

BURGHFIELD PARISH COUNCIL

Minutes of the Community Committee Meeting

Date: Thursday 21st September 2017 **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 Mr B Neilson
Miss M Cresser
Apologies: Mrs A Gallagher
Absent: Mrs C Jackson-Doerge

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 20 July 2017 having been circulated, were confirmed a correct record and signed by the Chairman.

3. Matters Arising on the Minutes

Any matters arising are being dealt with at the relevant point in the agenda.

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

The working party meet prior to this meeting where the specifics of the build are to be determined prior to architects being instructed. A meeting with the potential users of the new hub is being scheduled to ascertain the various facilities required within the project. Regular updates will be provided to the Community Committee and Full council by the working party.

5. To receive correspondence from Sulhamstead Parish Council regarding the annual contributions to the Willink Leisure Centre and determine any actions arising

A meeting has been scheduled with all funding parties to determine the current position of each and discuss the future funding of the centre. An update will be provided at the next committee meeting.

6. Safer Communities

i) Policing & Anti-Social behaviour

The local police arranged a "Have your Say" meeting on the 15th August with a number of local residents attended. The police are keen to initiate a CIAG (Community Incident Action Group) consisting of members of the public who would be willing to act as the "ears and eyes" within the parish, providing the necessary evidence for convictions. Further details and specifics are awaited.

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 site meeting has been arranged with a parish council who have the scheme fully operational. A report will be presented after the visit.

iii) To give consideration to the installation of a donated Defibrillator unit at The Hatch Gate

The clerk advised that a Defibrillator unit had been donated to the parish for free. The Hatch Gate public house was keen to have the unit installed on their outer wall

providing the parish council would be the custodian of the unit. An external cabinet, connected to the electrical supply to ensure an ambient temperature is maintained would be necessary for the installation to be complete at an estimated cost of £1000. **Resolved** unanimously by members present to purchase the required additional equipment for the installation of the defibrillator. A request for training to be provided is to be presented at time of confirmation of the gifting of the unit.

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

i) **To give consideration to the potential Devolution of services by WBC and determine any specific services the parish council would like to undertake**

The clerk provided a verbal update following a meeting with West Berks Council. Further information is being collated in relation to verge maintenance and grass cutting, with associated maps clearly showing the extent of works, for presentation at the next meeting.

Members present determined that works required such as Road sign cleaning, Public Rights of Way maintenance, clearing of roadside gully's and ditch grips could be covered by volunteer's days and the parish handyman.

Residents are to be encouraged to become involved in the required maintenance of the drains and cleaning of road signs within the parish by way of specific volunteer days. A poster is to be placed within the next newsletter requesting volunteers to come forward as well as being displayed on the parish noticeboards and website. The clerk is to ensure the relevant insurance and public liability covers are in place prior to any of the organised events. Detailed risk assessments and method statements are to be completed with volunteers being briefed fully advising of what is expected of them.

ii) **Parish Recreation Grounds**

a) Common Rec

Close monitoring of the grass cutting contract has been necessary due to the loss of flexibility in contracting the service out. The weather has made the task more difficult towards the end of the summer season and at the start of the football. The contract is to be reviewed in conjunction with the potentially devolved services from West Berks Council. Costs are to be collated for further review.

b) Hatch Rec

TiM has been advised of the need to source a temporary Christmas tree ahead of this year's Carol concert.

c) Old Rec

An assessment is to be undertaken as to whether the skate ramps are in need of being repainted.

d) Wells Rec

Concerns were raised in relation to the area being used for the illegal use of drugs. Residents are to be encouraged to report any incidents to the police to assist in building a profile of events.

e) Auclum Green

Weekly play area checks continue with no issues to report.

ii) **Tree Report**

Further works are scheduled for October in accordance with the parish council's tree management plan.

Member's present noted correspondence received from a resident of Badgers Glade expressing concern regarding the ditch and its proximity to his property. The clerk is to investigate further and obtain legal advice once the relevant details have been obtained.

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

i) Common allotments

The parish handyman has been asked to trim and maintain vacant allotment plots at both sites to ensure they are kept in a presentable manner.

ii) Hatch allotments

A site visit has been completed with a full assessment of all plots at both sites, identifying unkempt plots to enable reminder letters to be forwarded accordingly.

8. 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 note any items within the parish requiring action

Members gave consideration to purchasing some larger, lockable noticeboards for installation within the parish to enable the promotion of community events. A report in relation to the current condition of parish noticeboards is to be presented at the next meeting with prices for the larger lockable boards.

iii) To receive a report in relation to the condition of the grit bins in the parish prior to the winter season

An assessment of the grit bins within the parish has been undertaken, identifying where additional grit was required prior to the colder season. Grit is to be purchased as soon as possible for the replenishment of the identified grit bins.

iv) To receive an update on S106 Open Spaces projects within the parish.

The clerk provided members with an updated report in relation to S106 funding available. Members of the infrastructure committee are to be asked to discuss the need for the installation of crash barriers at Hose Hill.

v) To note the Public Footpath Extinguishment notices forwarded by WBC

West Berks Council forwarded the Notice of Making an Order for the extinguishment of Public Footpath Burghfield 2 (part) and Burghfield 22, Burghfield 24 (Part) and 15 (Part) for members information.

9a) Parish owned Properties

a) Pavilion

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

The legionnaire's checks and maintenance continues according to the approved schedule.

ii) To give consideration to the request from BFC for the provision of keys to the pavilion

A request was presented by Burghfield Football Club for them to hold their own keys to the pavilion. Members **resolved** unanimously that the current setup regarding access to keys did not restrict access to the pavilion for the relevant clubs. Therefore, a set specifically for the football club was not to be provided at this present time.

10b) Village Hall

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

A new cleaner for the village hall is being sought. Adverts have been placed with a deadline date of the 30th September.

The toddler shed has been rotated and placed on a brick base.

ii) To give consideration to the wording for signage advising of parking conditions to be erected at the village hall

Members resolved unanimously to discuss in further detail at the next scheduled meeting due to time restrictions.

iii) To give consideration to the options for narrowing the walkway/entranceway between the car park and onto Recreation Road

Members resolved unanimously to discuss in further detail at the next scheduled meeting due to time restrictions.

11. Matters for future discussion – No further items were identified.

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

Meeting closed at 21.10pm