

BURGHFIELD PARISH COUNCIL

Minutes of the Community Committee Meeting

Date: Thursday 19th May 2016 **Time:** 7.45pm
Place: Committee room, Burghfield Village Hall
Present: Mr I MacFarlane Miss M Cresser
Mrs C Jackson-Doerge Mr R Hannington
Mr M Paterson-Borland Dr R Longton
Mrs A Gallagher Mr P Wilkins
Mr J Sayer
In attendance: Cally Morris (Clerk)
Apologies: Mr B Neilson

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 21 April 2016, having been circulated, were confirmed a correct record and signed by the Chairman.

3. Matters Arising on the Minutes

The new storage cupboards at the village hall have been painted and are now fully operational. The lock to the store cupboard has been removed for ease of access.

4. To receive an update in relation to recent decisions taken by WBC regarding the library service and Children's Centre within Burghfield

The Governance & Finance committee are in the process of exploring in further detail any implications the potential devolution of services from WBC could have on the parish as a whole. Following the resolution at full council to adopt the General Power of Competence, investigations are being made into initiating a Community Interest Company to undertake the additional duties upon the parish council. An update will be provided once the necessary feasibility studies have been undertaken by the Governance & Finance committee.

5. Safer Communities

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

Members noted the lack of visibility of the PCSO within the vicinity. A request is to be presented to the police for their attendance at a parish council meeting.

Members present gave consideration to increasing the signage at the Pavilion advising the CCTV cameras are fully operational with a view to deterring any potential damage to the building.

ii) **To receive an update in relation to the PCSO Contract for commencement 1st April 2016**

A detailed review of the renewed PCSO contract is currently being undertaken by all three parties in the agreement. A few points have been raised requiring clarification from Thames Valley Police. Upon receipt of the various answers, the document will be signed for progression accordingly.

6. Conservation & Management of Open Spaces within the Parish

i) **Parish Recreation Grounds**

a) **Common Rec**

The Annual play inspection has been completed by RoSPA with no immediate items of concern or requiring immediate attention.

Further to the request presented by a local resident for a Beer Festival to be held on the Common Recreation Ground over the weekend of 23rd September 2016, details have been obtained in relation to a specific checklist for the organisers. Upon completion of the list, and satisfaction that all points have been considered, a meeting is to be scheduled to ensure the organisers are aware of the requirements for the event to progress.

A request was presented by an organisation referred to as God's Kids, for use of the Common Recreation ground on the 18th August to run children's gospels and activities. A marquee is required for the event which is to be managed by volunteers from the organisation. Further information is to be requested to enable an informed decision to be taken by the committee at the next scheduled meeting.

b) Hatch Rec

The May Fayre proved a successful event on the Hatch with no issues to report.

Flooding of the pathway along the bottom of the Hatch recreation ground continues to be a problem. A site meeting is to be held with both WBC and Thames Water to pursue further action and ensure the issue is resolved fully.

The Annual play inspection has been completed by RoSPA with no immediate items of concern or requiring immediate attention.

Members present gave consideration to a quotation received for the installation of paving slabs at the entrance gate to the play area, from Sulhamstead Road, into the play area. **Resolved** unanimously to instruct the parish handyman to install the slabs as per quotation as soon as possible.

A request was presented for use of the Hatch for Burghfield U13's for the period of May and June. Proposed by R Longton, seconded by P Lawrence and **resolved** unanimously.

c) Old Rec

Promotion and publication of the refurbishment of the skate park continues with details having been promoted at the May Fayre. Details have also been forwarded to the students at the Willink. To date the response remains low. Details of the interest received to date, along with the survey results, are to be presented at the next committee meeting to enable a decision to be taken by the committee as to whether to progress with the project.

RoSPA recommended the youth shelter is located approximately 3 metres from the main skating area so as to become an integral part of the park. Their advice is that if placed too far away it will not be utilised fully. Members present **resolved** unanimously for the clerk to meet with the supplier and determine its exact location for installation at the beginning of June.

