

BURGHFIELD PARISH COUNCIL

Minutes of the Community Committee Meeting

Date:	Thursday 20th July 2017	Time:	7.30pm
Place:	Committee room, Burghfield Village Hall		
Present:	Mr I MacFarlane (Chair)	Dr R Longton	
	Mrs C Jackson-Doerge	Mr M Paterson-Borland	
	Mr D Kellaway	Mrs A Gallagher	
	Mr B Neilson	Miss M Cresser	
In attendance:	Miss I Macfarlane		
Apologies:	Mr P Wilkins	Mr R Hannington	

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 22 June 2017 having been circulated, were confirmed a correct record and signed by the Chairman.

3. Matters Arising on the Minutes

Both the Clerk and Dr R Longton attended a meeting at WBC in relation to the ASB involving motorbikes within the parish. A full update will be provided within the main body of the meeting.

The toddlers have advised the new shed will be rotated by 90 degrees to conform to the requirements of the committee. The works are to be undertaken during week commencing 24th July.

An expression of interest has been submitted to WBC in relation to the maintenance of verges within the parish.

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

The working party is scheduled to next meet in September where the specifics of the potential build are to be determined prior to architects being instructed. Regular updates will be provided to the Community Committee and Full council by the working party.

5. To receive correspondence from Sulhamstead Parish Council regarding the annual contributions to the Willink Leisure Centre and determine any actions arising

Members present gave consideration to the correspondence received from Sulhamstead Parish Council regarding the potential withdrawal of their funding to the Willink Leisure Centre. Members discussed the potential impact of the withdrawal of funding; determining that a discussion with the remaining funding parties is required to ascertain the overall impact. Members also discussed whether the development of Firlands would affect the usage figures of the leisure centre, especially as it is within the boundary of Sulhamstead parish. Although the initial view from members was expressed as there being no immediate intention of Burghfield withdrawing their funding for the leisure centre, it was **resolved** unanimously that the issue be revisited upon development at Firlands commencing.

6. Safer Communities

i) Policing & Anti-Social behaviour

A meeting was held with the Community Resilience team at WBC, the local Police,

Burghfield parish council, Stratfield Mortimer Parish Council and Sovereign housing to brain storm any potential solutions to the ongoing motorbike problem. The police are keen to initiate a SIAG (Specific Incident Action Group) consisting of members of the public who would be willing to act as the “ears and eyes” within the parish, providing the necessary evidence for convictions. A public meeting has been scheduled for 15th August, with the possibility of bringing the date forward to the 1st August. The intention of the meeting is to alert members of the public of the proposal to initiate the specific group.

Resolved unanimously the public meeting is scheduled for 15th August at Burghfield Village Hall between 6.30pm and 8.30pm. The event is to be publicised as much as possible to ensure members of the public are aware of the event.

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 was held with Theale Parish Council to discuss the scheme overall and whether it could be adapted to be successful within the local surrounding parishes. A site meeting has been arranged with a parish council who have the scheme fully operational.

7. **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**

Members present gave consideration to potentially taking on the maintenance of drains within the parish. The responsibility would be to by undertake regular inspections of the gully gratings and roadside “grips” and clear away any leaves, litter or debris using the appropriate tools.

Resolved unanimously that an expression of interest be forwarded to WBC to ascertain the extent of works and the format upon which they can be undertaken.

Members present gave consideration to potentially taking on the regular cleaning of road signs within the parish. Due to a reduced maintenance budget, WBC only maintains lines and signs on a priority basis.

Resolved unanimously that an expression of interest is to be forwarded to WBC to ascertain the extent of works and the format upon which they can be undertaken. It was also suggested the Scouts are approached for help in cleaning the road signs.

Residents are to be encouraged to become involved in the required maintenance of the drains and cleaning of road signs within the parish by way of specific volunteer days. Details are to be presented within the next newsletter requesting volunteers come forward as well as a poster being displayed upon the parish noticeboards and website. The clerk is to ensure the relevant insurance and public liability covers are in place prior to the organised events. Detailed risk assessments and method statements are to be completed with volunteers being briefed fully advising what is expected of them.

ii) **Parish Recreation Grounds**

a) **Common Rec**

The various access points on to the common continue to be monitored as potential entry points for the motorbikes.

b) **Hatch Rec**

The Christmas tree has been removed.

c) **Old Rec**

The scouts have confirmed that a key to the gate has been made available to the Montessori Nursey to enable the children access to the facilities without the need to walk along the roadside.

An assessment is to be undertaken as to whether the ramps require repainting.

d) **Wells Rec**

No issues to report.

e) **Auclum Green**

The play area perimeter fence has been vandalised once again. The parish handyman has been instructed to undertake the required repairs.

ii) **Tree Report**

Further works are scheduled for September in accordance with the parish council management plan.

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

i) Common allotments

The fence running alongside Chapel path was assessed with additional post and rail having been installed to stop it being used as a cut through. VMex fencing has also been installed on the Reading Road boundary.

The parish handyman has been asked to trim and maintain the vacant allotment plots to ensure they are kept in a presentable manner.

All outstanding rent reminder letters have been circulated with a cut-off date of the 30th June having been stipulated. Any plots remaining outstanding will be re allocated as of the 1st July.

ii) Hatch allotments

The parish handyman has been asked to trim the vacant allotment plots to ensure they are in a presentable manner.

All outstanding rent reminder letters were forwarded with a cut-off date of the 30th June being stipulated for payment. Any plots remaining outstanding are to be re allocated as soon as possible.

A site visit has been completed with a full assessment of all plots at both sites, identifying unkempt plots for reminder letters to be forwarded accordingly.

8. 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 note any items within the parish requiring action

WBC are to be contacted regarding the junction between Recreation Road and School Lane advising that repair works are required as a matter of urgency

9a) Parish owned Properties

a) Pavilion

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

A request was presented by Café B for an additional set of keys to the pavilion. Resolved by members present to distribute another set of keys to Café B accordingly.

10b) Village Hall

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

Correspondence from a local resident expressing their concerns regarding the perceived dangerous parking of vehicles outside the post office was considered by members present.

Bollard/smaller exit onto Recreation Road to stop cars using it as an exit when gate locked. Members resolved unanimously that the gap is to be made smaller to ensure disabled access was still in place, but to stop cars using it as an exit when the main gates are locked.

Members considered whether to lock the village hall car park overnight. Confirmation was provided with regard to the parish council's Public liability insurance covering the car park both locked and unlocked providing a Risk assessment was undertaken and held on file. A sign would be necessary advising that "Cars parked at owner's risk". Members **resolved** unanimously that the car park should continue to be locked at night, expressing concerns that people could be encouraged to use it as a meeting point.

Members resolved unanimously the signage should be changed to include 'no overnight parking', also stating the car park is a 'private car park'. The timings are to be changed, with members suggesting they are in accordance with the Nisa shop to encourage parking. The legality with regard to potentially penalising overnight or illegal parking and specific parking times is to be checked and addressed at the next scheduled meeting.

The owner of the Nisa shop is to be asked to place a sign at the shop encouraging customers to park at the Village Hall. The situation will be monitored to determine whether the issues regarding dangerous parking at and driving are alleviated

11. Matters for future discussion – No further items were identified.

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

Meeting closed at 20.20pm