

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Committee Meeting

<b>Date:</b>	<b>Thursday 15<sup>th</sup> September 2016</b>	<b>Time:</b>	<b>7.30pm</b>
<b>Place:</b>	<b>Committee room, Burghfield Village Hall</b>		
<b>Present:</b>	Mr I MacFarlane	Miss M Cresser	
	Mrs C Jackson-Doerge	Mr R Hannington	
	Mr P Wilkins	Dr R Longton	
	Mr B Neilson (arrived 7.40pm)		
<b>In attendance:</b>	Cally Morris (Clerk)	Mr P Lawrence	
<b>Apologies:</b>	Mrs A Gallagher	Mr M Paterson-Borland	
	Mr J Sayer		

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

**3. Matters Arising on the Minutes**

The grass cutting contract for both the Common Rec and the Hatch has commenced.

Communication continues with residents to ensure any ASB incidents are reported via the 101 number.

God Kids held their event on Friday 18<sup>th</sup> August. The weather conditions were unfortunate, resulting in the event not being as successful as first hoped.

WBC was advised of the committee's decision to approve the diversion for footpath 15 & 24.

**4. To review the Committees Terms of Reference**

The Clerk presented the draft Terms of Reference for the Community Committee to operate within to members present. The committee resolved unanimously that the terms reflected the business to be transacted by the committee accurately. The terms are to be adopted for continued adherence with immediate effect.

Proposed by Mr J Sayer, seconded by Miss M Cresser and **resolved** unanimously to accept the terms as presented.

**5. To give consideration to the draft questions presented in preparation of the Parish Plan Refresh Questionnaire**

Members present gave consideration to the draft questions presented by the Communications committee for the revised parish plan questionnaire to determine whether the remit of the Community committee had been represented accordingly. Various minor points were raised which are to be relayed to the Communications committee. A request was presented for further consideration to be given to the analysis of free form comments received.

**6. Safer Communities**

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

Due to an increase in Anti-Social behaviour within the parish, each committee has been asked to identify any "community based" solutions that could be implemented to reduce the crime and provide longer term strategies for addressing ASB.

Investigations are to be made to determine whether an increase in ASB has been evident within the local surrounding areas. An estimate of costs relating to the possible introduction of a Youth worker within the area is to be investigated further.

Miss M Cresser expressed her concerns following the Police's visit to the parish council meeting to discuss the rise in ASB. Miss Cresser raised the point that the police failed to express any concern in relation to victims of the crimes being committed.

Members are to continue encouraging local residents to report every incident, however small, via the 101 number. The local community is also to be encouraged to assist in identifying possible solutions.

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.

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

i) **Parish Recreation Grounds**

a) Common Rec

Further to a presentation at the parish council meeting from the organiser of the Beer Festival, confirmation has been provided that all required documentation has been obtained. The accompanying certificates are to be forwarded prior to the event. Miss M Cresser requested her concerns regarding the number of security guards being employed by the organiser for the beer festival were noted.

Members gave consideration to the introduction of an annual fee and reduced pitch fee for the use of the football pitch and changing rooms. The Governance & Finance committee will review in the first instance to ensure all financial aspects have been incorporated. The recommendation from the Governance & Finance committee will then be presented to the Community committee for their consideration prior to presentation to the football clubs.

b) Hatch Rec

Assessment of the Christmas tree continues. Members expressed concern regarding its health questioning whether the soil was infected with a particular disease.

c) Old Rec

The Governance & Finance Committee are due to determine the eligibility of the Skate park refurbishment project for funding at their next scheduled meeting.

A request was received from a local youngster regarding the seating arrangements on the newly installed youth shelter. Their concerns were with regard to the slope of the seating. Discussions were instigated with the supplier to determine whether the seating could be adapted. The seating is sloped to discourage sitting, just leaning for users. Unfortunately, there are no immediate options available that would provide an alternative sitting surface.

d) Wells Rec

No issues to report.

e) Auclum Green

A request for outdoor fitness equipment within the parish was presented for further investigation. Options are being sought and will be presented once further details have been obtained.

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 requiring further clarification:

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

- Possible installation of rubber matting in front of goal to stop wear and tear
- To review the current location of the goal

A full report is to be presented at the next meeting for members consideration.

ii) **Tree Report**

Tree works identified within Badgers Glade, immediately to the rear of the properties within Kennet Place, have now been completed. A site meeting is to be held with the contractor to prioritise the next year's tree works within the parish.

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 is liaising with Sovereign Housing to ensure the works are in accordance with the council's requirements.

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 within the next 6 weeks.

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 and not causing any potential shadowing.

ii) Hatch allotments

No problems have been identified with all plots 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 receive an update following West Berks Council's decision to no longer provide or fill salt bins within parishes

Further to WBC advising of their decision to remove all WBC owned grit bins within the parish, liaison is being held with the local surrounding parishes in relation to the bulk purchasing of salt prior to the winter period. An update will be provided at the next meeting

iii) To note any items within the parish requiring action

The footway between the shops and Lamden Way is to be cleared due to the vegetation being considerably overgrown.

**9a) 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

Members were asked to give consideration to alternative solutions in protecting the windows, whilst not compromising security, at the pavilion. The following questions were raised, with a request for further information to be presented:

- How much has been spent on replacing windows during the previous 6 yrs.
- Overall maintenance of the shutters
- Investigate bricking half of the windows up and shutters on front half
- Brick all windows up
- Investigate installing Sun pipes

Café B successfully operated from the pavilion during the holiday period. Due to staffing changes, a meeting is to be scheduled with Café B to determine their future plans.

**9b) Village Hall**

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

Further to the request from the Burghfield Toddler group to replace their shed on a slightly larger footprint, correspondence was forwarded expressing the concerns of the committee. To date, no further correspondence has been received from the group advising of any alternative solutions identified.

Following comments from the WI regarding the temperature in the main hall, the fan speed has been reduced, and the temperature increased by 1 degree.

The conditions of hire are to be reviewed to ensure all legislation and health & safety is incorporated accordingly. Upon a detailed review by the Clerk and Village Hall Manager, the recommendations will be forwarded to committee members for consideration at the next scheduled meeting. Miss M Cresser requested that a note be included within the Hire Conditions that hirers are responsible for identifying the Fire exits.

Miss M Cresser advised that Weight watchers had left the fire door open from the kitchen to the courtyard open following their hire this week.

- ii) To acknowledge the Fire Risk Assessment Document previously approved, adopted and implemented accordingly

Members present acknowledged the Fire Risk Assessment following its implementation in November 2013. The document was compiled in accordance with the regulations determined by the Fire & Rescue Authority, being reviewed following a site meeting by the Berkshire Fire service.

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

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

Meeting closed at 21.08p.m