

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Committee Meeting

**Date:** Thursday 20<sup>th</sup> October 2016 **Time:** 8.00pm  
**Place:** Committee room, Burghfield Village Hall  
**Present:** Mr I MacFarlane Miss M Cresser  
Mrs C Jackson-Doerge Mr M Paterson-Borland  
Mr P Wilkins Dr R Longton  
Mrs A Gallagher  
**In attendance:** Cally Morris (Clerk)  
**Apologies:** Mr B Neilson 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 15 September 2016, having been circulated, were confirmed a correct record and signed by the Chairman.

**3. Matters Arising on the Minutes**

The footway between the shops and Lamden Way has now been cleared.

**4. Safer Communities**

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

Members present were advised of the resignation of PCSO Jordan Bruce, the partially funded PCSO for Burghfield, Sulhamstead and Mortimer. A meeting has been scheduled with Inspector Ward to determine the future arrangements and interim period cover.

District Cllr Jackson-Doerge advised of a suspicious vehicle repeatedly parking in a specific area within the parish, causing concern to the neighbours within the vicinity. The Inspector is to be advised that the incidents are causing particular distress to the neighbours.

ii) **To receive an update in relation to the PCSO Contract**

Following review of the revised PCSO contract, the three parties' raised a number of points requiring clarification from Thames Valley Police. A revised contract has been received; however, the various points raised do not appear to have been addressed. Liaison continues with TVP to ensure the required amendments are incorporated. Once undertaken, the document will be signed accordingly.

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

i) **Parish Recreation Grounds**

a) Common Rec

Members present expressed their congratulations to the organisers of the Beer Festival for a very successful and trouble free event. A formal written request has been presented to the committee for permission for the event to go ahead again during September 2017. Providing all required documentation is presented within the set timescale members present **resolved** with a majority vote to grant permission accordingly. 6 Members voted in favour with 1 member voting against.

Members gave consideration to the introduction of an annual membership fee for the use of the football pitch and changing rooms. Proposed by Mrs C Jackson-Doerge, seconded by Mrs A Gallagher and **resolved** unanimously that an annual membership fee be applied to the football clubs for usage. A total of 30 games are

to be credited to each of the accounts. At the end of each football season an invoice will be raised for any games over 30, or a credit applied to the account for the following season if there have been less than 30 games played.

b) Hatch Rec

Assessment of the Christmas tree continues with the supplier providing confirmation they are satisfied that the tree remains in good health.

c) Old Rec

The Governance & Finance Committee were requested by the Community Committee to determine the eligibility of the Skate park refurbishment project in relation to the funding required. Upon further consideration and detailed discussions by the Governance & Finance Committee, they forwarded a **recommendation** for the project to be deferred for an initial 18 month period. The funds required for devolved services from WBC can then be determined more accurately enabling the council to ascertain where funds are required to be allocated.

d) Wells Rec

No issues to report.

e) Auclum Green

A request for outdoor fitness equipment within the parish was received for further discussion and consideration. Upon further investigation a full report is to be presented for discussion.

A request for a permanent net to be installed on the football goal on Auclum Green was presented via the youth council at the Willink Secondary School. Following liaison with the councils approved playground specialist, various options were presented to members for their consideration. The following questions were raised for further clarification:

- Q: Is the goal movable by the installation of sockets into the ground

A: The goal would still require to be dismantled to enable it to be moved. The sockets also encourage water to enter and corrode the legs, also making them less secure.

- Q: Possible installation of rubber matting in front of goal to stop wear and tear

A: A quote was presented for a total cost of £640 to install grassmat at the goal mouth.

- Q: To review the current location of the goal

A: Liaison is required with local surrounding residents if the goals are to be relocated.

Members gave consideration to the potential installation upon obtaining answers to the questions raised at the previous meeting. **Resolved** unanimously to review again next financial year due to the level of demand being low.

ii) **Tree Report**

Further to a site visit, Sovereign housing advised they are undertaking minor tree works to the trees overhanging their rear parking area at Blands Court. The councils tree surgeon has liaised with Sovereign Housing to ensure the works are in accordance with the council's requirements. The works are scheduled for 27 and 28 October accordingly.

Following the identification of a leaning Beech tree, works are to be undertaken to the trees on the fence line of Badgers Glade and School Lane, between the junction of Blands Court and Badgers Close. The works are to be scheduled for 27 and 28 October.

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

i) Common allotments

An assessment of the various trees on the allotment sites is to be undertaken during the autumn period to ensure they are maintained accordingly.

ii) Hatch allotments

No problems have been identified with all plots being allocated accordingly.

**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 note any items within the parish requiring action

The footpaths along Reading Road, heading towards AWE, are to be reported to WBC requesting action to remove the overhanging vegetation.

9a)

### **Parish owned Properties**

#### **a) Pavilion**

- i) To provide an update in relation to addressing the issue of broken windows

Members gave consideration to alternative solutions in protecting the windows, whilst not compromising security, at the pavilion. The following questions were raised and answered accordingly:

- Q: How much has been spent on replacing windows during the previous  
A: Figures obtained for the previous 3 years show that approximately £1500 has been spent on repairing smashed windows.
- Q: Overall maintenance of the shutters  
A: To date, the shutters in-situ, have not required maintenance. However, electrically operated shutters require an annual maintenance programme.
- Q: Investigate bricking half of the windows up and shutters on front half  
A: Initial advice indicates that the costs involved in bricking up the windows, either half or all, would be significant.
- Q: Investigate installing Sun pipes  
A: A quotation for the installation of sun pipes was obtained, at a total cost of £7,570.

Upon meeting with various contractors, an alternative solution was obtained and presented to members for their consideration for the installation of Security screens to all existing windows.

After careful consideration of the information collated, members present **resolved** unanimously that all broken windows are to be replaced with the security mesh being installed as soon as possible after to ensure no further breakages.

The Clerk advised that the annual Monitoring & Evaluation process with the Football Foundation had been undertaken with an overall score of 4 out of 5 for the facilities. Due to the foundation being satisfied all information had been provided and the facilities being managed to a high standard, future monitoring would be bi-annually and via telephone interviews only.

Members present were advised they shower pump had ceased working. A quotation had been obtained for the required repairs, totalling to £1,000. The clerk was asked to instruct the contractor to undertake the work as soon as possible.

9b)

### **Village Hall**

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

A request was presented for the kettle in the kitchen to be checked due to concerns raised in relation to it being in good working order. The Village hall manager is to investigate further.

A request was presented for the batteries in the two door bells to be checked. The Village Hall Manager is to review accordingly.

- ii) To acknowledge the Risk Assessment Document for adoption and implementation

Members present received and acknowledged the Village Hall Risk Assessment Document (Health & Safety Policy). The policy was deemed as being up to date and relevant with members **resolving** unanimously to adopt as presented for implementation.

- iii) To receive any recommendations from the Village Hall Manager following a detailed review of the current Hire Conditions

Members present received the revised Village Hall Hire Conditions, acknowledging the amendments incorporated following review by the village hall manager. Members present **resolved** unanimously to adopt as presented for immediate implementation.

**11. Matters for future discussion - None**

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

Meeting closed at 21.05p.m