

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Committee Meeting

<b>Date:</b>	<b>Thursday 21<sup>st</sup> March 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		
<b>Present:</b>	Mrs C Morris (Clerk)	Mrs C Stroud (Assistant Clerk)	
	Mrs C Redding (Village Hall Manager)	1 members 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 local resident raised their concerns in relation to the condition of the footway/bridleway from School Lane to Clayhill Road.

*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 17<sup>th</sup> January 2019 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 design and associated costs of the proposed Community Hub. Further consultation is underway for parishioners' views via the parish questionnaire. A coffee morning has been scheduled for the 3<sup>rd</sup> April to encourage further comments and completion of questionnaires to gather and collate ideas from within the community.

### **5. To update members on the agreed S106 projects identified**

A meeting was scheduled with West Berks Council to pursue the outstanding S106 projects accordingly. A full update was presented to members:

- Members discussed the condition of the bridleway between School Lane and Clayhill Road, specifically the first 200m from School Lane. Proposed drawings for improvements to the surfacing and drainage were presented. Proposed by Dr R Longton, seconded by Miss M Cresser and **resolved** unanimously to request the works are undertaken as soon as possible.
- Members discussed the proposal for installing crushed concrete on the

footpath running from Springwood Lane and Bunces Lane to improve passage for pedestrians. Proposed by Miss M Cresser, seconded by Mrs A Gallagher and resolved unanimously to request the works are undertaken as soon as possible.

## 6. Parish owned Properties

### a) Village Hall

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

The village hall manager updated members of any immediate issues affecting the daily running of the village hall.

#### 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 was given to the repair, and/or replacement of the partition doors within the main hall. Members reviewed the quotations provided, expressing a preference for a movable wall system. A site meeting is to be held with the quotation providers to determine suitability. A final report, with costs, will be presented at the next scheduled meeting.

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

Modifications to the entrances to the West Wing and the side committee room were presented to the parish councils approved builder for a detailed design and cost plan. The following modifications were determined by members present:

- Key code to be installed on the entrance door to the West Wing
- A fire door to be installed within the West Wing Committee room
- The external fire door is to be changed to a push bar door to ensure full compliance
- A dividing door within the corridor from the committee room is to be installed
- A quotation is also to be obtained for the fire doors within the main hall to be replaced

A full quotation is to be provided at the next meeting.

#### iv) To determine vacant slots within the hall for further promotion and revenue

Vacant slots within the village hall are to be identified and promoted accordingly, along with the West Wing Committee room, to determine whether further revenue can be generated for the village hall. A time frame of 6 months was set to enable sufficient data to be collected for use and utilisation in the development of the facilities within the community hub.

### b) Pavilion

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

The annual service has been completed for the boiler, identifying a fault with the internal fan. The parish council appointed plumber has been instructed to undertake the necessary to ensure the showers and heating are back in operation as soon as possible.

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

### i) Parish Recreation Grounds

#### a) Common Rec

A request was presented for use of the Common Recreation Ground and Pavilion toilets for a birthday party on the 30<sup>th</sup> June. **Resolved** unanimously by members present to grant permission for access providing a full inspection of the toilets at the end of the event and the required cleaning is undertaken.

The Burghfield Santa's presented a request for the use of the Common Recreation Ground and the Pavilion for the weekend of 28<sup>th</sup> September 2019. Reassurance was provided in relation to the management of the traffic, specifically in the event of bad weather. Permission was granted for the event, on the proviso that no vehicles drive on the football pitch area at any time during the event, including the set up, and the area is fenced off accordingly.

Due to vandalism of the dog bins on the Common Rec, an alternative solution was

presented, as a trial. Proposed by Dr R Longton, seconded by Mr D Kellaway and **resolved** unanimously to purchase 4 Tikscan Dog litter bins for installation as soon as possible.

b) Hatch Rec

A request was presented by the Burghfield Santa's to use the Hatch for the Box Cart Bash on Sunday 23<sup>rd</sup> June. Permission was granted for the event on the proviso that evidence of a contingency plan in the event of adverse weather is provided. Vehicles will not be granted access to the site should the ground be deemed soft due to wet weather prior to the event.

Permission was also sought for use of the Hatch on the 22<sup>nd</sup> and 23<sup>rd</sup> June to utilise the large screen in providing an outdoor cinema. Permission was granted for the event on the proviso that should the ground be soft, entry will not be granted to the vehicle containing the screen. Evidence of a contingency plan in the event of adverse weather is to be requested.

c) Old Rec

Members noted the correspondence received from a local resident expressing their concerns regarding the use and noise of the skate park facilities.

Following the quarterly inspection, it was identified that the skate park was in significant decline. Members were alerted to a recent incident where the crumbling edge had caused a stone to become trapped in a skater's wheel. Immediate repairs are required, estimated at £3,000 to address the crumbling edge. Proposed by Miss M Cresser, seconded by Mr D Kellaway and **resolved** unanimously to undertake the required works as soon as possible.

d) Wells Rec

The annual RoSPA inspection is imminent. Upon receipt of the report, members will be advised of any identified works accordingly.

e) Auclum Green

The annual RoSPA inspection is imminent. Upon receipt of the report, members will be advised of any identified works accordingly.

i) **Tree Report**

A tree specialist is currently completing the 5-year management plan for all open spaces within the parish. Works each year will be accordingly to the recommendations set within the plan.

ii) Emergency tree works within St. Mary's Churchyard

The Yew tree next to the parish centre experienced some branches falling in the winds, one of which was left resting on the centre roof. The parish council appointed tree surgeon was able to attend the same day to make safe. The required dead-wooding was completed immediately after to ensure the overall safety of the tree.

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

i) To determine the arrangements for Rent Collection

Members were advised that letters requesting the allotment rent were scheduled to be sent to all plot holders prior to the end of the month. An open day for plot holders to pay their rent in person has also been scheduled for 24<sup>th</sup> April between 10.00am and 2.00pm.

ii) To give consideration to the recommendations presented by the Allotments Sub-Committee

Members were advised of the sub-committee's request for cutting back of the vegetation surrounding the entrance to be revisited. Due to restrictions relating to hedge cutting during the nesting season, the entrance will be relooked at in September.

iii) To give consideration to an increase in allotment rent for period 2019/2020, effective for next financial year

Members gave consideration to an increase in allotment rent for financial year 2019/2020 from £1.30 per 10 square metres. Members presented a request for the Governance & Finance Committee to review the rent. A report identifying charges

from surrounding parishes is to be provided as a comparative. Plot holders are to be advised of any proposed increase on rent collection day.

**9. Parish Maintenance**

i) Willink Leisure Centre update and contribution

Members were advised of an increase of £582.47 having been applied to the annual contribution to the Willink Leisure Centre by the parish council. The annual figure for financial year 2018/2019 is £15,709.56.

ii) To note any areas within the parish requiring maintenance

Members presented a request for a letter to be sent to Sulhamstead Parish Council for consideration to be given to the transfer of asset for the BT Red Phone box.

**10. Matters for future discussion – Christmas tree 2019, Hedgerow on Reading Road.**

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

Meeting closed at 21.12pm.