



Winnersh Parish Council

Winnersh Community Centre
New Road, Sindlesham
Wokingham, Berks, RG41 5DU
T: 0118 978 0244
E: clerk@winnersh.gov.uk
www.winnersh.gov.uk

Minutes of the **RECREATION AND AMENITIES COMMITTEE** meeting
held on **Tuesday 5th March 2024 at 7.30pm**
at the Winnersh Community Centre

Councillors Present: Cllrs Doyle, Fyfe, Green & Nicholson

Officers: Marcia Milsom - Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Kilby and Southgate.

2. DECLARATIONS OF INTEREST

None.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 6th February 2024 (previously circulated) were approved and signed at Full Council on 20th February 2024.

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

4. BERKSHIRE YOUTH

There was no representative from Berkshire Youth in attendance. The Clerk would invite them to attend the next meeting.

ACTION: CLERK

5. WINNERSH ALLOTMENTS

- i. The solar sheds were installed on 23rd January and 1st February. The solar components were due to be installed in March. **Noted.**
- ii. HM Land Registry have sent a Notice of an application for registration – B2-1 – attached at Appendix 2. The Clerk has spoken with WBC solicitors who were happy that WPC did not need to object to the application as the land in question

was behind the fence-line and therefore does not form part of the leased land.
Noted.

6. BAR PROVISION

A report was attached at Appendix 3.

It was **RESOLVED** that the Clerk apply for a personal alcohol licence and amend the Premises Licence to remove the fixed bar and update the Designated Premises Supervisor to be the Clerk.

ACTION: CLERK

7. GORILLA BAKES

An email from Gorilla Bakes advising that they planned to cease trading at Bearwood Recreation Ground was attached at Appendix 4.

The Clerk had received details of other mobile catering companies requesting to trade from Bearwood Recreation Ground.

The Clerk was asked to contact the two other mobile catering companies to discuss their proposals.

ACTION: CLERK

8. GROUNDS MAINTENANCE CONTRACT

Following the decision made at the last meeting to award the Grounds Maintenance contract to Nick Robins, there had been a discussion between the Clerk and Nick Robins on the arrangement of regular payment instalments and frequency of certain tasks.

The Clerk advised that the schedule had been amended, resulting in the quote being reduced to £11,040.00. The proposed payment schedule was 12 equal instalments of £920.00 + VAT.

It was **RESOLVED** that the proposed payment schedule be accepted.

9. CAPITAL PROJECTS AND BUDGET REVIEW 23/24

- i. An update on 2023/24 capital projects was attached at Appendix 4. **Noted.**
- ii. SR/JGR lift – the Clerk had contacted a number of platform lift companies but only received a quote from one for supply and installation of a platform lift in the sum of £17,592.00 + VAT. Based on the lowest quote received for structural works and installation of the staircase, this brought the project cost to approximately £42,000.00 + VAT. It was anticipated that once revised quotes were received based on a full specification for the structural works, the cost was likely to be increased.

There was a discussion on the financial viability of the project and future use of all rooms following the works.

It was **RESOLVED** to refer the matter to Full Council to suggest incorporating the project into the Facilities Development Working Group as part of the Allnatt Pavilion project.

10. CORRESPONDENCE

No correspondence had been received.

11. DATE AND TIME OF THE NEXT MEETING

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

The meeting closed at 8.22pm.

R&A Clerk's Report - Mar 2024

Meeting Action Point	Date Decision Ratified	Minute reference	Action by	Notes	Status
Gorilla Bakes	03.10.23	6	Clerk	On agenda for discussion	In progress
Land at Woodward Close	07.11.23	6	Clerk	Response awaited from WBC on potential use of land adjacent to allotments	In progress
Main Hall toilet refurbishment	05.12.23	6 (iii)	Clerk	Works approaching completion	In progress
SR/JGR Access	05.12.23	6 (iv)	Clerk	On agenda for discussion	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	The Caretaker has capped the pipes	Complete
Facility Gas Charges	02.01.24	7	Clerk	The Clerk is investigating funding options for heating improvements	In progress
Fitness Trail funding	02.01.24	8 (iii)	Clerk	The Clerk is investigating funding options for fitness equipment	In progress
Berkshire Youth	06.02.24	4	Clerk	The Clerk has asked BY to bring figures to the meeting	Complete
Tree Works	06.02.24	6	Clerk	The Clerk has received clarification from WBC that permission is required to carry out tree works in the conservation area. The Clerk has submitted an application (no cost) and a decision is awaited. Nick Robins has been advised	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.

