

BURGHFIELD PARISH COUNCIL

Minutes of the Community Committee Meeting

Date:	Thursday 11th June 2020	Time:	6.30pm
Place:	Virtually via Zoom		
Present:	Mr I MacFarlane (Chair)	Dr R Longton	
	Mr D Kellaway	Mr G Harris	
	Miss M Cresser	Mrs A Hales	
	Mrs A Gallagher	Mr B Neilson	
Present:	Mrs C Morris (Clerk)	Mrs C Stroud (Assistant Clerk)	
	1 Members of the public	Mr C Greaves (Cllr)	
	Mrs J Kellaway (Cllr)		

The Chairman opened the meeting by reiterating that questions from parishioners were at his discretion and that a total of 15 minutes would be allocated accordingly. The chairman, to ensure fairness for all residents in attendance, stated that a maximum time of 3 minutes was allocated to each individual. The session would close after 15 minutes to ensure all remaining business upon the agenda could be transacted. Residents were reminded that upon closure of the question time, they were in attendance in an observational capacity only and to not cause a disturbance. No questions were presented, the chairman closed the floor and started the proceedings of the meeting

The Chairman advised members present that Mr C Greaves wished to join the Community Committee for the duration of projects to improve the skate park and the village hall. Members present **resolved** that Mr C Greaves joins the committee with immediate effect due to his vast knowledge and experience of building projects.

1.06 Apologies for Absence

To report, approve and record apologies for absence (and the reasons) from members of the Parish Council

No apologies were received requiring approval by members present.

2.06 Declaration of any personal or financial interests

In accordance with the requirements of the process for dealing with member's standards matters, to disclose and declare all personal or financial interests including those of a partner/spouse on any Agenda item (as recorded in the Register of Member's Financial and Other Interests form).

Cllr G Harris declared a personal interest in items 7.06 i) and 11.06 ii)

3.06 Applications for Dispensations

To consider and grant any applications from members who may have a personal/financial interest in a specific matter under consideration.

No applications for dispensations were presented by members present.

4.06 Minutes of the last meeting of the Committee

5.06 The minutes of the last meeting of the Community Committee held on 23 January 2020, having been circulated, were confirmed a correct record, and signed by the Chairman.

6.06 Clerks update

The Clerk provided an update to members on any matters arising from the previous minutes, advising that they will be dealt with at the relevant point in the agenda.

7.06 To update members on the agreed S106 projects identified

- i) To discuss the concerns raised by a local resident regarding the recent improvement works at Chapel Path

Members noted the correspondence received from a local resident expressing their disappointment regarding their boundary fence following the recent works undertaken at Chapel Path by West Berkshire Council. Members present determined that whilst they were the instigators of the project, the issues were between West Berkshire Council, as the landowner, and the resident to resolve.

Members received an update in relation to both outstanding, and upcoming S106 projects identified within the parish. Members noted the remaining projects were being dealt with under the delegation of the Infrastructure Committee.

8.06

Parish owned Properties

a) **Village Hall**

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

Government guidelines are for Community Centres and halls to remain closed until the final stage of their testing has been complete and they are satisfied such places can reopen. In response to the hall being closed, the village hall manager has been placed on furlough. The Grundon litter collection has also been placed on hold.

ii) To receive and consider the proposed modifications and refurbishment of the village hall

Mr T Ansell provided an overview of the proposed refurbishment project, as presented by the parish council appointed architects. Members were advised the aim of the project is to modernise the facilities, ensure ease of access for all, provide additional storage, public toilet provision, utilise the available space for hirers more effectively and make the building more attractive. Members **resolved** unanimously to proceed with the project and apply for planning permission. Proposed by Cllr R Longton and seconded by Cllr A Gallagher.

iii) To determine a plan of action regarding the proposed refurbishment and improvements

Members determined upon planning permission having been obtained, a sub-committee, with delegated authority, is to be formed to oversee the project.

b) **Pavilion**

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

The Pavilion remains closed until government guidelines advise otherwise.

The legionnaire checks have continued, with a recommendation for a full flush of the system prior to re-opening.

It was noted that there had been an increase in the number of groups congregating at the pavilion and causing damage. The local PCSO has been informed and advised that regular patrols are being undertaken of the area. The litter warden has also increased his patrols to address the increase in litter.

9.06

Conservation & Management of Open Spaces within the Parish

1) **Parish Recreation Grounds**

i) To receive a report regarding parish owned recreation grounds

All play areas remain closed in line with government guidelines. Inspections have continued in preparation for their opening in the near future.

ii) To consider improvement works required at the Skate Park

The annual inspection of the play area identified several health & safety concerns at the Skate park, deeming it a significant risk that required its temporary closure.

Members discussed various options, acknowledging that both remedial works and refurbishment works were required. The area continues to be used regularly with a request previously being addressed to the parish council for improvements to the facilities by local users.

Proposed by Cllr C Greaves, seconded by Maureen Cresser and **resolved** unanimously to undertake remedial works immediately. Works are to be initiated and undertaken within 2 weeks (weather dependent) to re-open the skate park as soon as possible. A working party is to be established to undertake consultation with local users for design ideas. 3 quotations are to be obtained for the remodelling and refurbishment of the skate park.

iii) To receive quotations for the purchase of safety fencing at the Skate Park

Members considered the quotations received for the purchase of the safety fencing at the skate park. Proposed by Cllr D Kellaway, seconded by Cllr C Greaves and **resolved** unanimously to purchase the fencing due to the monthly hire costs being incurred. The fencing would then be used as part of the village hall refurbishment project.

iv) To consider the requirement for standalone hand sanitisers at parish owned recreation grounds

Members present considered the potential requirement for stand alone hand sanitiser units at the entrances to the play areas. It was determined that until government guidelines were issued in

relation to a requirement for hand sanitisers, no further action was to be taken. Should guidelines stipulate differently, the Clerk is to ensure the council are fully compliant by using her delegated authority.

