

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Committee Meeting

**Date:** Thursday 15<sup>th</sup> February 2018 **Time:** 7.45pm

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

**Present:** Mr I MacFarlane (Chair) Dr R Longton  
Mr R Hannington Mr M Paterson-Borland  
Mr D Kellaway Miss M Cresser  
Mrs A Gallagher

**Apologies:** Mrs C Jackson-Doerge

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

**Absent:** Mr B Neilson

**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 18 January 2018 having been circulated, were confirmed a correct record and signed by the Chairman.

**3. Matters Arising on the Minutes**

A letter has been forwarded to the local businesses situated within Clayhill Road to request the area is maintained and kept litter free as much as possible.

Thames Valley Community Rehabilitation Company (CRC) has been contacted to request further details regarding unpaid work within the parish as part of the Community Payback Scheme.

**4. To receive an update in relation to the development of a Community Hub on the Common Recreation Ground**

A meeting with local Architects has been held with a full assessment of the fees being undertaken. The Community Hub Working party are scheduled to meet on 22<sup>nd</sup> February to determine the final appointment of the selected architect. Initial design ideas are to be presented at the next full council meeting scheduled for the 8<sup>th</sup> March 2018.

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

Confirmation has been sought from WBC regarding timescales and action plans in relation to all identified S106 projects. Current workloads have led to a delay in WBC being able to pursue the projects, however, reassurance was provided that they would initiate the projects in early Spring.

**6. Parish owned Properties**

**a) Village Hall**

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

Members were advised that a Perspex plate has been installed over the heating control box that allows hirers to adjust the temperature only and not the main control or timer functionality.

A request was presented for the hanging hooks to be replaced within the main hall.

**ii) To receive an update regarding the narrowing of the walkway/entranceway**

The narrowing of the walkway has been completed.

iii) To receive an update in relation to overnight parking within the car park

The requested car park signage has been fitting with cars remaining in the car park overnight receiving a warning notice asking them politely to park elsewhere. Correspondence has been received from a car owner, politely requesting to park overnight on a permanent basis. Members gave consideration to the request, and any further solutions to the parking concerns previously discussed.

**Resolved** unanimously by members that the request for no overnight parking is to remain in place, however, no further action would be taken.

iv) Storage area changes for waste bins and their collection

Amendments have been made to the storage of the waste bins at the side of the village hall due to local residents accessing the bins for personal waste. The bins are now kept behind the gate, with litter wardens having access for the disposal of litter collected during their rounds. The bins are to be placed outside the gate the night before collection to ensure they are emptied according to the schedule.

**b) Pavilion**

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

The boiler pressure has remained stable during the colder weather but continues to be monitored accordingly.

A number of vandalism incidents were noted by members present.

**8. Safer Communities**

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

The police held a public meeting on the 21<sup>st</sup> November 2017 to pursue the formation of a CIAG (Community Incident Action Group). The group is to consist of members of the public to act as the “ears and eyes” within the parish for the police, providing necessary evidence for potential convictions. A report following the event is still being pursued.

ii) **To receive and update in relation to the potential for Community Safety Wardens in conjunction with surrounding parishes and formulate a plan of action for progression**

A meeting is still awaited with both Newbury and Aylesbury to determine a suitable plan of action for progression of the project. Liaison continues with Theale Parish Council to pursue accordingly.

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

i) **Parish Recreation Grounds**

a) Common Rec

Due to the upcoming plans for the Community Hub, quotations are to be obtained for presentation at the next scheduled meeting.

Members gave consideration to the request for additional benches and hooks to be purchased for installation within changing room 1. Due to the cost, and the upcoming modifications scheduled for the pavilion during the development of the community hub, members were not in favour of the purchase. Burghfield FC are to be asked to provide clarification as to whether the benches are required for STEP 7. Should they be required, the football club are to be encouraged to apply for a Section 137 grant from the council with evidence of providing part of the funding required themselves.

The clerk advised that due to an incident within the away changing rooms all Men's games were banned for a two-week period. The period has now expired with play scheduled for the upcoming weekend.

b) Hatch Rec

Weekly checks continue with no issues to report.

c) Old Rec

Weekly checks continue with no issues to report.

d) Wells Rec

Weekly play area checks continue with no issues to report. Works identified as being required to the trees surrounding the site are to be undertaken during March.

e) Auclum Green

Weekly play area checks continue with no issues to report.

ii) **Tree Report**

Further to a meeting with the councils approved tree surgeon, works have been scheduled during March for predominantly at the Wells Recreation ground.

Further to correspondence received from a resident of Badgers Glade expressing their concern regarding a Lime tree adjacent to their fence, an assessment of the tree was undertaken by the councils approved tree surgeon. Time permitting; the tree is to be reduced upon completion of the works scheduled at the Wells Recreation ground.

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

i) Common allotments

Members gave consideration to correspondence received from a local parishioner following their request for signage and/or padlocks to be placed on all entrances to the common allotments to prevent dog walkers allowing their dogs to foul both plots and the pathways. **Resolved** by members present to include a note within the Rent request notifications at the end of March for plot holders to forward their views regarding the permanent locking of the access gate.

A quotation was presented to members for consideration for a further section of VMex fencing at the allotments to replace the collapsed hedging. **Resolved** unanimously to undertake the next section of fencing accordingly.

The annual rent collection day is to be held on Sunday 15<sup>th</sup> April between 10.30am to 12.00pm at Burghfield Village Hall.

ii) Hatch allotments

No issues to report.

**10. Parish Maintenance**

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

A verbal report to members highlighting the maintenance that had been carried out within the parish during the previous month was provided.

ii) To receive an update regarding the parish noticeboards

The lockable noticeboard has been delivered and awaits installation. A green open noticeboard is to be installed on the reverse of the lockable board to allow free access by parishioners. Mr Cross advised work has commenced on preparing the replacement green noticeboards within the parish.

The noticeboard currently installed at the entrance to the Common Recreation Ground is to be relocated next to the green open noticeboard facing into Recreation Road.

iii) To note any items within the parish requiring action

Concerns were raised in relation to the recent removal of the hedge line on Reading Road, particularly in relation to the effect on the local wildlife and the visual impact its removal has had.

**11. Matters for future discussion –**

**12. Items for information only –** No further items were raised for consideration.

Meeting closed at 21.05pm