



## **Winnersh Parish Council**

Winnersh Community Centre  
New Road, Sindlesham  
Wokingham, Berks, RG41 5DU  
T: 0118 978 0244  
E: [clerk@winnersh.gov.uk](mailto:clerk@winnersh.gov.uk)  
[www.winnersh.gov.uk](http://www.winnersh.gov.uk)

Minutes of the **RECREATION AND AMENITIES COMMITTEE** meeting  
held on **Tuesday 6<sup>th</sup> February 2024 at 7.30pm**  
at the Winnersh Community Centre

**Councillors Present:** Cllrs Doyle, Fyfe, Green, Nicholson & Southgate

**Officers:** Marcia Milsom - Clerk

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

None.

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

None.

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

The minutes of the meeting held on 2<sup>nd</sup> January 2024 (previously circulated) were approved and signed at Full Council on 23<sup>rd</sup> January 2024.

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

### **4. BERKSHIRE YOUTH**

A report on recent activities had been circulated prior to the meeting and is attached at Appendix 2. **Noted.**

Berkshire Youth would be asked to provide weekly attendance figures for the March meeting.

**ACTION: CLERK**

### **5. WINNERSH ALLOTMENTS**

The solar sheds were installed on 23<sup>rd</sup> January and 1<sup>st</sup> February. The solar components are due to be installed in February. **Noted.**

Reds10 had carried out top dressing works on the access road leading to the allotment gates. **Noted.**

## 6. TREE WORKS

Following the tree survey carried out by Nick Robins, a quote had been received for the necessary works in the sum of £1,885.00 + VAT.

It was **RESOLVED** to accept the quote for the tree works. The Clerk was asked to clarify with the WBC Tree Officer whether permission was required to carry out works on trees in a conservation area.

**ACTION: CLERK**

## 7. PLAY INSPECTION REPORT

An inspection of play equipment was carried out in January 2024. A report had been sent under separate cover.

The Clerk had circulated a quote for the medium risk items raised (excluding wet pour areas which are an agreed project for 2024-25).

It was noted that the recommended time for carrying out repairs on medium risk issues was 1-6 months and it was therefore **AGREED** that the repairs should be considered again after the next inspection in April 2024.

The Clerk advised that a quote had also been requested for the low risk items and this was awaited.

## 8. GROUNDS MAINTENANCE CONTRACT

The Clerk had contacted six local contractors to invite them to bid for the grounds maintenance contract from 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2026 on the same basis as the current contract.

Three contractors had submitted quotes and a summary was attached at Appendix 3.

It was **RESOLVED** to award the contract to Nick Robins Ltd.

## 9. CAPITAL PROJECTS AND BUDGET REVIEW 23/24

An update on 2023/24 capital projects was attached at Appendix 4. **Noted.**

## 10. CORRESPONDENCE

No correspondence had been received.

## 11. DATE AND TIME OF THE NEXT MEETING

The next meeting was **AGREED** as Tuesday 5<sup>th</sup> March 2024 at 7.30pm.

The meeting closed at 7.59pm.

## R&amp;A Clerk's Report - Feb 2024

Meeting Action Point	Date Decision Ratified	Minute reference	Action by	Notes	Status
Main Hall/Allnatt Pavilion curtains	07.02.23	3 (8.1 vi)	Clerk/LD	<a href="#">Installation completed 26th January</a>	<b>Complete</b>
Queen's Jubilee Oak	05.09.23	10	Clerk	<a href="#">New tree planted by Nick Robins</a>	<b>Complete</b>
Gorilla Bakes	03.10.23	6	Clerk	Agreement sent and return awaited	In progress
Land at Woodward Close	07.11.23	6	Clerk	Response awaited from WBC	In progress
Main Hall toilet refurbishment	05.12.23	6 (iii)	Clerk	<a href="#">Works commenced 22nd January</a>	In progress
SR/JGR Access	05.12.23	6 (iv)	Clerk	Clerk sourcing quotes for lift supply & installation	In progress
Pavilion House	05.12.23	10	Clerk	Clerk to provide and agree Service Agreement with Caretaker	In progress
Allnatt Pavilion pipe capping	02.01.24	6	Clerk/Caretaker	<a href="#">The Clerk and Caretaker are arranging for the pipes to be capped</a>	In progress
Facility Gas Charges	02.01.24	7	Clerk/CELO	<a href="#">The CELO has emailed all regular hirers to remind them to be mindful of heating usage</a>	<b>Complete</b>
Facility Gas Charges	02.01.24	7	Clerk	<a href="#">The Clerk is investigating funding options for heating improvements</a>	In progress
Fitness Trail funding	02.01.24	8 (iii)	Clerk	<a href="#">The Clerk is investigating funding options for fitness equipment</a>	In progress

**Other items:**

External accessible toilet	Fuse box - unauthorised access - Clerk has asked Berkshire Construction to quote for metal cupboard around box
Kitchen roof dome	There is water ingress through either the roof dome light or the vent above the main hall kitchen. There is a small hole and crack in the roof dome and the Caretaker has taped this up. The Clerk has asked Berkshire Construction to measure the existing dome to enable a replacement to be purchased and is contacting a local roofer to inspect the rest of the roof to ensure there are no other issues.

