

# BURGHFIELD PARISH COUNCIL

## DRAT Minutes of the Community Committee Meeting

**Date:** Thursday 23<sup>rd</sup> May 2019 **Time:** 7.45pm

**Place:** Committee room, Burghfield Village Hall

**Present:** Mr I MacFarlane (Chair) Dr R Longton  
Mrs A Gallagher Mr D Kellaway  
Miss M Cresser Mr B Neilson  
Mr G Harris Mrs A Hales

**Apologies:** All members were present

**Present:** Mrs C Morris (Clerk) Mrs C Stroud (Assistant Clerk)  
Mrs C Redding (Village Hall Manager)

*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:*

The chairman closed the floor to questions due to there being no members of the public present 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 21 March 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**

A full update is to be provided to members following the next scheduled meeting of the committee in June.

**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 will be presented to members 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**

The village hall manager updated members of any immediate issues affecting the daily running of the village hall, advising a new hirer, after having trialled an afternoon session, has cancelled all future bookings due to lack of attendance.

**ii) To approve the recommendation for the installation of replacement partition doors within the hall**

Due to the door within the partition doors failing to shut correctly, consideration was

given to either 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 was held with the preferred provider to determine suitability, advising installation would be approximately 2 days in total.

Proposed by Miss M Cresser, seconded by Dr R Longton and **resolved** unanimously to purchase the Omega movable wall provided by CE solutions at a total cost of £6,716.38. Members expressed a preference for the doors to be purchased in the colour Grey 2106RM.

iii) To give consideration to the proposal presented by the village hall manager to increase revenue

The village hall manager was requested to identify vacant slots within the village hall for promotion, along with the West Wing Committee room, to determine where further revenue could be generated. Members present considered the proposal presented by the village hall manager to potentially increase the revenue at the village hall. Following discussions, members **resolved** unanimously that the rule on no teenage parties at the hall was to remain.

Concerns were raised by the village hall manager in relation to any potential disruption regular hirers may experience in encouraging new hirers and extended hiring periods.

Suggestions were presented as to how the village hall could be promoted more within the community to encourage further revenue and usage, for example, introducing farmers markets, scaled fees for parishioners and non-parishioners, summer clubs, pop up café and pub as well as promoting more usage of the West Wing for businesses.

A website specifically for the Village hall is to be developed with investigations being made for an online calendar and booking system.

A time frame of 6 months was set to enable the data to be collected for increase in revenue for utilisation in the overall development of facilities within the proposed community hub.

Proposed by Mrs A Gallagher, seconded by Miss M Cresser and **resolved** unanimously.

iv) To receive an update in relation to the approved modifications to the village hall

A full quotation is awaited for the various modifications previously determined by the committee for implementation:

- 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

**b) Pavilion**

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

Concerns were expressed in relation to the condition the pavilion had been left over the Easter weekend. Investigations were made as to who was responsible for the mess with no success. Members determined the best course of action was to replace all shutter key locks to ensure that there is access to the building without permission. The relevant organisations are to be asked to return their existing keys and sign for the new release.

ii) To give consideration to the current CCTV arrangements and determine whether any modifications are required

The CCTV cameras surrounding the pavilion currently operate a window of 14 days before overwriting the images obtained. Members discussed the merit in extending the period to 31 days as well as upgrading the cameras to enable the resolution of the images obtained to be improved. Proposed by Mr G Harris, seconded by Dr R Longton and **resolved** unanimously to request an upgrade at a cost of £898.

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

i) **Parish Recreation Grounds**

a) Common Rec

Further to the vandalism of the dog bins on the Common rec, three new bins have now been installed.

Confirmation has been provided to the council from the organisers of the Annual Bike Ride that all arrangements are in place. Copies of the required paperwork have been received accordingly.

The annual inspection had identified some minor works as being required. The councils play specialist is to be instructed accordingly.

b) Hatch Rec

Following the annual inspections, it was noted that the bonded mulch surfacing requires monitoring.

The Burghfield Santa's are to be reminded to provide all required documentation prior to the Box Cart Bash.

c) Old Rec

The repairs required to the outer edge of the surfacing remains outstanding.

Following the annual inspection, it was identified that the skate park was in significant decline. Consideration is to be given to the replacement of the skate park upon the results of the parish questionnaire having been analysed.

d) Wells Rec

The annual inspection has been completed with minor works having been identified as being required. The parish council play specialist is to be instructed accordingly.

e) Auclum Green

Further to the annual inspection, no works were identified as being required.

Permission is to be granted for the use of Auclum Green for bootcamps. Evidence of insurance is to be obtained with a request for the individuals to be mindful of the local residents.

i) **Tree Report**

i) Update on tree works scheduled & completed within parish

A meeting with the parish councils approved tree surgeon is to be scheduled upon review of the 5-year tree management plan recently undertaken. An update of proposed works is to be provided at the next scheduled meeting.

ii) To receive an update in relation to the 5 Year Management plan for all trees within the parish

The 5-year management plan for all open spaces within the parish has been completed. Suggested works for each of the 5 years are set out within the recommendations contained within the plan.

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

i) To determine the arrangements for Rent Collection

Rent collection has been completed with only a few plot holders remaining as outstanding payments.

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

A written report was presented to members by Mr G Harris, the allotments sub-committee representative for the parish council.

Members gave consideration to the proposal presented for the number of troughs at the common allotments to be increased, an accompanying estimate of potential costs involved was also presented. Members discussed the viability of providing additional troughs, given the costs, and discussed as to whether water butts could be provided to plot holders in the interim.

The allotments sub-committee is to be undertake further investigation so as to obtain a full, detailed survey of the current water supply and ascertain whether

standpipes could be installed to address the capacity issues being experienced. Proposed by Mr D Kellaway, seconded by Mrs A Hales and **resolved** unanimously. A recommendation was presented for the Spring Clean at the allotments to become an annual event. **Resolved** unanimously by members present following the success of the event.

**9. Parish Maintenance**

- i) To note any areas within the parish requiring maintenance

All items are being dealt with in accordance with the maintenance schedule.

- ii) To give consideration to transferring the asset of the BT Phone Box at Bannister Road to Sulhamstead Parish Council

Members resolved unanimously for a letter to be sent to Sulhamstead Parish Council for their consideration to be given to the transfer of the BT Red Phone box.

- iii) To review the hedging on Reading Road further to works undertaken by the tenant farmer

Mr D Kellaway expressed his concern in relation to the hedging on Reading Road having been removed for drainage issues and not yet being re-planted as stated by the tenant farmer. A request for an update from the farmer is to be requested.

**10. Matters for future discussion – Vice-Chairman, Christmas tree 2019**

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

Meeting closed at 21.15pm