R&A Capital Projects Update 2023/24

Mar-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 nearly complete	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 sourced. On agenda for discussion. Budget moved to 2024/25	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		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	£ 87,858.92			

Hello,

Apologies for the long delay. Yes weather is indeed a pain at the moment.

Thank you for the offer of the summer fete however we won't be able to attend this year.

Regards to the coffee trailer as you have probably seen we haven't been able to trade much at the minute. Since our generator got stolen it has made it a little bit more difficult for us, as we are extremely nervous to now leave any equipment in the trailer we are having to lift in and out the gear after each use which is hard as our coffee machine is very heavy. We cannot bring it home every night as it's very tight in our parking area.

That being said we have made the difficult decision to call a day to Gorilla Graze Box 🙁 which makes us sad as it's been a huge part of our life the past two years.

We will most likely do a couple of more dates before we fully close & move away the trailer so we can say a thank you and goodbye to everyone.

Hope this is okay & thank you for everything the council has done for us. We will pop in to speak with you over the next couple of weeks to give you a date we intent to finish and remove the trailer.

Many thanks
Una & Matt



Private

Private
Winnersh Parish Council
Winnersh Community Centre
New Road
Sindlesham
Wokingham
RG41 5DU

Delivered by



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99600/00003

Date
13 February 2024

Our Ref
M280HHT

Notice of an application for registration – B2-1

Important: this notice is not a circular. Please read it carefully.

Property **Land At Woodward Close, Winnersh,
Wokingham**

Title number
of property **BK507148**

Registered proprietor
of above title number **Winnersh Parish Council**

When you own or have an interest in a property that is registered at the HM Land Registry, we will write to let you know if we receive certain types of applications. This gives you an opportunity to consider the matter and to seek more information if you feel you need any.

HM Land Registry
Fylde Office
PO Box 75
Gloucester
GL14 9BD

DX 321601 Gloucester 33
Tel 0300 006 0015
noticerresponse
@landregistry.gov.uk

www.gov.uk/land-registry

I am writing to inform you that we have received an application for registration of National Highways Limited (formerly Highways England Company Limited) ("the applicant") care of The Company Secretary, Bridge House, 1 Walnut Tree Close, Guildford GU1 4LZ and National Highways Limited, National Property Management and Disposal, Ash House Falcon Road, Sowton, Exeter EX2 7LB as proprietor of part of the above property being that part shown tinted blue on the enclosed plan following the execution of a general vesting declaration dated 20 December 2019 made under the Compulsory Purchase (Vesting Declarations) Act 1981.

You are the proprietor of the leasehold estate, registered under the above title number, being a lease dated 20 February 2020 made between Wokingham Borough Council and Winnersh Parish Council.

If the application proceeds, the applicant will be registered as proprietor (owner) of the land tinted blue on the enclosed plan. And, as a consequence, your registered leasehold title will be altered to

More information about this notice

What if I receive more than one copy of the notice?

We serve a notice on every registered address you have given us. If you have received a copy of this notice at any other address you only need to reply once. If the notice refers to enclosed plans or documents, these will only be enclosed with notices sent to a postal or DX address.

What do I need to do now?

You need to consider whether you object or do not object to the application referred to in the notice above.

If you do not object

If you wish to formally consent, you can complete the enclosed consent/objection form. If you wish to consent by email, please include your full name and the title number of the property in your reply, or attach the completed consent form. We are sometimes able to complete the application as soon as we receive your consent, even if this is before the deadline. Please send it (so that we receive it before **05 March 2024**) to the HM Land Registry Office at either the postal, DX or email address shown on the first page of this notice.

If you do not object to the application referred to in the notice you need not take any further action.

If you object

If you wish to object to the application referred to in the notice your objection must be in writing (which includes email). Your objection must:

- quote the title number and the property affected
- say that you object to the application.
- set out the grounds for your objection. This means that you should tell us the facts and/or the legal reason why what the applicant is claiming is wrong or why what is being claimed would not give the applicant the interest claimed in the property.
- give your full name and a postal address, which does not have to be in the United Kingdom, for further correspondence (you may supply further postal, email or DX addresses as well, but no more than three in all). If you do not want the other parties to know your address, you may provide a 'care of' postal address; and
- be signed by you as the objector or by your solicitor or conveyancer on your behalf. Please note, we will accept a scanned or typed signature on objections sent via email. Email objections must be sent to the email address shown on the first page of this notice.

You may use the enclosed consent/objection form to object. Its use is not compulsory, but it may assist in ensuring any objection meets these requirements.

