

BURGHFIELD PARISH COUNCIL

Minutes of the Community Committee Meeting

Date:	Thursday 20th September 2018	Time:	7.45pm
Place:	Committee room, Burghfield Village Hall		
Present:	Mr I MacFarlane (Chair)	Dr R Longton	
	Mrs A Gallagher	Mr D Kellaway	
	Mrs C Redding (Village Hall Manager)		
Apologies:	Mr M Patterson-Borland	Mr B Neilson	
	Miss M Cresser		
Present:	Mrs C Morris (Clerk)	Mrs C Stroud (Assistant Clerk)	

A member of the public requested to speak regarding the locks and signage at the common allotments, specifically in relation to members of the public using the route as a thoroughfare for walking dogs from Wokefield Common. Disappointment was expressed by the member of the public in relation to the removal of the locks following the initial trial. It was requested that further consideration be given to the comments received at the July parish council meeting from those present for the removal of the locks.

Thanks were expressed by the member of public present to Mr Hannington for all his hard work on the allotments during the previous 26 years.

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 June 2018 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

Members were advised the initial design of the hub had been revised due to estimated costs. A building separate to the existing sports pavilion has been proposed. A detailed cost plan is being developed following the approved amendments to the design by the committee.

5. To update members on the agreed S106 projects identified

The parish council is awaiting any further action; however, reassurance has been provided by WBC advising they are pursuing accordingly.

6. Parish owned Properties

a) Village Hall

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

Members considered the hire charges currently applied for the hire of the hall. To cover the additional costs incurred for the provision of refuse disposal, it was **resolved** unanimously by members present to apply an additional 50p per hour, effective 1st January 2019. Hirers who have paid a year in advance will have the previous charges honoured and the new charge applied from 1st April 2019.

Members present considered a request received from a local resident for the hire charge applied to the Blood Service to be waived. **Resolved** unanimously that the charge would not be waived at this present time.

- ii) To give consideration to 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. The committee determined that three different quotes are to be obtained for both the potential repair and replacement of the doors for presentation at the next meeting.

b) Pavilion

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

Two mirrors have been installed within the changing rooms at the pavilion.

BFC have expressed their thanks for the use of the kitchen at the pavilion, advising that sales of energy drinks had proved very popular.

7.

Safer Communities

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

Further to a complaint from a local resident, and an incident of fires being started within School Firs, a request was presented for consideration to be given to the closure of the lay by. Further investigations have confirmed the lay bay as being within the ownership of the parish council. However, the area of School Firs as a whole is registered as a village green and subject to restrictions regarding enclosure. Members unanimously **resolved** that the land registry documentation is amended to reflect the confirmed ownership of the lay by. The parish council tree surgeon is also to be requested to provide an estimate for clearing the undergrowth within the area to reduce any potential for further fires within the area.

- ii) **To receive an update in relation to the installation of further Defibrillator units within the parish**

Members received a verbal update in relation to the current defibrillators within the parish. Members **resolved** unanimously that the three remaining defibrillator units are to be utilised within the parish at the following locations: Co-op, Cunning Man, and Tesco's.

8.

Conservation & Management of Open Spaces within the Parish

- i) **Parish Recreation Grounds**

- a) Common Rec

Concerns were raised by the football club regarding the tree line at the far end of the Common Recreation ground. The parish councils approved tree surgeon has been instructed to undertake an assessment of the tree and provide a recommendation.

The roundabout within the play area at the common rec has stopped rotating. The parish councils preferred specialist has investigated, providing a quotation for the replacement of the unit. **Resolved** unanimously to purchase roundabout ref.no. 0706 at £1460. The roundabout is to be utilised within one of the other play areas upon the refurbishment of the play area at the common recreation ground.

Resolved unanimously to instruct the removal of the Green storage boxes at the rear of the pavilion.

- b) Hatch Rec

Modifications have been made to the access gate to the Hatch Recreation ground to deter any unlawful access to the ground. Our thanks are expressed to a local resident for their assistance in ensuring the locking mechanism is difficult to access.

- c) Old Rec

The litter bin within the skate park is subject to continued vandalism. Members determined that if the bin was subjected to further vandalism it is to be relocated accordingly.

- d) Wells Rec

No items were identified requiring discussion by members.

- e) Auclum Green

No items have been identified requiring discussion by the committee.

ii) **Tree Report**

A meeting has been scheduled with the council's approved tree surgeon to ascertain the next schedule of works as per the 5-year management plan for open spaces within the parish.

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

i) Common allotments

To receive an update following the trial to lock the pedestrian access gates

Further to the approved purchase of a snake chain and D lock to stop further damage or the theft of the lock on the entrance gate leading from Bunces Lane, several complaints were received from plot holders. A straw poll was carried out at the July parish council meeting where a total of 43 plot holders were in attendance to ascertain the overall view for the locks either remaining in situ or being removed. The locks were removed with the intention the Community committee would review the trial undertaken to date, taking into consideration all the details to date, specifically regarding comments in favour or against the installation of the locks. Members present **resolved** unanimously that upon the formation of an allotments sub-committee, plot holders are to be tasked with reviewing the rules, specifically in relation to the overall security and access of the site.

To receive an update in relation to an allotments sub-committee

A request for plot holders interested in forming a separate allotments committee was included within the last parish newsletter, being delivered to every household. To date, a total of 11 individual plot holders have come forward. Mr I Macfarlane is to provide guidance for an initial 6-month period as the parish council representative and administrative support being provided by both the parish clerk and assistant clerk.

To determine the administration of the allotments and committee structure

Terms of Reference are to be drawn up for the initiation of the Allotments sub-committee. Interested members are to be invited to an initial meeting to discuss the procedure for the progression of a sub-committee accordingly.

To receive an update in relation to the FOI in relation to the allotments

A detailed written response was provided further to the receipt of a FOI request for information relating to the allotments from the date of the Enclosure Award during the 1800's. To date, no further correspondence has been received.

9. 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 works at Chapel Path

Following confirmation from WBC to cover costs involved, Mr T Cross has replaced the gravel boards running along the ditch side of Chapel path.

iii) To give consideration to "Burghfield in Bloom" for 2019

Due to current workloads on both the committee and council employees, the proposal for "Burghfield in Bloom" is to be reconsidered in 12 months' time.

iv) To give consideration to utilising the "Great British Clean" scheme for 2019

Due to current workloads on both the committee and council employees, the proposal for the "Great British Clean" is to be reconsidered in 12 months' time.

v) To note any items within the parish requiring action

No further items were noted.

vi) To receive an update regarding parish litter wardens

The parish now employs a total of 4 litter wardens within the parish. The various

routes have been amended to reflect the additional wardens with thanks being expressed by members present for their continued work.

10. Matters for future discussion

11. Items for information only – No further items were identified

Meeting closed at 21.10pm