## Grounds Maintenance Quotes 2024-26

Item	Task	Qty	Frequency	Contractor A		Contractor B		Contractor C	
				Cost per task	Cost per full year	Cost per task	Cost per full year	Cost per task	Cost per full year
1	Grass cut to main field	39	Weekly (a)	270.00	10,530.00	62.00	2,418.00	38.00	1,482.00
2	Grass cut boxed	39	Weekly (a)	70.00	2,730.00	39.00	1,521.00	48.00	1,872.00
3	Grass cut strim (including adjacent to buildings and within play areas)	39	Weekly (a)	70.00	2,730.00	39.00	1,521.00	28.75	1,121.25
4	Strim and weedkill tree belts	2	6 monthly	70.00	140.00	225.00	450.00	132.00	264.00
5	Sweep area around the climbing wall, youth shelter and table tennis table	52	Weekly	5.00	260.00	10.00	520.00	6.00	312.00
6	Sweep basketball court	52	Weekly	7.00	364.00	10.00	520.00	3.00	156.00
7	Clear ditch (Bearwood Road)	1	Annually	120.00	120.00	175.00	175.00	152.00	152.00
8	Strim ditch (Bearwood Road)	12	Monthly	30.00	360.00	50.00	600.00	19.00	228.00
9	Sweep main car park	12	Monthly	10.00	120.00	25.00	300.00	6.00	72.00
10	Flail the hedge (outside & top) along the length of New Road	2	6 monthly	600.00	1,200.00	180.00	360.00	152.00	304.00
11	Cut the inside of the hedge along the length of New Road	1	Annually	60.00	60.00	175.00	175.00	38.00	38.00
12	Herbicide the car park	2	6 monthly	40.00	80.00	30.00	60.00	6.00	12.00
13	Herbicide the base of hedges	2	6 monthly	40.00	80.00	30.00	60.00	6.00	12.00
14	Herbicide paths and shingle areas	2	6 monthly	40.00	80.00	30.00	60.00	6.00	12.00
15	Weed & feed the field	1	Spring	1,300.00	1,300.00	70.00	70.00	700.00	700.00
16	Initial mark of football pitches	1	Annually (b)	270.00	270.00	250.00	250.00	90.00	90.00
17	Re-mark football pitches	30	Weekly (b)	70.00	2,100.00	55.00	1,650.00	70.00	2,100.00
18	Spike football pitches	1	Annually	200.00	200.00	70.00	70.00	114.00	114.00
19	Harrow football pitches	1	Annually	190.00	190.00	70.00	70.00	114.00	114.00
20	Roll football pitches	2	Annually	100.00	200.00	70.00	140.00	114.00	228.00
21	Goal mouth repairs	8	As necessary (c)	43.50	348.00	20.00	160.00	10.00	80.00
22	Worm cast control to football pitches	1	As necessary	190.00	190.00	50.00	50.00	0 *	0 *
23	Tree Survey (Major) 2022	1	Annual	-	-	400.00	400.00	500.00	500.00
24	Tree Survey (Minor) 2023	1	Annual	-	-	300.00	300.00	200.00	200.00
25	Dog bin emptying (3 bins)	58	Weekly (d)	60.00	3,480.00	12.00	696.00	20.00	1,160.00
				<b>TOTAL</b>	<b>27,132.00</b>	<b>TOTAL</b>	<b>12,596.00</b>	<b>TOTAL</b>	<b>11,323.25</b>

(a) Approximately from March to October

(b) As necessary from mid-August to April, dependant on the number of bookings received  
1x11 aside, 1x9 aside, 1x7 aside, 1x5 aside

(c) Goal mouth repairs will be 'as-required' but estimated at 8 per season

(d) Empty 3 bins weekly except for school summer holidays when twice weekly

\* Contractor A does not carry out tree works and would need to sub-contract

\* Contractor C - We don't believe that there is an approved compliant and cost effective worm treatment available. The old chemical carbendazim is no longer approved and new treatments are very expensive, last only a few weeks and leave unsightly dead worms on the playing surface.

Contractor A - price increase for year 2 in line with RPI

Contractor B - fixed price for 2 years. Would ask for 11 regular monthly payments plus balancing payment in month 12 to assist with cashflow.

Contractor C - price increase for year 2 = 3%

# R&A Capital Projects Update 2023/24

## Feb-24

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
			17,350.00		Works commenced 22nd January	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	Clerk sourcing additional quotes for lift	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	2,518.00	Replace existing curtains	Curtains installed 26th January	Complete
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		502.68	New carpet to stairs and landing	Carpet works completed	Complete
	Pavilion House - decorating		3,600.00	Redecoration throughout	Decorating works completed	Complete
			23,791.42			
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	£ 87,444.32			