



Winnersh Parish Council

Winnersh Community Centre
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Minutes of the **RECREATION AND AMENITIES COMMITTEE** meeting
held on **Tuesday 5th December 2023 at 7.30pm**
at the Winnersh Community Centre

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

In Attendance: Cllr Fyfe

Officers: Marcia Milsom - Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Doyle and Kilby.

2. DECLARATIONS OF INTEREST

None.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 7th November 2023 (attached) were approved and signed at Full Council on 21st November 2023.

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

4. BERKSHIRE YOUTH

In April 2023, it was resolved to increase the funding for an additional staff member on the provision that the sessions expanded and attendance numbers increased. A review was due to be carried out after 6 months. The service is not provided through July and August.

It was **RESOLVED** to extend the funding for an additional staff member until March 2024.

ACTION: CLERK

5. WINNERSH ALLOTMENTS

- i. All rents for 2023/24 have been received. **Noted.**
- ii. Solar Shed – at the Council meeting on 21st November, it was agreed to accept the offer from WBC to install a solar shed at the allotment site funded from existing S106 monies. The Clerk and CELO met with Ray Barry, WBC to discuss siting options. WBC has now offer to fund the supply and installation of two sheds, one at each end of the allotments. The sheds would have internal and external sockets to allow use of kettles and enable charging of power tools and mobile phones.

The contract for the supply and install would be placed by WPC directly with the contractor and S106 monies would be transferred from WBC to cover the full costs.

It was **AGREED** to accept the location of the two solar sheds.

6. CAPITAL PROJECTS AND BUDGET REVIEW 23/24

- i. An update on 2023/24 capital projects was attached at Appendix 2. **Noted.**
- ii. Hall income – a report was attached at Appendix 3.

It was noted that the up-to-date income figures now indicated that income was on target or above budget. The Clerk was asked to advertise the vacant hall slots on the website and social media.

ACTION: CLERK

- iii. Winnersh Community Centre Toilet Refurbishment

The Clerk had received three quotes for the refurbishment of male and female toilets in the Winnersh Community Centre – report attached at Appendix 4. The Clerk reported that Contractor A had advised they could only quote for full replacement including new cubicles and was therefore deemed too costly.

It was **RESOLVED** to accept the quote from contractor C (Stephen Jauncey Bathrooms) in the sum of £16,327.50 + VAT for the back to wall toilets option, assuming that new soap dispensers, hand dryers and toilet roll holders were included or at little extra cost.

- iv. Sindlesham Room/JGR Access

The Clerk had received three quotes for works to prepare for installation of platform lift and staircase from the Sindlesham Room to the JGR – report attached at Appendix 5.

The Clerk advised that the quotes did not include costs for the platform lift. The Clerk was asked to approach lift companies for supply and install costs and bring to a future meeting for consideration. It was noted that additional funds could be vired from underspent capital project budgets to cover the full costs.

ACTION: CLERK

7. CORRESPONDENCE

No correspondence had been received.

8. DATE AND TIME OF THE NEXT MEETING

The next meeting was **AGREED** as Tuesday 2nd January 2024 at 7.30pm.

9. EXCLUSION OF PRESS & PUBLIC

It was **RESOLVED** that pursuant to Section 100 of the Local Government Act 1972, members of the press and public be excluded from the meeting during consideration of the following items.

10. PAVILION HOUSE

It was **RESOLVED** that following the extensive remedial works carried out on Pavilion House, a detailed Service Agreement supersede point 19.3 of the Caretaker's original contract to clarify the responsibilities of the Council and Caretaker.

ACTION: CLERK

The meeting closed at 8.39pm.

