

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Committee Meeting

<b>Date:</b>	<b>Thursday 25<sup>th</sup> July 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	Mr B Neilson (arrived 19.55pm)	
	Mr G Harris	Mrs A Hales	
<b>Apologies:</b>	All members were present		
<b>Present:</b>	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 23 May 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**

The clerk provided a verbal update to members in relation to the proposed Community hub, advising that the draft budget was being re-presented to members for their consideration, in conjunction with the business plan.

**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 following the 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 had been established within the West Wing Committee room on a term time basis, currently for 4 days a week.

An order has been placed for the replacement doors, with works currently scheduled for the summer break, week commencing 19<sup>th</sup> August.

The hall floor is to be re-polished prior to the end of the summer break, upon the

partition doors having been installed.

The air conditioning units are to receive their half yearly service during the summer recess.

ii) To receive an update in relation to increase revenue further to increased advertising and promotion

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

An article is to be included within the next newsletter with a further article to be submitted for inclusion within the next Village Eye publication. Members discussed the format of the article, determining a feature and its accompanying facilities on offer for hire. Proposed by Dr R Longton, seconded by Miss M Cresser and **resolved** unanimously to insert a half page feature each quarter at £260.

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

A full quotation has been requested from a local builder for the various modifications previously determined by the committee:

- 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 quotation is to be obtained for the installation of air conditioning within the West Wing and office for consideration by members.

**b) Pavilion**

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

A meeting is to be established with Café B regarding the use of the kitchen and notice provided when intending to open.

ii) To receive the football fixtures for the coming season

Members were advised of the upcoming football fixtures for the Common Rec. The Under 12's are scheduled to return on a Saturday from September.

iii) To give consideration to the fees for the hire of the football pitches for the coming season

Members present gave consideration to the proposed fees for the hire of the sports pavilion for football matches scheduled for the upcoming season.

Proposed by Miss M Cresser, seconded by Mrs A Gallagher to advise BFC that an increase is to be applied for the football season starting September 2020.

A charge of £250 per season for the use of the kitchen is to be introduced to ensure the cover of the cost of any electricity used and wear and tear on the appliances within the kitchen. Proposed by Dr R Longton, seconded by Mrs A Gallagher and **resolved** unanimously for the fee to be applied with immediate effect.

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

i) **Parish Recreation Grounds**

a) Common Rec

A request was presented by the Burghfest organisers for permission to hold the annual event on the weekend of the 28th September. Proposed by Dr R Longton, seconded by Mr D Kellaway and **resolved** unanimously to grant permission for the event to be held on the Common recreation ground on the proviso that vehicles do not use the area of the football pitch. Should the weather prior to the event not prove favourable, the organisers are to ensure a contingency plan is in place, with a copy having previously been provided to the parish council.

A local resident has asked consideration to be given to changing the gate onto the Common recreation ground closest to the post office corner due to not being able to gain access with a pushchair. **Resolved** unanimously that, due to concerns being expressed regarding access by mini motorbikes, and the gate being a memorial gate, to not change access at present.

b) Hatch Rec – No issues were raised

c) Old Rec

The immediate repairs required have been completed. Unfortunately, the resin has slumped in a specific spot. The contractors have assessed the situation, providing a date as to when the repairs can be expected.

d) Wells Rec - No issues were raised

e) Auclum Green

Members were alerted to the recent case of broken glass within the play area.

Cllr Hales presented a request for members to reconsider the potential for the erection of a Christmas tree on Auclum Green. Members present gave consideration to the request received for the erection of an additional parish Christmas tree on Auclum Green. Members reiterated that the parish council responds to requests that are proportionate to its overall electorate. A full and detailed proposal is to be prepared and presented at the next meeting. Concerns were expressed in relation to potential vandalism of the tree.

## 8. **Environmental Impact within the parish**

i) To give consideration to the ways in which the parish's environmental impact can be reduced

Members present gave consideration to ways in which the parish's environmental impact could be reduced, taking into account the recommendations presented by Mr D Kellaway as part of his environmental strategy approved by full council in July 2019. Members specifically considered the sowing of southern-facing park perimeters with wild flora mix. Further suggestions of a Community Orchard or Community Woodland is to be explored further.

ii) To determine any specific actions the committee can implement to reduce the environmental impact within the parish

Members are to investigate the areas most suitable for the planting of wildflowers within the parish. Mr G Harris and Mr D Kellaway are to be tasked with identifying locations within the parish suitable for planting. Liaison with both Highways and West Berks Grounds Maintenance is to be undertaken alongside investigations being made to determine whether any grant funding could be obtained for the purchasing of any proposed planting.

## 9. **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 after the 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.

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

i) To receive an update from the allotments sub-committee representative

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

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

Members gave consideration to the proposal presented for permission from the parish council to liaise with other local councils who have previously undertaken an irrigation replenishment programme. Permission to obtain three quotations for the works is also sought for presentation to the community committee for their consideration at a later date. A variety of options are to be explored for presentation to ensure best value at all times.

The following proposal was presented to the Community committee for their consideration by the allotments sub-committee:

*“To acknowledge concerns regarding the environment, and the parish councils desire to ensure environmentally sustainable strategies, the council are to actively discourage bonfires and encourage the recycling and composting of green waste at both allotment sites. The allotment rules are to be amended to reflect the restriction of bonfires accordingly”*. **Resolved** unanimously to amend the rules accordingly.

A request was presented for the purchase of two additional open green noticeboards for erection at both ends of the common allotments. Proposed by Dr R Longton, seconded by Miss M Cresser and **resolved** unanimously.

**10. 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 the rulings regarding the display of posters and advertising of events within the parish

The rulings relating to the display of posters and banners, specifically the legal aspect, was reiterated to members. It was determined that unless the advertising was on parish land, removal could not be pursued by the parish council for legal reasons.

- iii) To receive the proposal from Cllr Hales for planting within the parish

Cllr Hales advised that she would liaise with Mr Harris and Mr D Kellaway to incorporate suggestions for bulb planting with their wildflower planting scheme proposal.

- iv) To receive the proposal from Cllr Hales for more seating within the parish

A proposal identifying specific areas, prices, and styles is to be obtained and presented at the next scheduled meeting.

- v) To receive the proposal from Cllr Hale for bird and bat boxes to be erected within the parish

A proposal identifying specific areas, prices, and styles is to be obtained and presented at the next scheduled meeting.

**10. Matters for future discussion – Election of Vice-Chair**

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

Meeting closed at 21.30pm