

# BURGHFIELD PARISH COUNCIL

## DRAFT Minutes of the Community Committee Meeting

<b>Date:</b>	<b>Thursday 17<sup>th</sup> January 2019</b>	<b>Time:</b>	<b>7.45pm</b>
<b>Place:</b>	<b>Committee room, Burghfield Village Hall</b>		
<b>Present:</b>	Mr I MacFarlane (Chair)	Dr R Longton	
	Mrs A Gallagher	Mr D Kellaway	
	Miss M Cresser		
<b>Apologies:</b>	Mr B Neilson	Mrs C Redding (Village Hall Manager)	
<b>Present:</b>	Mrs C Morris (Clerk)	Mrs C Stroud (Assistant Clerk)	
	1 member of the public		

The Chairman opened the meeting by reiterating that questions from parishioners 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 representative from Burghfield Scouts attended to provide a verbal in relation to item 7 on the agenda, a proposal in relation the future use of the Old Recreation Ground.

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 15<sup>th</sup> November 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 revisions to the overall design of the proposed Community Hub the committee had discussed in relation to the internal space and specification of the proposed build. A revised design and cost plan are being developed by the architects for consideration by the committee.

### 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. A full update is to be presented at the next scheduled meeting.

### 6. **Parish owned Properties**

#### a) **Village Hall**

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

Due to the absence of the village hall manager the item was deferred.

- 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 is to be given to the repair, or potential replacement of the partition doors within the main hall. Further quotations are to be obtained for the installation of an acoustic wall.

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

Members deferred the decision until further quotations had been obtained for consideration.

Modifications to the entrances to the village hall from the main doors, the West Wing and the side committee room were presented to the parish councils approved builder for a detailed design and cost plan. The proposal is to be presented upon receipt.

**b) Pavilion**

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

A new cleaner has been instructed to undertake the weekly cleaning schedule.

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

**i) Parish Recreation Grounds**

**a) Common Rec**

The replacement roundabout has been installed. Due to vandalism the safer surfacing required relaying.

The Green storage boxes at the rear of the pavilion have been removed.

Following the quarterly inspection, no items were identified requiring further discussion by members.

**b) Hatch Rec**

St. Mary's Church held a successful Carol service, expressing thanks to the parish council in granting permission for the erection of the Christmas tree.

Following concerns being raised regarding the compaction of the path at the Hatch, WBC instructed their contractors to re-compact to address the areas of patching and loose stones.

**c) Old Rec**

Members gave consideration to the proposal presented by Burghfield Scouts for the exclusive use of the skate park. Concerns were raised in relation to the area being a community asset and therefore for use by all residents within the parish. Clarification is to be sought, in the first instance, from the parish council solicitor regarding any covenants on the land specified within the Enclosure Award. A full report is to be presented at the next scheduled meeting.

Following the quarterly inspection, no items were identified as requiring further discussion by members.

**d) Wells Rec**

Following the quarterly inspection, no items were identified requiring further discussion by members.

**e) Auclum Green**

Following the quarterly inspection, no items were identified requiring further discussion by members.

**f) School Firs**

Further to a meeting with the parish council solicitor, a highways report was requested from the parish council's solicitor. The report highlighted that further, more in-depth investigation was required with the local authorities to ascertain whether adoption of the lay-by was recommended.

**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 set within the plan.

Works identified within the recent tree survey for St. Mary's church yard were completed prior to the Christmas break.

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

i) Common allotments

Members were advised the sub-committee had met on the 15<sup>th</sup> January. The draft minutes are to be circulated in due course.

A request was presented for the hedge line at the entrance to the common allotments to be cut back by 2 metres either side to increase visibility for vehicles exiting the site. Members resolved unanimously to instruct the parish handyman to undertake the required works as soon as possible.

A recommendation was presented by the allotments sub-committee for a skip to be placed at the Common allotments for a weekend to encourage plot holders to have a tidy up of their allotments prior to the spring. Proposed by Dr R Longton, seconded by Mrs A Gallagher and **resolved** unanimously.

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

A written request, with an accompanying GP letter, 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.

**Resolved** unanimously to grant permission accordingly, with a request for the dog to remain on a lead at all times.

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 by WBC that they are currently unable to take on any additional litter bins within their collection rounds. A suggestion was presented for the bin to be potentially relocated from Valley Road. The situation is to be monitored.

ii) To give consideration to the works proposed by the councils approved grounds maintenance team for the Common Recreation ground and the Hatch Recreation ground

Members gave consideration to the recommended actions presented by the councils approved contractors for the football pitch maintenance and the general upkeep of the Hatch Recreation ground for 2019/2020. **Resolved** unanimously to instruct SCS Landscapes to undertake the proposed works as presented for both sites.

10. **Matters for future discussion – Christmas tree for 2019**

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

Meeting closed at 20.55pm.