

## BURGHFIELD PARISH COUNCIL

### Minutes of the Community Committee Meeting

<b>Date:</b>	<b>Thursday 15<sup>th</sup> March 2018</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	
	Mr R Hannington	Mrs A Gallagher	
	Mr D Kellaway	Miss M Cresser	
	Mr B Neilson		
<b>Apologies:</b>	Mrs C Jackson-Doerge	Mr M Paterson-Borland	
<b>Present:</b>	Mrs C Morris (Clerk)	Mrs C Stroud (Assistant Clerk)	
	Mrs C Redding (Village Hall Manager)	1 member of the public	

Due to a member of the public being in attendance and requesting to speak regarding dogs and dog walkers through the common allotments, the Chairman gave provision for the parishioner to express their concerns accordingly for a period of 10 minutes.

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

**3. Matters Arising on the Minutes**

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.

Further to concerns being raised in relation to the recent removal of the hedge line on Reading Road, particularly the effect on the local wildlife and the visual impact, discussions were held with the local farmer. Clarification was sought and forwarded to members accordingly.

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

Further to the appointment of the architects Morse Webb, a meeting with was held to determine a plan of action for the progression of the project. The initial design ideas are to be presented at the Annual Parish Meeting scheduled for the 12 April 2018, at Café B and via the parish council website and Facebook page. Pre-planning guidance is to be sought from WBC as soon as possible.

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

WBC confirmed the initial Bill of Quantities for the proposed works at the Hairpin bend at Hose Hill and the pathway along the bottom edge of The Hatch Recreation ground have been prepared and are being pursued accordingly

**6. Parish owned Properties**

**a) Village Hall**

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

Mrs C Redding presented the village hall report to members present, highlighting the activities of the hall for the previous month.

The hanging hooks have been replaced within the main hall.

Members present considered a quotation received for the repainting of the main hall and foyer. **Resolved** unanimously to instruct Graham Lemm Painting as soon as possible to undertake the required works.

A note has been included within the Village Hall Hire agreement to advise hirers that any electrical equipment brought into the hall requires evidence of an up to date PAT testing.

ii) To receive an update in relation to parking

There has been a decrease in the number of vehicles being left overnight following the display of the new signage and letters upon the vehicles windscreens of repeat offenders.

**b) Pavilion**

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

No issues to report.

**7. Safer Communities**

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

Details were presented in relation to an online forum, referred to as "Coveritlive" being initiated by Thames Valley Police. The session is scheduled for Thursday 22<sup>nd</sup> March between 6.30pm and 9pm.

ii) **To receive an update in relation to the installation of further Defibrillator units within the parish**

Members present gave consideration to the potential location of an additional Defibrillator unit within the parish. Both purchase and annual on-going costs were considered. **Resolved** unanimously to approach Co-op, Tesco and Wellers Fruit Shop to determine whether they would be prepared to cover the purchase costs involved

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

i) **Parish Recreation Grounds**

a) Common Rec

Further to the quarterly play area inspection having been undertaken, several items were identified as requiring attention. A quotation is being obtained from the play area specialist for the items to be dealt with as soon as possible.

Further to the request for additional benches and hooks for installation within changing room 1, confirmation was provided Burghfield FC that the benches were not initially required for STEP 7 compliance. The request is to be incorporated within the renovations works proposed for the changing rooms during the development of the Community Hub.

The Burghfield Sports Day has been scheduled for Sunday 1<sup>st</sup> July 2018 between 12.00 and 4.00pm.

Further discussions were held with the volunteers involved in the overall organisation of the Burghfield Family Bike Ride, scheduled for Sunday 17<sup>th</sup> June. Confirmation of the relevant insurances and risk assessments was provided with copies of all documentation requested for the parish council file. The BBQ is to be provided by the Burghfield Scouts as a fundraising

opportunity.

b) Hatch Rec

Further to the quarterly play area inspection having been undertaken, a number of items were identified as requiring attention. A quotation is being obtained from the play area specialist for the items to be dealt with as soon as possible.