R&A Clerk's Report - Dec 2023

Meeting Action Point	Date Decision Ratified	Minute reference	Action by	Notes	Status
Main Hall toilet refurbishment	07.02.23	3 (8.1 iii)	Clerk	Quotes received. On agenda for discussion	In progress
Main Hall/Allnatt Pavilion curtains	07.02.23	3 (8.1 vi)	LD	Installation delayed until January 24 due to delay in material	In progress
Allotment skip	05.09.23	5 (ii)	Clerk/CELO	Skip delivery and collection complete	Complete
Play equipment repairs	05.09.23	7	Clerk	All play equipment repairs now complete	Complete
Bearwood Rec trees	05.09.23	8	Clerk	Response from WBC discussed at Full Council Nov 23	Complete
Queen's Jubilee Oak	05.09.23	10	Clerk	Clerk liaising with Nick Robins for replacement tree	In progress
Gorilla Bakes	03.10.23	6	Clerk	Agreement sent and return awaited	In progress
SR/JGR Access	03.10.23	7 (i)	Clerk	Quotes received. On agenda for discussion	In progress
Land at Woodward Close	07.11.23	6	Clerk	Response awaited from WBC	In progress
Pavilion House	07.11.23	8	Clerk	On agenda for discussion	In progress
Capital Projects	07.11.23	10 (iii)	Clerk	Clerk sourcing ball park figures	In progress
Other items:					
External accessible toilet	Fuse box - unauthorised access - Clerk has asked Berkshire Construction to quote for metal cupboard around box				

R&A Capital Projects Update 2023/24

Dec-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		Quotes received - on agenda for discussion	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	Quotes 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 January 24. 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		5,768.02	New kitchen	Kitchen works completed	Complete
	Pavilion House - electrics		652.88	Upgrade/check electrical works	Electrical works completed	Complete
	Pavilion House - plastering		315.02	Plastering works to dining room	Plastering works completed	Complete
	Pavilion House - carpet		917.28	New carpet to stairs and landing	Carpet works completed	Complete
	Pavilion House - decorating		3,600.00	Redecoration throughout	Decorating works completed	Complete
			24,206.02			
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	£ 71,262.92			

Bookings Income

At the last F&GP meeting, it was noted that the income from bookings appeared low. It was resolved that the R&A Committee should review the bookings.

The Clerk has identified that at the time of the F&GP meeting, the I&E report only showed income to September.

The current income from bookings is as follows:

Winnersh Hall	22,125
Sindlesham Room	6,102
Allnatt Pavilion	5,876

The projected remaining income from uninvoiced bookings to 31st March is as follows:

Winnersh Hall	18,163
Sindlesham Room	4,100
Allnatt Pavilion	3,785

The projected total income against budget to 31st March is as follows:

Facility	Budget	Projected income	%
Winnersh Hall	40,000	40,288	100%
Sindlesham Room	6,000	10,202	170%
Allnatt Pavilion	3,800	9,661	254%

The Clerk and CELO have worked on the projected income figures for 2024/25 and anticipate the income will be approximately:

Winnersh Hall	43,275
Sindlesham Room	7,652
Allnatt Pavilion	6,959

There are some spaces in the halls for additional regular bookings, however the majority of enquiries are for evening bookings and apart from Tuesday when the hall is currently used for Council meetings, these slots are already filled with long-term regular hirers.

