

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Committee Meeting

<b>Date:</b>	<b>Thursday 19<sup>th</sup> October 2017</b>	<b>Time:</b>	<b>7.30pm</b>
<b>Place:</b>	<b>Committee room, Burghfield Village Hall</b>		
<b>Present:</b>	Mr I MacFarlane (Chair)	Dr R Longton	
	Mr R Hannington	Mr M Paterson-Borland	
	Mr D Kellaway	Mrs A Gallagher	
	Miss M Cresser	Mrs C Redding (Village Hall Manager)	
<b>Apologies:</b>	Mr B Neilson	Mrs C Jackson-Doerge	

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<sup>st</sup> September 2017 having been circulated, were confirmed a correct record and signed by the Chairman.
3. **Matters Arising on the Minutes**

Any matters arising are 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**

A meeting with the future potential hirers of the hub meet to ascertain the various facilities required within the project. Architects have been instructed are in the process of being instructed to undertake a full assessment of the current building and determine its suitability for extension. Regular updates will be provided to the Community Committee and Full council by the working party.
5. **To receive an update regarding the annual contributions to the Willink Leisure Centre and determine any actions arising**

Sulhamstead Parish Council previously advised of their intention to withdraw from the Willink contract. Further correspondence has been received advising that upon reconsideration, Sulhamstead will be looking to renegotiate rather than withdraw. A meeting has been scheduled with all funding parties to determine the current position of each and discuss the future of the centre. An update will be provided at the next committee meeting.
6. **To give consideration to the proposed changes to the allocated budget for 2018/2019 Street Cleansing and Litter Picking services by West Berks Council**

West Berkshire Council is consulting on proposed changes to the Street Cleansing and Litter Picking Service. The consultation runs until Tuesday 31st October 2017. Members present gave consideration to the proposals within the consultation, discussing in detail the impact the proposals would have within the parish. The clerk is to formulate a suitable response for submission to WBC that captures the concerns expressed by the committee.
7. **Parish owned Properties**
  - a) **Village Hall**
    - i) To receive an update in relation to the daily operation of the village hall

Members were advised a new cleaner had been instructed for a probationary period of 8 weeks.

The Hall floor has been repaired following expansion of the floorboards due to atmospheric humidity. Close monitoring of the floor is to be undertaken to ensure no further evidence of expansion is seen.

The Village Hall Manager advised that a number of signs had been laminated for display within the hall as reminders to hirers to ensure full compliance with the terms and conditions.

Members discussed hire of the village hall on a Sunday, determining whether regular monthly slots would be permissible, particularly afternoon sessions. Members **resolved** unanimously that Sunday afternoons were to remain free for ad hoc hiring, specifically to enable children's parties to continue to have access to the hall for hire.

*(Mr D Kellaway & Dr R Longton declared a personal interest in the agenda item due to being members of the BRA)*

- ii) To give consideration to the wording for signage advising of parking conditions to be erected at the village hall

Members present gave consideration to the current signage erected at the village hall. Proposed by Dr R Longton, seconded by Mr M Paterson-Borland and **resolved** unanimously to erect new signage advertising the revised opening times for the car park, stating 'No overnight parking allowed'. The heading "Private" is to be replaced with "Burghfield Village Hall". Flyers are also to be produced for distribution on cars left overnight advising that "No overnight parking" is permitted.

- iii) To give consideration to the options for narrowing the walkway/entranceway between the car park and onto Recreation Road

Members present **resolved** unanimously to reduce the walkway from the village hall car park to its entrance with Recreation Road. A contractor is to be instructed as soon as possible to undertake the required amendments.

#### **b) Pavilion**

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

The legionnaire's checks and maintenance continues according to the approved schedule. The football season is running smoothly with no issues to report to date.

### **8. Safer Communities**

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

The police have advised of their keenness to initiate a CIAG (Community Incident Action Group) consisting of members of the public willing to act as the "ears and eyes" within the parish, providing necessary evidence for convictions. Confirmation as to a convenient date during November for a further meeting is awaited.

- 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 progress the project. A site visit has been arranged with Newbury and Aylesbury, both of whom are currently operating a similar scheme. A report is to be presented after the visit.

### **9. 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**

The clerk provided a verbal update following a meeting with West Berks Council. Further information was requested with maps clearly showing the extent of works being presented to members for their consideration. Proposed by Dr R Longton, seconded by Mr D Kellaway and **resolved** unanimously to adopt a 'wait and see' policy for the remainder of the financial year to determine whether the reduction in the overall number of cuts has a noticeable and visual impact within the parish.

Proposed by Dr R Longton, seconded by Mr M Paterson-Borland and **resolved** unanimously that any maintenance identified as required on PROW (Public Rights of Way) in addition to the scheduled 2 cuts per year would be undertaken by volunteer parties.

- ii) **Parish Recreation Grounds**

- a) Common Rec

Due to the weather conditions having calmed and the growing season subsided, the grass cutting is now back on track.

Burghfield Santa's presented a request for use of the Common Recreation Ground on Saturday 16<sup>th</sup> December to hold a small Christmas celebration in conjunction with the Santa Cruise. Due to the ground having already been booked by the football clubs for scheduled matches, members suggested that Auclum Green be presented as an alternative site. Proposed by Mr M Paterson-Borland, seconded by Dr R Longton and **resolved** unanimously.

b) Hatch Rec

No issues to report

c) Old Rec

A copy of an email from the local resident of Sun Gardens expressing concerns regarding anti-social behaviour of youths frequenting the skate park was noted by members present.

d) Wells Rec

No issues to report.

e) Auclum Green

Weekly play area checks continue with no issues to report.

ii) **Tree Report**

Further works are scheduled for the New Year in accordance with the parish council's tree management plan.

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 made. Upon the relevant details having been obtained, specific legal advice is to be obtained.

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

i) Common allotments

No issues to report.

ii) Hatch allotments

No issues to report.

**10. 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

Miss M Cresser presented a report highlighting the condition of the various noticeboards within the parish. Members **resolved** unanimously to replace all green boards within the parish. A notice is to be included on each board stating "Drawing Pins only to be used. All notices will be removed after a period of one month."

Members gave consideration to purchasing a larger, lockable noticeboard for installation at the village hall car park to enable the promotion of community events. A large 3 bay noticeboard is to be purchased, at a maximum cost of £2,000.

**Resolved** unanimously by members to purchase and erect as soon as possible.

iii) To note any items within the parish requiring action

No further items were identified as requiring action.

**11. Matters for future discussion –**

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

Meeting closed at 21.07pm