

BURGHFIELD PARISH COUNCIL

DRAFT Minutes of the Community Committee Meeting

Date: Thursday 15th November 2018 **Time:** 7.45pm
Place: Committee room, Burghfield Village Hall
Present: Mr I MacFarlane (Chair) Dr R Longton
Mrs A Gallagher Mr D Kellaway
Miss M Cresser
Mrs C Redding (Village Hall Manager)
Apologies: Mr B Neilson
Present: Mrs C Morris (Clerk) Mrs C Stroud (Assistant Clerk)

The Chairman opened the meeting by advising that advance notice had been received from a number of residents expressing a desire to raise questions relating to community issues at tonight's meeting. The chairman reiterated that questions were at his discretion and that a total of 15 minutes would be allocated accordingly. The chairman, to ensure fairness for all residents in attendance, stated that a maximum time of 3 minutes was allocated to each individual. The session would close after 15 minutes to ensure all remaining business upon the agenda could be transacted. Residents were reminded that upon closure of the question time, they were in attendance in an observational capacity only and to not cause a disturbance. The following questions were presented:

- 1) A local resident expressed their interest in organising and supporting the Burghfield Family Bike Ride. A resident in attendance presented a request for the event to also include a fun run?
The Chairman advised that a meeting would be scheduled to determine the specifics accordingly. Thanks were expressed to the individual in coming forward.
- 2) The Burghfield Santa group requested confirmation for use of Auclum Green for the upcoming Burghfield Santa cruise.
The Chairman advised that the details had been received with confirmation being sought from committee members under item 7 e) on the agenda.
- 3) Clarification was sought in relation to the defibrillators donated to the parish council and what it would take to be able to put those to good use within the parish?
The Chairman responded by advising that 2 cabinets were required, at the cost of £800 each. Full details in relation to associated will be provided via email accordingly.
- 4) A local resident raised their concerns in relation to the foul language being expressed whilst football matches are held on the Common Rec, enquiring as to whether there could be any rules imposed.
The chairman advised that communication would be held with the football clubs to advise of the concerns raised.
- 5) A local resident enquired as to the correct procedure undertaken in relation to the approval of a decision taken by the community committee regarding the allotments.
The Chairman responded by advising that the remit of the allotments sub-committee was to make recommendations only to the Community Committee.

The chairman closed the floor to questions at 20.00pm and started the proceedings of the Community Committee meeting.

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 September 2018 having been circulated, were confirmed a correct record and

signed by the Chairman.

3. Clerks update

The Clerk provided a verbal update in relation to any matters arising from the previous minutes, noting the items being dealt with at the relevant point in the agenda.

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

Members were advised of the amendments the Community hub committee had discussed in relation to the internal specification of the proposed build. A revised design and cost plan are being developed by the architects for subsequent presentation to the committee in the new year.

5. To update members on the agreed S106 projects identified

A meeting has been scheduled with West Berks Council to pursue the outstanding S106 projects accordingly.

6. Parish owned Properties

a) Village Hall

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

The village hall manager advised that the first aid kits within the village hall were scheduled to be updated prior to their expiration.

All GDPR documentation in relation to the hiring of the village hall has been forwarded to hirers accordingly.

ii) To consider the quotations received for the partition doors within the hall

Due to the door within the partition doors failing to shut correctly, consideration was given to the repair, or potential replacement of the partition doors within the main hall. Further quotations are to be obtained for an acoustic wall for presentation at the next meeting.

iii) To give consideration to any internal modifications to the village hall to encourage further revenue

Members present gave consideration to the erection of an acoustic stud wall between the main hall and side committee room to encourage further revenue from the hiring of the rooms separately. Double doors were considered to enable both rooms to continue to be hired together, alternatively, the complete removal of the doors was discussed. Members deferred the decision until further quotations had been obtained and considered for an acoustic partition door.

Modifications to the entrances to the village hall from the main doors, the West Wing and the side committee room had been presented to the parish councils approved builder for consideration by members.

b) Pavilion

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

A site survey in order to provide a review of the current Legionella risk for mains water supply and hot and cold-water storage and associated services has been scheduled with the council's provider. The monitoring and maintenance regime will be updated if any further action is identified.

7. Conservation & Management of Open Spaces within the Parish

i) Parish Recreation Grounds

a) Common Rec

The roundabout previously approved by the committee for installation at the play area, the common rec is scheduled for installation on Wednesday 28th November.

The Green storage boxes at the rear of the pavilion are scheduled to be removed by the parish handyman within the next two weeks.

b) Hatch Rec

St. Mary's Church have advised of their intention to erect the Christmas tree on the Hatch the weekend of 1st/2nd December. All required documentation has been

requested with confirmation it will be presented prior to the tree's erection.

c) Old Rec

No items were identified requiring discussion by members.

d) Wells Rec

No items were identified requiring discussion by members.

e) Auclum Green

Members present gave consideration to the request received from a local resident for the erection an additional parish Christmas tree on Auclum Green. Concerns were expressed by members in relation to the lease with West Berks Council and the permission required for the erection of the tree. Further concerns were expressed in relation to the proposed costs for the tree and the need for consultation to be undertaken prior to any works on the green. Members reiterated that the parish council responds to requests that are proportionate to its overall electorate. Members **resolved** unanimously to not erect a Christmas tree on Auclum Green. The local resident is to be advised accordingly with a suggestion that sufficient notice is provided, with the necessary documentation, for any consideration to be given in the future.

Further to correspondence from the Burghfield Santa's outlining the plans for this year's Santa cruise, member present **resolved** unanimously to grant permission for this year's event to be held on Auclum Green.

f) School Firs

Further to a meeting with the parish council solicitor, a highways report has been requested and is awaited. Upon receipt of the information, a report will be provided updating members accordingly.

ii) **Tree Report**

A tree specialist has been instructed to develop the 5-year management plan for all open spaces within the parish. Works each year are to be in accordance with the recommendations within the plan.

Works identified within the recent tree survey for St. Mary's church yard are scheduled to be undertaken at the end of November. A member enquired as to whether the ecological issues relating to the proposed tree works had ben considered? Confirmation is to be sought accordingly.

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

i) **Common allotments**

To receive the minutes from the allotments sub-committee meeting held on 1 November 2018

Members present received the minutes from the allotments sub-committee meeting held on 1 November 2018.

ii) To give consideration to the request from a plot holder regarding their health dog at the allotments

A written request was presented to the committee by an allotment plot holder at the Common allotments for consideration to be given to allowing them to bring their dog when tending their plot due to health reasons. A letter from the plot holders GP confirming the condition has been requested and is awaited.

9.

Parish Maintenance

i) Litter issues within the parish and request for additional bins

A written request had been received for additional litter bins to be installed on the bridleway that runs parallel to Woodlands Ave, from the bottom of School Lane and Garlands Junior School. Clarification was provided with regard to the status of the path being a bridleway. The request is to be presented to WBC for the litter bins. The litter wardens are to be asked to include the path within the schedule.

ii) To receive a request from the Burghfield Air Cadets for additional signage

Burghfield Air Cadets presented a written request for a sign post on the road opposite the entrance to improve visibility accessing the site. Advice is to be

provided as to the process required for permission to be sought through West Berks Council accordingly. Should permission be granted for the signage, the request is to be forwarded to the finance committee accordingly to give to consideration to purchasing the sign on behalf of the Cadets. *(Mr D Kellaway declared a personal interest in this item having previously been a Cadet)*

10. **Matters for future discussion** – Christmas tree for 2019
11. **Items for information only** – No further items were identified

Meeting closed at 20.35pm.

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