Main Hall Toilet Refurbishment Quotes

Contractor A (CW)	47,530.00	1. Strip out/Preparation
		2. Ceiling plastered to smooth finish
		3. Walls clad with Altro Whiterock Vantage hygienic wall cladding
		4. Flooring latex screeded and new safety flooring laid
		5. Cubicle and Panel Materials - supply & install
		6. Plumbing - supply & install toilets, urinals, mixer taps
		7. Electrical Work - supply & install LED down lighters, hand dryers, extraction system
		8. Paint and Decorate
		9. Miscellaneous / Accessories - mirrors, toilet roll holders, soap dispensers
		10. Allowances - no allowances for structural works, new doors, decoration in lobby areas
		<i>Would only quote for full strip out including cubicles</i>
Contractor B (RR)	16,500.00	Entrance area to toilets - Current flooring to be removed. New safety flooring to be installed, including return up walls. Entrance area to be painted a neutral colour.
		Men's toilet - All walls to be painted a neutral colour, including entrance area. Three wall hung basin with single mixer tap to fitted in current location. New stainless-steel soap dispensers to replace current ones. Tiling to between basin and mirror. Three new urinals with new cistern to be fitted in current location. Toilet stalls to remain in place. Toilets to have purpose build boxing in cubicle. Boxing will conceal pipework and toilet cistern. Boxing to be tiled. New back to wall toilets to be installed. New stainless-steel toilet roll holders to be fitted. New hand dryer. Old flooring to be removed. New safety flooring to be installed including return up wall.
		Women's toilet - All walls to be painted in a neutral colour including entrance area. New sink worktop to be installed. Four recessed basins to with single mixer taps to be fitted in current location. Tiling between worktop and mirror. New stainless-steel soap dispensers to replace current ones, Toilet stalls to remain in place. Purpose building boxings build in each toilet. The boxings will conceal all pipework and toilet cisterns. Boxings to be tiled. New back to wall toilets will be fitted against boxings. New stainless-steel toilet roll holders to replace current ones. New hand dryer in current location. Current flooring to be removed. New safety floor to be laid, including return up walls.
		Notes - Safety floor comes in a range of colours. Colour to be confirmed before start of works. The cost of the estimate could be reduced by using close coupled toilets instead of boxed in units. The floor in the main entrance to toilets could be left in place. Only items stated in estimated have been priced for. All rubbish to be removed from site.
Contractor C (SJ)	16,327.50	Female toilet material content
	OR	4 x Vitra S 20 BTW WC with hydro panel boxing in push button hidden cistern OR 4 x Dura Close coupled wc (as existing)
	15,291.67	4 x Vitra S 20 recessed basins with Bristan Polo basin mixer on worktop as existing
		Splashback tiling over worktop. New supply and waste pipes
		Decoration to previously painted walls and woodwork
		Polysafe flooring dressed up walls and welded in corners

		All colours tba
		Male toilet material content
		As above with 2 x WC and 3 x Basins and taps
		Replacement urinals x 3 & cistern
		Baby change area
		Decoration and flooring as above
		Lobby area
		Decoration and flooring as above
		All materials and labour included
		All rubbish removed from site

Sindlesham Room/JGR Stairs/Lift Quotes

NB - no quotes include cost of lift supply/installation

Contractor A (BC)	20,350.00	Supply & install new sound block partition walls as per plans .
		Brick up door way
		Supply & install new entrance door with push panel access.
		Create new opening for lift
		Create Ramp and handrails externally
		Supply and install new staircase
		Reconfigure fire alarm call points and add 2 no additional
		Disconnect and reconfigure electrics and heating to work in line with new layout
		Decoration of all associated works
		Builders Clean
		Management of lift contractor
		Waste away
Contractor B (C)	81,800.00	Preparation for work
		All removals including external door, internal doors, skirtings, necessary walls, curtains rolls etc
		Installing/building new door(s) (internal), door frames, partitions, skirtings etc
		New electric wiring, plugs, sockets, lights, switches etc. where required - no electric certification supplied
		Paint preparations, skimming, plastering, corrections
		Plastering the walls to have a flash finish
		Necessary wall, door, skirting painting works
		Intalling new flooring where required
		New internal stairs
		Taking out the existing metal stairs and fixing the holes
		Taking out the existing door and building new brick wall instead
		Making necessary changes and preparations for the lift installation
		All removals including internal doors, skirtings, necessary walls, curtains rolls etc
		Installing/building new door(s) (internal), door frames,, partitions, skirtings etc
		Installing new steel beam if necessary
		New electric wiring, plugs, sockets, lights, switches etc. where required - no electric certification supplied
		Paint preparations, skimming, plastering, corection
		Building new external door
		Plastering the walls to have a flash finish
		Necessary wall, door, skirting painting works
		Remove all rubbish off-site
		Hire scaffolding

		Skirtings, doors, all paints, beams, tiles, flooring, pendants, spotlights, sanitary ware, doors, etc
Contractor C (SR)	66,930.00	Lift/staircase installation - carry out all demolition work required removal of bar, walls and cut new doorways/staircase/lift entrances
		Masonry works - build new staircase with 7n blockwork and installation of new concrete stairs. Carry out all blockwork requirements for new lift installation, grounds works, etc
		Carpentry and refurbishment - installation of new stud timber work walls, 2nd fix door frames, etc. Plasterboard and skim walls (making good). Paint all walls and ceilings required to customers choice
		All materials supplied
		All waste disposed