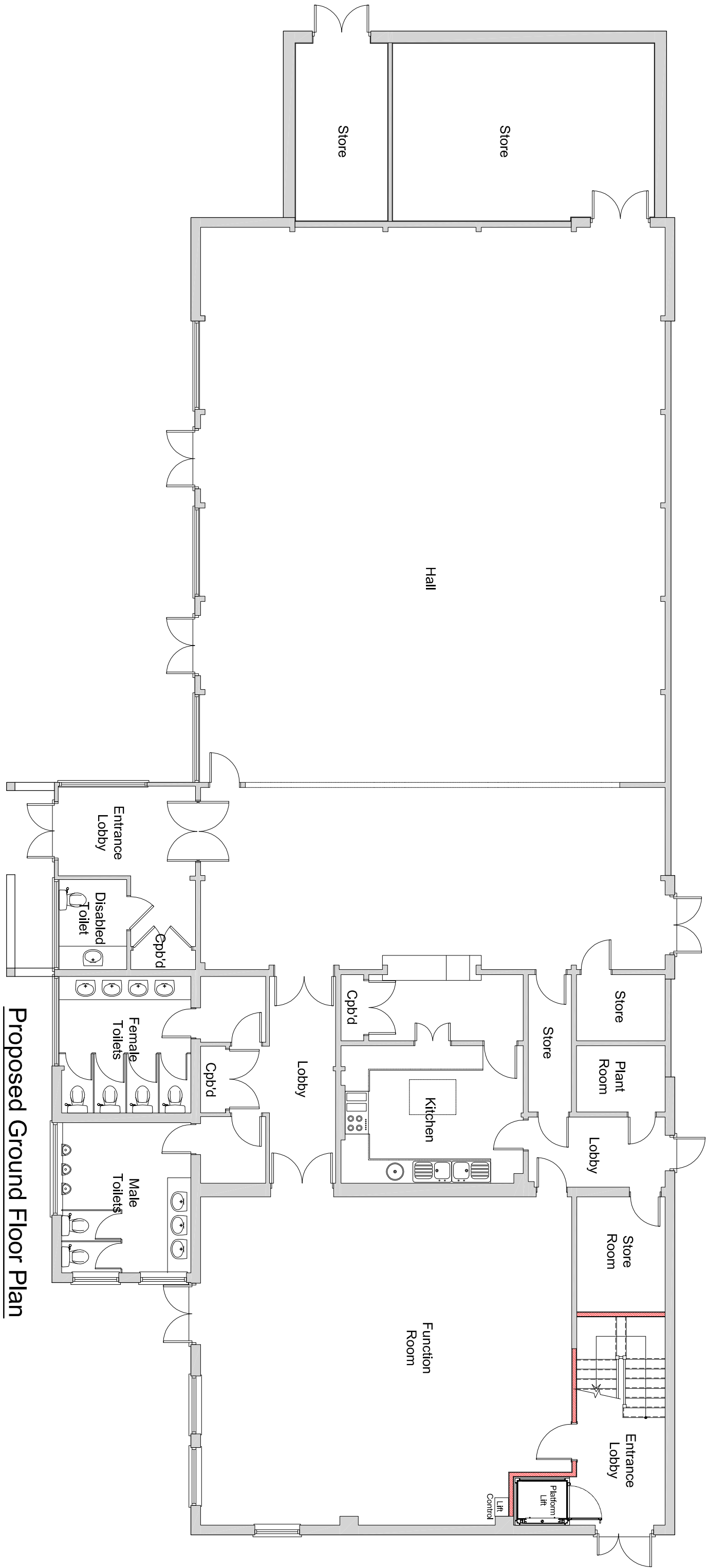
Side Elevation



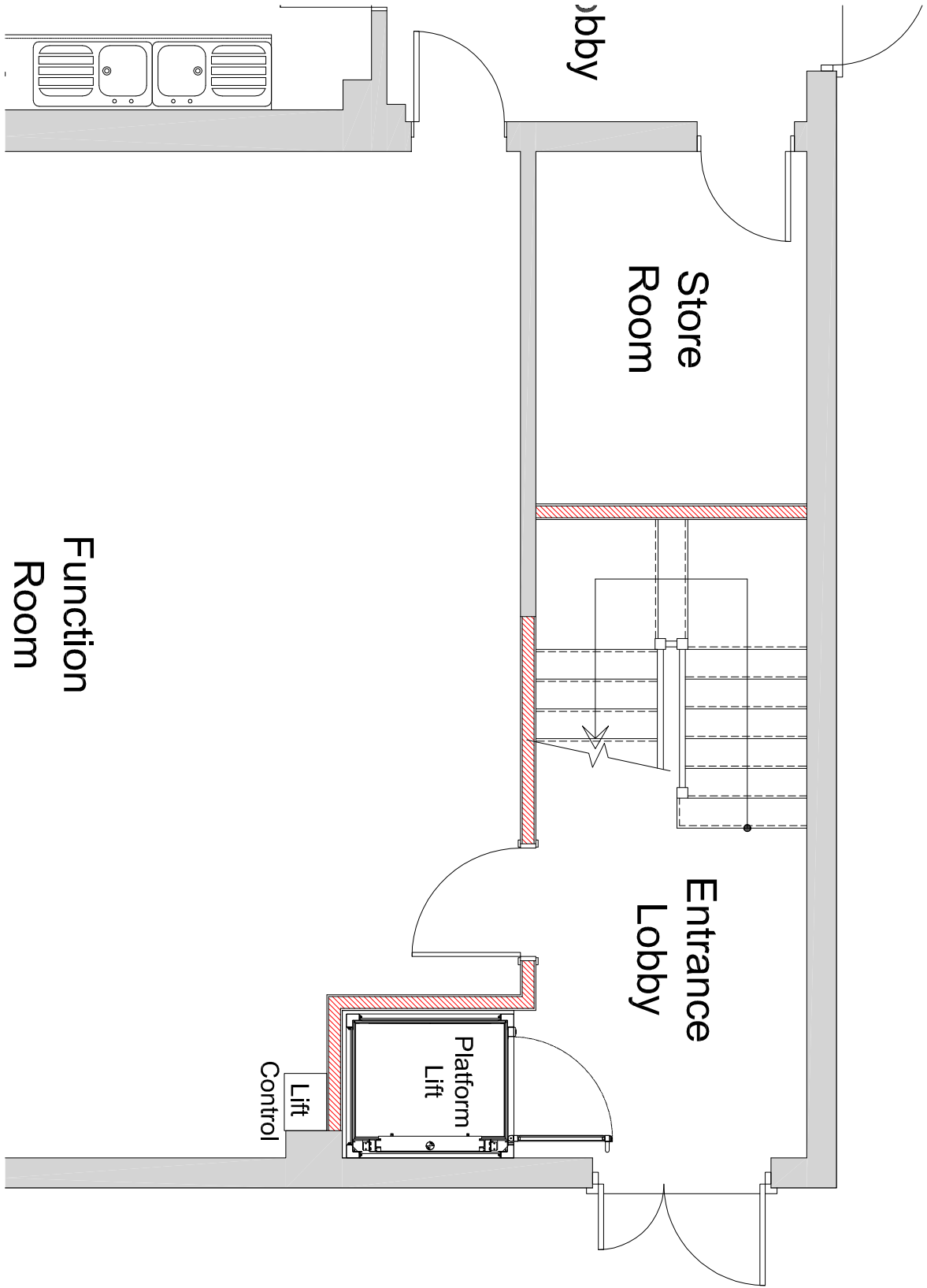
Proposed First Floor Plan



John Grobler Room



Proposed Ground Floor Plan



Function Room

Scale: 1/50

Winnersh Community Centre Mole Road, Sindlesham Berkshire RG41 5DU		Project :	
Proposed Plans & Elevations Option 2		Title :	
Winnersh Parish Council		Client :	
Lee Norris Design		Ref :	LN
27 Eden Way, Winnersh Wokingham, Berkshire RG41 5PQ Tel: 01189 787226 Mob: 07785 058193 E-mail: lee@leenorrisdesign.co.uk Web: www.leenorrisdesign.co.uk		Date :	Aug'23
Playing and building regulations drawings for residential developments, new build, extension and conversion projects		Scale :	1:100@A1
		Project :	20-390
		Dwg no. / rev.	003

Potential R&A Capital Projects 24/25

	Ballpark
SR/JGR upper/lower window painting (11)	1600
SR/JGR upper/lower window uPVC replacement (11)	5507
MH internal redecoration	3500
New fete gazebo and banner	600
Replacement teenage shelter	15000
Wetpour Replacement	16538
Replacement MH ceiling tiles	2000
Trampoline	7000
	50145

Allnatt Pavilion Keypad Lock

The pavilion is not part of the access system that was installed and needs to be unlocked/locked by key. The building is only unlocked when regular hirers are in attendance.

Following the resignation of the Relief Caretaker, the opening/closing of the pavilion for regular hirers on a Monday (Caretaker's day off) is being covered by the office staff. At present there is one group that hires from 5.30pm – 7.30pm.

The Clerk has investigated options for a retro-fit keypad lock which would enable regular hirers to access the building without WPC staff needing to attend (see below). The cost to supply and fit would be £433.00.

Re: Borg lock for Pavilion uPVC door



To Parish Clerk

No problem. Picture of the lock my quote was based on follows (a picture tells a 1,00 words). There's x2 colour options, silver (illustrated below) or white.