A request was presented for the use of the Hatch recreation ground for an afternoon during August for the residents, and their families, from Rowan Cottage Care Home. Resolved unanimously to grant permission, advising that the area is a public open space and therefore exclusive use can not be provided.

c) Old Rec

Further to the quarterly play area inspection having been undertaken, a number of items were identified as requiring attention. A quotation is being obtained from the play area specialist for the items to be dealt with as soon as possible.

d) Wells Rec

Further to the quarterly play area inspection having been undertaken, a number of items were identified as requiring attention. A quotation is being obtained from the play area specialist for the items to be dealt with as soon as possible.

Required tree works are scheduled for week commencing 16<sup>th</sup> April 2018.

e) Auclum Green

Further to the quarterly play area inspection having been undertaken, a number of items were identified as requiring attention. A quotation is being obtained from the play area specialist for the items to be dealt with as soon as possible.

ii) **Tree Report**

Further to a meeting with the councils approved tree surgeon, works are scheduled for week commencing 16<sup>th</sup> April 2018 for works at the Wells Recreation ground. Time permitting, the Lime tree within Badgers Glade is to be reduced as per request as well as a recently fallen pine being removed.

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

i) Common allotments

Members considered the concerns voiced by a local parishioner requesting padlocks be placed on all entrances to the common allotments to prevent dog walkers allowing their dogs to foul both plots and the pathways.

Members identified that within the allotment rulings, it states "No Dogs" are allowed on the site. Clarification was also provided regarding the pathway not being a public footpath but an access track for allotment holders. The following proposals were presented for consideration:

- Signs on all gates stating "Burghfield Parish Council Allotments"
- The gates at Bunces Lane to be removed and replaced with hedging
- "No Dogs" signs to be erected

Members **resolved** to proceed with the following actions:

1. Secure the access gates onto Bunces Lane with a combination lock, advising plot holders of the code via the rent notification letter. The trial is to be revisited in September.
2. Signage is to be installed at the various entrances to the site advising "No Dogs" and "access for allotment holders only".
3. Consultation is to be held with Highways to determine any specific

safety concerns in relation to the continued closing/locking of the access gate Reading Road.

A note is to be included within the rent request notifications at the end of March advising plot holders of the action taken. Views regarding the locking of the access gate are to be requested from plot holders. A reminder regarding the rulings relating to the exercising of dogs is to be included.

Members gave consideration to applying an increase to the annual rental of allotment plots from £1.00 per 10 square metres to £1.30.

A suggestion was presented for an allotment committee to be established where any recommendations identified are presented to the Community committee for their consideration.

The annual rent collection day is to be held on Sunday 22nd April between 10.30am to 12.00pm at Burghfield Village Hall.

ii) Hatch allotments

No further items were identified requiring discussion.

**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 give consideration to the options presented for the undertaking of the grass cutting within the parish for the new financial year

Members present gave consideration to the options presented for the potential hire or purchase of a lawn mower to undertake the grass cutting within the parish. Members favoured the contract hire of a machine, requesting the clerk clarifies the exact costings and details accordingly. The scheme is to be implemented as soon as possible, in preparation for the new growing season.

iii) To give consideration to the initiative "Great British Spring Clean" within Burghfield

Members gave consideration to the initiative the "Great British Spring Clean". Members are to consider further at the next scheduled meeting.

ii) To receive an update regarding the parish noticeboards

The lockable noticeboard scheduled for installation with the village hall car park awaits installation. A green open noticeboard is to be installed on the reverse to allow free access by parishioners. Mr Cross advised work had commenced on the preparation of the replacement green noticeboards.

iii) To note any items within the parish requiring action

Further details were presented in relation to utilising the services of the Thames Valley Rehabilitation Company for volunteer work within the parish. Confirmation was provided that the majority of services undertaken by the volunteers involved outdoor work such as clearance, chopping and gardening. Each case is considered individually with site visits and mapping undertaken. Members suggested a list of areas for clearance is to be compiled for further consideration.

**11. Matters for future discussion – No further items**

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

Meeting closed at 21.20pm.