

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Committee Meeting

**Date:** Thursday 18<sup>th</sup> January 2018 **Time:** 7.30pm

**Place:** Committee room, Burghfield Village Hall

**Present:** Mr I MacFarlane (Chair) Dr R Longton  
Mr R Hannington Mr M Paterson-Borland  
Mr D Kellaway Miss M Cresser  
Mrs C Redding (Village Hall Manager) Mrs C Jackson-Doerge

**Apologies:** Mr B Neilson Mrs A Gallagher

**Absent:**

**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 16 November 2017 having been circulated, were confirmed a correct record and signed by the Chairman.

**3. Matters Arising on the Minutes**

The grit bin has been re-positioned to the junction of Woodlands Ave as previously approved.

Thanks were expressed to Englefield Estate for the Christmas tree on the Hatch.

**4. To receive an update in relation to the development of a Community Hub on the Common Recreation Ground**

A meeting with local Architects has been held to undertake a full assessment of the current building and determine its suitability for extension. The Community Hub Working party are scheduled to meet 25 January to determine the appointment of an architect.

**5. To update members on the agreed S106 projects identified**

Confirmation has been sought from WBC regarding timescales and action plans in relation to all identified S106 projects.

**6. Parish owned Properties**

**a) Village Hall**

**i) To receive an update in relation to the daily operation of the village hall**

Members were advised there had been several incidents relating to the heating system within the main hall. To eliminate human interference, a Perspex plate has been designed to be installed over the control box that will allow hirers to adjust the temperature only and not the main controls or timer functionality. The heating is also to be serviced during the February half term break.

An engineer has been instructed to undertake the repairs required to the partition doors within the main hall, specifically the door which is no longer shutting properly.

**ii) To receive an update in relation to new signage within the car park**

The requested car park signage has been ordered with fitting scheduled for week commencing 29<sup>th</sup> January 2018.

**iii) To receive an update regarding the narrowing the walkway/entranceway between the car park and Recreation Road**

WBC undertook a site inspection, advising that a lockable bollard could be fitted providing a gap of 1.5 metres remained to ensure disabled access. The bollard is also to have a reflective strip to prevent cars from potentially driving into it. Members gave consideration to the alternative suggestion of moving the fence posts in to narrow the gap from 2 metres to the minimum 1.5 metres. Members favoured the narrowing of the fence with a request for quotations are to be obtained as soon as possible. Resolved **unanimously** to delegate powers to the clerk to undertake the works immediately.

**b) Pavilion**

i) To receive an update in relation to any issues affecting the pavilion

The boiler pressure has remained stable during the colder weather and continues to be monitored accordingly.

A request was presented from a local resident for the short-term painting of Angel Wings on the end outer wall of the Pavilion. Members gave the application due consideration, resolving to decline the offer at present.

**7. Safer Communities**

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

The police held a public meeting on the 21<sup>st</sup> November 2017 to pursue the formation of a CIAG (Community Incident Action Group). The group is to consist of members of the public to act as the “ears and eyes” within the parish for the police, providing necessary evidence for potential convictions. A report following the event is being pursued.

The grit bins were cleared of debris and re-filled prior to the Christmas break. Any bins having been identified as damaged were repaired accordingly and re-numbered in accordance with the listing held by the parish council.

Members gave consideration to a request received from a local parishioner for an additional grit bin in Bunces Lane, at the end of Springwood Close. The intention would be for the bin to serve Springwood Close, Bunces Lane, Springwood Lane and Palmer's Lane. Due to the location not meeting the specified criteria determined by West Berks Council, members **resolved** unanimously to not purchase an additional grit bin for installation in Bunces Lane. The resident is to be advised of the decision accordingly.

ii) **To receive and update in relation to the potential for Community Safety Wardens in conjunction with surrounding parishes and formulate a plan of action for progression**

A meeting is still awaited with both Newbury and Aylesbury to determine a suitable plan of action for progression of the project. Liaison continues with Theale Parish Council to enable the project to be progressed accordingly.

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

i) **To give consideration to the potential Devolution of services by WBC and determine any specific services the parish council would like to undertake**

A meeting is to be scheduled with WBC to determine the list of community assets available for transfer within the parish.

A list of equipment suggested by WBC for the volunteer days is to be obtained to assist the parish in both applying for grant funding and instigating volunteer days in the Spring.

ii) **Parish Recreation Grounds**

a) Common Rec

Consideration was given to the condition of the safer surfacing surrounding the multi play unit. Quotations are to be obtained for presentation at the next scheduled meeting.

A request was presented by BFC for team shelters to be erected during games to ensure compliance with the requirements set for the STEP regulations. BFC confirmed that the shelters would be purchased by them and erected during matches only. Members **resolved** unanimously to grant permission for the shelters

to be erected.

b) Hatch Rec

Mr R Hannington has carried out the Hedge cutting.

c) Old Rec

Weekly checks continue with no issues to report.

d) Wells Rec

Weekly play area checks continue with no issues to report.

e) Auclum Green

Weekly play area checks continue with no issues to report.

ii) **Tree Report**

Further to a meeting with the councils approved tree surgeon, works have been scheduled during February for predominantly at the Wells Recreation ground.

Further to correspondence received from a resident of Badgers Glade expressing their concern regarding the ditch and its proximity to his property, further investigations are being undertaken. Upon the relevant details being obtained, legal advice is to be obtained.

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

i) Common allotments

Three plots have been allocated to new tenants within the past month, only a few plots remain vacant.

A quotation is to be obtained for the top hedging due to further collapsing to be replaced with VMex fencing.

Members gave consideration to a request received from a local parishioner for signage and/or padlocks to be placed on all entrances to the common allotments to prevent access to dog walkers who allow their dogs to foul plots and the pathways. Members suggested a letter be sent to all plot holders presenting the following three options:

- To close off the pedestrian access from the top end of the allotments completely
- To put a combination padlock on the access gate
- To do nothing and leave as is and monitor

A report of the results of the consultation will be presented at the next meeting.

ii) Hatch allotments

No issues to report.

**9. Parish Maintenance**

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

A verbal report to members highlighting the maintenance that had been carried out within the parish during the previous month was provided.

ii) To receive an update regarding the current condition of parish noticeboards and give consideration as to whether any replacements are required

An order has been placed for the lockable noticeboard accordingly with delivery awaited. Mr Cross has advised that work has commenced on replacing the green open noticeboards within the parish.

iii) To note any items within the parish requiring action

Consideration was given to the offer of services from the Thames Valley Community Rehabilitation Company (CRC) to undertake unpaid work as part of the Community Payback Scheme. Further enquiries are to be made as to the timescales and equipment required to undertake any identified schemes within the parish.

Fly tipping has been reported at the Co-op car park with a request for the area to be cleared accordingly. Letters are to be sent to the shop owners to request the area is kept cleaner and tidier.

A request was presented for consideration to be given for the telephone kiosk opposite the Post Office to be utilised as a Book Swap. Even though members felt it was a good idea, concerns were raised in relation to the potential vandalism and upkeep. The idea is to be revisited once the Community hub has been established.

**10. Matters for future discussion – Burghfield in Bloom.**

**11. Items for information only – No further items were raised for consideration.**

Meeting closed at 21.00pm.