RoSPA recommended that the site was not suitable for a small play area specifically for toddlers due to a skate park already being in-situ at the site. RoSPA do not recommend the mixing of age groups and specifically state that skate parks are best located individually.

d) Wells Rec

The Annual play inspection has been completed by RoSPA with no immediate items of concern or requiring immediate attention.

e) Auclum Green

The Annual play inspection has been completed by RoSPA with no immediate items of concern or requiring immediate attention.

A request for outdoor fitness equipment within the parish was presented for further investigation. Options are to be presented at the next meeting for consideration. A suitable location is to be determined once further details are received.

ii) **Tree Report**

The remaining tree works identified are to be undertaken later in the year.

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

i) Common allotments

Rent Collection day was held on Sunday 24th April. Invoices were sent to all plot holders prior to the day to ensure they were aware of their plot number and rent due. A number of plot holders have given notice resulting in the waiting list having now been cleared. Outstanding payments are currently being pursued.

An inspection of the sites is to be carried out as soon as possible to determine whether any of the plots unpaid for are unmanaged. 30 day notice letters are to be forwarded to those identified as not having been recently worked.

A large area of the hedge line along Chapel path has collapsed. Members present gave consideration to the quotation received for the installation of V-Mex fencing for a 30 metre stretch to secure the area. Proposed by Miss M Cresser, seconded by Dr R Longton and **resolved** unanimously to install the fence as per quotation presented.

Members present gave consideration to a quotation received for the installation of a replacement metal gate at the far end of the common allotments. Proposed by Dr R Longton, seconded by Mr M Paterson-Borland and **resolved** unanimously to install the gate as per quotation presented.

ii) Hatch allotments

An inspection of the sites is to be carried out as soon as possible to determine whether any of the plots unpaid for are unmanaged. 30 day notice letters are to be forwarded to those identified as not having been recently worked.

A quotation was received and presented for repair work required to the track leading from the allotments to the fire area and ditch. Proposed by Mr J Sayer, seconded Mr Paterson-Borland and **resolved** unanimously.

A quotation is to be obtained for an additional water trough following a request being presented by a plot holder.

7. 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 give consideration to the quotation received for drainage works within School Firs

Members gave consideration to the quotation received for works required to address the flooding within School Firs. An alternative quotation is to be obtained for presentation at the next scheduled meeting.

- iii) To receive an update regarding the land at the junction of Clayhill Road/Birch Road

A site meeting was scheduled with the owner of the piece of land at the junction of Clayhill Road and Birch Road following concerns regarding the current condition of the area. Unfortunately, due to a delay in traffic, the meeting was not possible. However, the owner advised they had tidied the area and spoken with local neighbours to determine the cause for the concern. A follow up letter has been sent to the owner requesting the site is assessed, specifically the mature trees.

- iii) To note any items within the parish requiring action

No further items were presented.

8a) Parish owned Properties

a) Pavilion

- i) To provide an update in relation to the various options available in addressing the issue of broken windows at the pavilion

Quotes and designs for alternative windows and security of the windows at the pavilion are being obtained. A full report with prices is to be presented at the next meeting for consideration.

The football team presented a request for a keycode lock box to be installed in the referees changing rooms. The key to be held would be for the emergency access barrier, enabling access to emergency vehicle in the event of an accident or fire at the site. **Resolved** unanimously to install a box in the referee's room as soon as possible.

8b) Village Hall

- i) To present any specific questions to the Village Hall manager for further action

The Burghfield Toddler group presented a request to the committee for the replacement of their external shed, being on a slightly larger footprint to what is in existence at present. It is proposed to move the shed further away from the wall to aid circulation and water run-off. Further investigations are to be made into the increase in footprint compared to the existing structure. The fire officer is also to be contacted to determine the space required for fire escapes routes to ensure sufficient space remains.

- ii) To receive an update regarding the installation of public access Wi-Fi

A Wi-Fi hotspot has been purchased and awaits installation. Further investigations are to be undertaken regarding public access restrictions and security.

11. Matters for future discussion – Smallmead refuse site restrictions.

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

Meeting closed at 21.24pm.