2) School Firs

- i) To receive the proposal and consider the recommendations presented by Cllr Kellaway for improvement works within School Firs

Members received the recommendations presented by Cllr D Kellaway for improvements to be made to the pathway through School Firs. Members discussed the requirement for a specialist to review and price the project to ensure the longevity of the path and eliminate flooding issues. **Resolved** unanimously to instruct a specialist to review and recommend accordingly.

Cllr D Kellaway is to map the area to establish which pathways within the copse are no longer used or require attention.

3) i) Conservation

- i) To receive the proposal from Cllr Hales to investigate the eligibility of the Countryside Stewardship Scheme

Cllr A Hales presented a proposal to members for the council to investigate in further detail its eligibility for the Countryside Stewardship Scheme.

Members requested that Cllr A Hales found out further information regarding eligibility and workload. Members also suggested Cllr A Hales liaised with the NDP group as they had undertaken a considerable amount of work in relation to the environment and countryside. A report is to be presented upon clarification of the requirements.

10.06 Environmental Impact within the parish

- i) To consider additional recycling facilities within the parish

Members discussed whether any additional recycling facilities could be provided within the parish. Further options are to be explored with potential locations being investigated with consideration being given to the dimensions of units.

Cllr D Kellaway is to investigate further as to the best items for recycling and the locations.

- ii) To consider the installation of 2 water fountains

Members considered the quotations presented for the purchase and installation of a water bottle refill station. The project is to be part of a WBC Members bid, requiring match funding of 50%. Proposed by Cllr M Cresser, seconded by Cllr T Ansell and **resolved** by a majority vote, with 1 abstention (Cllr A Hales), and 1 against (Cllr G Harris) to submit an application for a Members Bid to purchase a water fountain.

Proposed by Cllr T Ansell, seconded by Cllr C Greaves and **resolved** by a majority vote, with 1 abstention (Cllr A Hales), and 1 against (Cllr G Harris) to purchase and install a water fountain within the vicinity of the Pavilion. The exact location of the refill station is to be determined upon clarification of the water supply available.

11.06 Tree Report

- i) Update on tree works scheduled & completed within parish

The 5 Year Management Plan has been shared with the Parish Council appointed tree surgeon. Future works within the parish are in accordance with the plan, with an emphasis being placed on public spaces.

The hedge line at Auclum Green is being assessed following a request.

- ii) To discuss the maintenance of the boundary hedges at the Common allotments

Members present received the correspondence from a local resident expressing their concerns regarding the maintenance of the boundary hedge between the Common allotments and Chapel Path. Historically, the parish council has stipulated that parish hedges are not cut flat, going with the natural curvature of the hedge line.

Members acknowledged the DEFRA guidelines, stipulating that hedges are not to be cut between the dates of March 1st and September 1st. The opinion of the parish council appointed tree surgeon is to be sought to determine the health of the hedge and determine a course of action regarding ivy strangulation.

- iii) To discuss future tree planting within the parish

Hedging is to be purchased for planting behind the green fencing at the allotments in the autumn.

12.06

Allotments

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

i) To receive an update from the allotments sub-committee representative

A written report was presented by Cllr G Harris.

The Assistant Clerk provided a verbal update in relation to the rent collection. Site inspections are not being undertaken at present, in accordance with government and the Allotment Association guidelines. There is currently a waiting list of 21 for an allotment.

A question was asked as to the progress made in relation to the provision of standpipes. Member were advised that no further progress has been made to date.

13.06

Parish Maintenance

i) To note any areas within the parish requiring maintenance

The clerk provided a verbal update of items of maintenance undertaken within the parish.

ii) To receive an update following the proposal for Wildflower sowing within the parish

WBC have advised of their intention to plant wildflowers on verges within the district. Correspondence was held advising that Burghfield would be keen to be involved in the project. Further details are to be provided.

Wildflower seeds are to be purchased and planted along the verge side at the Hatch recreation ground, as a trial. Cllr T Ansell, Dr R Longton, Cllr A Gallagher and Cllr D Kellaway volunteered to undertake the planting in the autumn.

iii) To receive an update following the proposal for bulb planting within the parish

The purchase of bulbs for planting at Auclum Green (on a trial basis) was previously approved in October 2019 by the Community Committee.

Members **resolved** that 2000 Native Daffodil bulbs are purchased upon becoming available in August for autumn planting. Cllr G Harris, Cllr A Gallagher and Cllr I Macfarlane volunteered to undertake the planting in the autumn.

iv) To consider proposal presented by Cllr Hales for the purchase of two additional Tommy Figures and large ornamental poppies

Cllr A Hales presented a proposal for additional Tommy figures and large ornamental poppies for display within the parish. Due to members not being able to review the proposal, Cllr A Hales was asked to present a detailed review, with costs and visual, for consideration at the next meeting.

14.06

Matters for future discussion - No further items were identified.

15.06

Items for information only – No further items were identified.

Meeting closed at 20.17pm