Consent or objection

IMPORTANT: *Completing this form could affect your legal rights and/or result in you being involved in a legal dispute. You might find the information contained in our Practice Guides 37, "Objections and disputes: HM Land Registry practice and procedures" and 38, "Costs in disputed applications" useful. These can be downloaded from our website www.gov.uk/land-registry. If you do not understand the effect of this document or the notice sent with it, you should consider seeking legal advice without delay.*

If you wish to consent or object to the application referred to in the notice, you may do so using this form. Please:

1. complete and sign this form; and
1. return it to *HM Land Registry* (see page 1 of this notice for office address) by the reply deadline below.

You do not have to use this form to object. However, if you do so, it may assist you in meeting the requirements of a valid objection.

Notice of an application for registration – B2-1

Date of notice: **13 February 2024**

Title number: **BK507148**

Reply deadline: Before 12 noon on **05 March 2024**

Name in full (print)

Please choose the appropriate option:

- ☐ I consent to the application referred to in the notice; or
- ☐ I object to the application referred to in the notice on the grounds set out below. [1]

Bar Provision at Winnersh Community Centre

WPC holds a premises licence for Winnersh Community Centre which allows for the supply of alcohol both on and off premises. The Designated Premises Supervisor role is currently assigned to Peter Francis of Southern Bar Services (SBS).

At present, any hirer wishing to sell alcohol is required to book the bar provision through SBS. If they are not available then it is at the discretion of the office staff as to whether to permit alcohol to be consumed (not sold) on the premises. SBS currently charge hirers £72.00 for the provision of a bar. WPC does not currently receive any income from bar sales.

The current WPC hire conditions state:

Hirers must hire the bar, and liaise with Southern Bar Services directly, in order to purchase alcohol on site. Breach of this condition will result in the hiring being stopped and the deposit retained. Licensing Laws apply always. The premises are licensed for the bar until 11pm. The licensee reserves the right to close the bar if use of the bar is insufficient to warrant keeping it open. Underage drinking will not be tolerated. Arrangements can be made via the parish office if the bar is deemed unnecessary due to size of event.

For hirers wishing to bring in their own alcohol to be provided free of charge to guests at small events (i.e. baby shower, parents at children's parties), this is again at the discretion of the office staff.

The fixed bar has now been completely stripped and will soon be reconfigured for the installation of the lift and staircase.

Over the past 12 months, our records show that SBS have provided a bar for hirers on 3 occasions, plus the fete. Some hirers have requested the bar but SBS have not been available or have deemed that the booking is not financially viable. Some of these bookings have gone ahead with no alcohol and some have been cancelled. For events that have had alcohol present, there have been no anti-social issues.

It is not currently possible to book an alternative mobile/pop-up bar provision without the permission of the current Designated Premises Supervisor (DPS).

The Clerk has spoken to other Town & Parish Council's to determine how they operate with the provision/sale of alcohol at their premises. The Clerks at Wokingham, Earley and Woodley Town Councils all hold a personal licence and are the DPS.

The Clerk has also spoken to WBC Licensing to determine whether there is a requirement to have a Designated Premises Supervisor now that the fixed bar has been removed. They have responded as follows:

The conditions of your premises licence state that you cannot sell alcohol at the premises under your premises licence unless you have a DPS in place.

Selling alcohol under a Temporary Event Notice (TEN) does not require a DPS, but you are limited by the number and duration of events which TENs can cover. Therefore, if you wish to sell alcohol regularly, having a premises licence and a DPS may be more suitable.

If you wish to change the layout of your premises in a way which affects how alcohol is served (e.g. moving/removing the fixed bar), this may require a variation to your licence.

The premises licence authorises the sale of alcohol from the premises, not just the existence of a bar or other structure from which to sell it.

Possible options for WPC:

1. Amend premises licence following removal of fixed bar:
 - Peter Francis remains as DPS;
 - all hirers wishing to sell alcohol must continue to book mobile bar through Southern Bar Services;
 - if SBS are not available, office staff to determine whether to permit hirers to provide (not sell) alcohol to guests.
2. Amend premises licence by removing 'supply of alcohol':
 - requires hirers to apply for a TEN for any event where they wish to sell alcohol either themselves or through an independent mobile bar provider;
 - no requirement for Designated Premises Supervisor;
 - office staff to determine whether to permit hirers to provide (not sell) alcohol to guests.
3. Clerk to apply for personal licence and amend premises licence to become Designated Premises Supervisor:
 - WPC creates a list of approved licenced mobile bar providers;
 - if approved provider used, Clerk authorised to transfer DPS responsibility to another personal licence holder;
 - no requirement for hirers to apply for TEN if approved provider used;
 - office staff to determine whether to permit hirers to provide (not sell) alcohol to guests.