

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Committee Meeting

<b>Date:</b>	<b>Thursday 15<sup>th</sup> January 2015</b>	<b>Time:</b>	<b>7.30pm</b>
<b>Place:</b>	<b>Committee room, Burghfield Village Hall</b>		
<b>Present:</b>	Mr I MacFarlane	Miss M Cresser	
	Mr C Greaves	Mr B Neilson	
	Dr R Longton	Mr M Paterson-Borland	
<b>In attendance:</b>	Cally Morris (Clerk)	2 members in observation capacity	
<b>Apologies:</b>	Mr R Hannington	Mr J Sayer	

1. **To receive written requests for Disclosable Pecuniary Interest dispensations from members**

There were no items upon the agenda that necessitated a member to present a written request for dispensation for a Disclosable Pecuniary Interest.

2. **Minutes of the last meeting of the Committee**

The minutes of the last meeting of the Community Committee held on 20th November 2014, having been circulated, were confirmed a correct record and signed by the Chairman.

3. **Matters Arising on the Minutes**

All items are being discussed at the relevant point in the agenda.

4. **To update members regarding the installation of the Multi Use Games Area on the Common Recreation ground**

West Berks Council has forwarded approval for permission to install the MUGA at the Common Recreation ground. A site meeting has been scheduled with the appointed contractor to initiate works as soon as possible.

5. **To receive an update in relation to the potential transfer of ownership of Auclum Green**

The Heads of Terms from West Berks Council have been forwarded to the parish council's solicitor. Upon review, and satisfaction the heads of terms are within the best interest of the parish council, a report will be presented for progression.

Following a request from the residents of Highfield's for the memorial bench on Auclum Green to be repositioned, further liaison is to be held with the family to determine the exact location.

6. **Safer Communities**

i) **Parish Maintenance – general issues**

Following advertisement, a replacement litter warden has been appointed to undertake required duties within the Hatch, Burghfield village and Burghfield bridge.

ii) **Policing & Anti-Social behaviour**

Following approval at full council, the PCSO contract has been signed for a further year with full monitoring of time spent within the parish to be undertaken. The contract commences as of the 1st April 2015.

Issues were raised regarding car parking along Recreation road weekend during football matches. It was noted to have been particularly bad during the previous weekend. Emails are to be sent to the relevant football teams to request all away teams park considerately within the vicinity.

**Clerk to  
action**

7. **Conservation & Management of Open Spaces within the Parish**

i) **Parish Recreation Grounds**

a) Common Rec

The recommendation to allow 9 a side football to be initiated on the pitch closest to the car park was approved at full council for implementation at the start of the new season. A service agreement is to be drafted for implementation that clearly states only one game of football is to be played at any time on the Common Recreation ground. If the agreement is breached at any time by any of the users, a ban is to be imposed.

Burghfield FC has advised that a grant had been applied for from Berks & Bucks FA to cover 50% of the costs for replacement goal posts. Members present **resolved** unanimously to forward the remaining funding of 50% required should the grant application prove successful.

The cracks created by the tree roots in the safer surfacing by the slide have been addressed.

b) Hatch Rec

The replacement Christmas tree was planted prior to the Carol Concert. Thanks were expressed to the supplier for ensuring the important deadline was met.

c) Old Rec

Prices and design ideas are currently being obtained for the requested improvements to the facilities at the skate park. Details will be provided for further consideration by members once sufficient alternative designs have been obtained. A meeting has been scheduled with a number of younger residents to discuss potential designs for incorporation.

d) Wells Rec

The safer surfacing works previously approved were undertaken prior to Christmas accordingly to the specification.

A site meeting has been held with the family regarding the positioning of a memorial bench. Prices are being obtained with a view to its installation prior to Easter.

**Clerk to progress**

ii) **Tree Report**

Further works were undertaken on the perimeter of the Common Recreation Ground. Works are scheduled for School Firs and Badgers Glade during early March, weather permitting.

Members were alerted to 5 trees having been sawn off at waist height in School Firs. The damage caused was significant, raising concern by members regarding the vandalism. A note is to be included in the next parish newsletter asking residents to keep their eye on the area and advise the council of any further damage.

iv) **To deal with any administrative issues for the Allotments:**

i) Common allotments

Registration has been successfully completed with all official documentation being held by the parish council's solicitor.

ii) Hatch allotments - No issues to report.

**8. Parish Maintenance**

i) To receive a report highlighting maintenance carried out within the parish during the previous month

The Clerk provided a verbal report to members highlighting the maintenance that had been carried out within the parish during the previous month.

ii) To receive a request for a name alteration on the War Memorial

A family member advised their Uncle's name on the War Memorial as being incorrect. Members present **resolved** unanimously to instruct the stonemason to correct the name as soon as possible.

iii) To receive an update in relation to the installation of a Defibrillator cabinet at the village hall

Further investigations have been made into the installation of a defibrillator cabinet on the outer wall at the village hall. The investigations and liaison with various legal

authorities raised a number of points requiring consideration by the committee to ensure full compliance. Member's present requested prices for both external cabinets and PAD's to be presented at the next committee meeting to determine whether the whole unit is provided by the council are to pursue just the purchase cabinet.

- iv) To receive a report from BBOWT in relation to access provisions at Wokefield Common

Members gave consideration to the report received into the physical and intellectual access provisions of Wokefield Common. On January 6<sup>th</sup> 2014, the responsibility for the management responsibilities of nine countryside sites and the Nature Discovery Centre at Thatcham was transferred from WBC to BBOWT. An invitation to comment on the report is in place until Friday 13<sup>th</sup> February. Members are to review the document online and prepare any comments for submission.

**9. Parish owned Properties**

Pavilion

A site meeting was held with contractors regarding both the internal and external improvements at the pavilion. A quote is to be forwarded for the installation of seating on alternate pillars externally and a quote for the installation of a serving window and kitchen remodelling to accommodate a cooker and sufficient workspace. A full and detailed report is to be presented at the next meeting.

Due to the continual issue with the boiler within the pavilion, it was suggested to increase the pressure level to 2.0 bar and monitor accordingly.

**10. Village Hall**

- i) To request any specific questions to be addressed to the village hall manager

Miss M Cresser requested at the previous meeting consideration is given to a projector screen to be installed in the main village hall. Prices were to be obtained with usage figures of users who may have a requirement for a screen. Proposed by Mr C Greaves, seconded by Dr R Longton and **resolved** unanimously to purchase the 5ft wide ceiling mounted projector screen for installation as soon as possible.

- ii) To consider alternative seating for the village hall

Following discussion at the main parish council meeting, members voted for £5000 to be allocated within the budget for financial year 2015/2016 for replacement seating. Samples are to be obtained by the village hall manager for consideration.

**11. Matters for future discussion – Additional names on War Memorial, update regarding the Scout hut lease, noticeboards.**

**12. Items for information only – None**

Meeting closed at 20.35pm