

BURGHFIELD PARISH COUNCIL

Minutes of the Community Committee Meeting

Date: Thursday 23rd July 2015 **Time:** 7.45pm
Place: Committee room, Burghfield Village Hall
Present: Mr I MacFarlane Miss M Cresser
Mr M Paterson-Borland Mrs C Jackson-Doerge
Dr R Longton Mr J Sayer
Mr B Neilson Miss L Morse
Mrs A Gallagher
In attendance: Cally Morris (Clerk)
Apologies: Mr R Hannington

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 18th June 2015, having been circulated, were confirmed a correct record and signed by the Chairman.

3. Matters Arising on the Minutes

Letters have been distributed to the residents of Woodlands Ave regarding the request for the removal of the grit bin. Feedback will be collated and presented at the next meeting for consideration

A meeting with Thames Water has been scheduled to determine the extent of hedge line may require removal to enable repair works to be undertaken.

The parish handyman has completed the refurbishment of the parish owned noticeboards.

Letters have been prepared for distribution to the residents of Recreation Road regarding the potential extension to the car park.

We are awaiting delivery of the clip on bin for installation at the MUGA.

2 wheelchair access picnic benches have been ordered and await delivery for installation on the Common Recreation ground.

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

All documentation relating to the lease for the transfer of ownership for Auclum Green has been signed by the parish council and returned to the council's solicitor for action. Upon return from West Berks Council, the transfer process will be completed.

5. Safer Communities

i) **Parish Maintenance**

No further items were identified for consideration.

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

Regular meetings are being held with the partially funded PCSO to ensure any areas of concern are being addressed.

6. Conservation & Management of Open Spaces within the Parish

i) **Parish Recreation Grounds**

a) Common Rec

Members were advised that the request to hold a Beer Festival on the Common Recreation Ground in September had been withdrawn. The organisers advised their intention to hold the event in 2016.

A request from a local resident was presented to members to give consideration to paving the entrance to the Common recreation ground from School Lane. An assessment of the area is to be undertaken with alternative and cleaner pushchair friendly access being suggested.

A request had been received from a local football team requesting the use of the pitch on a Sunday morning. Due to existing commitments, members present felt unable to offer the required facilities at this time. Details of the club will be held on file in case the situation changes in the near future. The club is to also be advised the ground would not sustain four matches every weekend throughout the season.

b) Hatch Rec

Further to the request to install a Memorial Bench at the Hatch Recreation ground in memory of a local parishioner, an order has been placed and delivery is awaited.

The Christmas tree has been removed. Liaison is being held with the supplier to determine the next suitable course of action. Providing the supplier is in agreement, and there is no evidence of disease, members present expressed their preference for trying one more tree.

Correspondence has been received by Thames Water advising of a water leak along the hedge line to the Hatch recreation ground. For the leak to be repaired a 4 metre section of hedging is to be removed by Thames Water to enable full access to the pipework. A site meeting has been scheduled with the engineer and landscaper to determine an alternative solution to ensure preservation of the hedging.

A request has been presented for under 9's to train at the Hatch Recreation ground on a Thursday evening during September and November. Proposed by Mr M Paterson-Borland, seconded by Miss M Cresser and **resolved** unanimously to grant permission for the training.

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.

Concerns were raised in relation to the safety of the surfacing of the skate ramps. Following a professional opinion being sought to determine the remedial works required, Safe & Sound Playgrounds were instructed to undertake the repairs. All required works have been completed accordingly.

A notice is to be erected on the barrier at the Old Rec advising it is for Emergency access only to discourage parking by users of Tesco's.

d) Wells Rec

No issues to report.

e) Auclum Green

Plans are being put in place for the maintenance of the site once the land transfer to the parish council has been completed.

A request was presented by a local fitness boot camp group to run sessions on Auclum Green on a weekly basis. Proposed by Miss L Morse, seconded by Ms A Gallagher and **resolved** unanimously to allow the sessions to go ahead. A note is to be included asking they ensure all the relevant documentation and insurances are in place to safeguard users.

A request was received by a resident of Highfield Court for the trimming back of overgrown vegetation bordering their boundary fence at Auclum Green. Until the transfer of ownership has been completed, West Berks Council are to be alerted to the problem and asked to take the necessary action to address the residents concerns. Further information is to be sought regarding the councils responsibility relating to Russian vine.

ii) **Tree Report**

The councils approved tree surgeon advised that all required permissions and paperwork had been received from West Berks Council enabling the scheduled works within Badgers Glade to proceed. The works are due to begin week commencing 3rd August 2015 for a period of 3 days.

The request to transfer further funds to the "Tree Surgery" budget heading is to be presented to the Finance committee for approval.

Consideration was given to the request for further maintenance to be carried out to the vegetation surrounding the fenceline at Badgers Glade. Members present were satisfied that the schedule of works approved at the previous month's meeting prioritised the works required in accordance with the council's duty of care. A request was presented for the height of the laurels within Badgers Glade to be kept an eye on.

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

i) Common allotments

All plot holders details have been entered on to the new software system.

All outstanding rent monies have been collected, with non-payers being given formal notice of eviction from their plots.

ii) Hatch allotments

No issues to report.

7. 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 an update on the works undertaken at the various play areas within the parish

Following the annual inspection of the parish owned play areas, Safe & Sound Contractors confirmed the identified points had been addressed accordingly.

8. Parish owned Properties – Pavilion refurbishment project

i) To receive an update regarding the trial use of the pavilion by Café B as a take-a-way booth during the summer holidays

Café B were granted permission to trial a take-a-way booth from the Pavilion during the summer holidays for an 8 week period on both Thursday and Friday afternoons. Feedback received to date has been extremely positive from both Café B and social media within Burghfield.

Access to the kitchen at the pavilion is currently unavailable to the football teams due to equipment and food items being stored on site by Café B during its trial period. A quotation is to be obtained for a drinking water tap/fountain to be installed within the foyer of the pavilion for consideration at the next meeting.

ii) To receive an update re the boiler pressure at the pavilion

Further liaison has been held with the councils heating contractor to ascertain whether any works are required regarding the minor leak identified within the underfloor heating system. Due to the leak being deemed as "minor", it's anticipated that no damage would be caused to the overall system. Weekly checks are to continue with the pressure being topped up on an as and when basis.

9. Village Hall

i) To give consideration to the options presented for alternative seating at the village hall

Members present gave consideration to the various alternative seating options presented for use within the main hall. **Resolved** to purchase 108 blue upholstered chairs and two hanging storage units for installation at the rear of the hall as soon as possible.

ii) To give consideration to the installation of public access Wi-Fi at the village hall

A request had been received for Wi-Fi to be accessed by hirers of the village hall. Further investigations are to be made into the safe guarding of information and public access Wi-Fi points. A report is to be presented at the next meeting for further consideration.

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

Dates for training on how to use the newly installed Defibrillator are to be requested from the village hall manger to ensure adequate notice to parishioners interested in attending. Potentially a Sunday evening and an afternoon session during early October. The sessions are to be publicised via the parish newsletter.

Reference was made to the light in the store room not being resolved as soon as possible. The village hall manager advised that an engineer had been called and was awaiting delivery of a part required to fix the problem. A sign is to be placed on the door of the store cupboard advising hirers the issue is in hand.

11. Matters for future discussion – Turfing of the area immediately in front of the pavilion, outside seating area on the common rec, public access Wi-Fi at Pavilion for Café B.

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

Meeting closed at 20.52pm.