

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Committee Meeting

**Date:** Thursday 19<sup>th</sup> February 2015 **Time:** 7.30pm  
**Place:** Committee room, Burghfield Village Hall  
**Present:** Mr I MacFarlane Miss M Cresser  
Mr C Greaves Mrs A Gallagher  
Dr R Longton Mr M Paterson-Borland  
**In attendance:** Cally Morris (Clerk)  
**Apologies:** Mr B Neilson Mr R Hannington  
Mr J Sayer

**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 15th January 2015, having been circulated, were confirmed a correct record and signed by the Chairman.

**3. Matters Arising on the Minutes**

Emails were forwarded to the football teams requesting that more consideration be given in relation to parking at the weekends.

Following a site meeting to determine the location for the Memorial bench at the Wells Recreation ground, an order has been placed on behalf of the family.

**4. To update members regarding the installation of the Multi Use Games Area on the Common Recreation ground**

Works are scheduled to commence on site week beginning the 23<sup>rd</sup> February for a maximum of 4 weeks. All immediate neighbours have been advised.

**5. To receive an update in relation to the potential transfer of ownership of Auclum Green**

The Heads of Terms from West Berks Council have been forwarded to the parish council's solicitor. A full and detailed review is being compiled. Upon satisfaction the heads of terms are within the best interest of the parish council, a report will be presented for approval.

**6. Safer Communities**

**i) Parish Maintenance – maintenance schedule**

Thames Water are being pursued in the completion of a site clearance following the recent overflow of sewage experienced within School Firs.

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

The PCSO contract has been signed and returned to Thames Valley Police for implementation as of the 1st April 2015.

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

**i) Parish Recreation Grounds**

**a) Common Rec**

Members present gave consideration to potentially extending the car parking area within the common recreation ground and introducing an entry and exit system to

alleviate the parking issues currently being experienced on Recreation Road. Following a site visit, Highways expressed support for the initiative, advising that a dropped kerb would be required leading into the parking area. A meeting has been scheduled with Cellweb, a specialist root protection system company, to determine whether root protection would be necessary. A meeting has also been scheduled with the immediate neighbour to discuss the proposal in further detail.

Members present discussed relocating the youth shelter on the Common Recreation ground to the Old Recreation Ground. Quotations for the required works were obtained and considered. Members are to give consideration to the exact location of the shelter upon completion of the MUGA installation.

b) Hatch Rec

Permission to hold the May Fayre on Sunday 10th May between the hours of 10am and 4pm was requested by the BRA with confirmation that the relevant insurances would be in place.

Proposed to grant permission subject to the favourable weather conditions and evidence of the required insurances. Proposed by Mr I MacFarlane, seconded by Miss M Cresser and **resolved** unanimously.

c) Old Rec

Prices and design ideas are currently being obtained for the requested improvements to the facilities at the skate park. Details will be provided for further consideration by members once sufficient alternative designs have been obtained. A meeting has been scheduled with a number of younger residents to discuss potential designs for incorporation.

d) Wells Rec

An order has been placed for the bench with the exact positioning determined with the family following a site meeting.

ii) **Tree Report**

Further works were undertaken on the perimeter of the Common Recreation Ground. Works are scheduled for School Firs and Badgers Glade during early March, weather permitting.

WBC have advised that following the recent clearance works along School Lane, a number of trees were identified as unhealthy and unstable, sustaining damage to their root system. 8 trees have been identified as requiring removal with replacements being planted as soon as possible.

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

i) Common allotments

Work continues on both allotment sites to ensure that the plot numbers and measurements correspond to the correct plottolders.

Following an unfortunate accident, a section of hedge line bordering Reading Road and the Common allotments was severely damaged. The parish council's handyman was instructed to remove the damaged section and install a post and rail fence. Mature hedging is to be planted on both side of the fence to provide cover to the immediate plottolders.

The hedge line along the boundary of Chapel Path and the allotments is dying back due to ivy strangulation at various points. Members are to visit the site with recommendations being presented at the next meeting for consideration.

ii) Hatch allotments - No issues to report.

**8. Parish Maintenance**

i) To receive a report highlighting maintenance carried out within the parish during the previous month

The Clerk provided a verbal report to members highlighting the maintenance that had been carried out within the parish during the previous month.

ii) To receive a request for a name alteration on the War Memorial

A family member advised their Uncle's name on the War Memorial as being incorrect. The stonemason has been instructed to correct the name as soon as

possible.

A quotation was presented to members for an additional stone tablet to be installed at the War Memorial to commemorate those that have fallen since WWII. The clerk is to provide details of the process required for the installation of the tablet at the next meeting for further consideration.

- iii) To receive an update in relation to the installation of a Defibrillator cabinet at the village hall

Further investigations have been made into the installation of a defibrillator cabinet on the outer wall at the village hall. The investigations, and liaison with various suppliers, raised various points for consideration by the committee. A recommendation to purchase a Heartsine Samaritan PAD 500P and accompanying external cabinet was presented. A members bid has been submitted by Dr R Longton for the provision of the above recommended defibrillator.

- iv) To give consideration as to whether any parish noticeboards require refurbishment

Members gave consideration to whether any of the parish owned noticeboards required refurbishment works. Miss M Cresser is to present an up to date report at the next meeting for progression.

**9. Parish owned Properties – Pavilion refurbishment project**

- i) To receive quotations for the proposed external improvements

Quotes were obtained and considered by members present for the installation of seating on alternate pillars to the external of the pavilion. The seating is to deter football being played against the shutter and encourage games to be played within the newly installed MUGA. Proposed by Mr C Greaves, seconded by Mr M Paterson-Borland and **resolved** unanimously to instruct HD Landscapes to install the seating as per specification presented.

- ii) To receive quotations for the proposed internal alterations/improvements

Members present gave consideration to the proposed improvements to be made to the kitchen area within the pavilion. A serving hatch is to be installed with alterations to the kitchen layout and an eye level oven and hob installed to ensure the facility is utilised more effectively within the community as a whole. Upon receipt of three quotations, a detailed report will be presented to for further consideration.

Due to the continual issue with the boiler within the pavilion, it was suggested to increase the pressure level to 2.5 bar and monitor accordingly to determine whether the leak increases or remains at a constant level. Investigations are to be made as to whether a replacement cylinder is required.

- iii) To receive a report from the Clerk regarding the lease for the letting of the Scout Hut

The Scouts are looking to finalising a new lease for the Montessori nursery, requesting written agreement from the council approving the assignment of the new lease. Further investigation is required by the council's solicitor in order to ensure no threat is posed to the council in the future. A meeting is to be arranged with the scouts to progress the matter favourably for both parties.

**10. Village Hall**

- i) To receive an update regarding the installation of PV Panels on the Village Hall roof

Installation of the PV Panels has been scheduled for week commencing 13<sup>th</sup> April, estimated to be completed within 4 working days.

An Energy Performance Certificate assessment has been undertaken, with a detailed report currently being prepared for presentation to SSE to determine the exact feed in tariff upon completion.

- ii) To present any specific questions to the village hall manager for further action

The projector screen is to be installed as soon as possible.

**11. Matters for future discussion –**

**12. Items for information only – None**

Meeting closed at 20.35pm