

BURGHFIELD PARISH COUNCIL

Minutes of the Community Committee Meeting

Date: Thursday 14th July 2022 **Time:** 7.45pm

Place: West Wing Committee Room, Burghfield Village Hall

Present: Cllr MacFarlane (Chair) Cllr D Selway
Cllr M Cresser Cllr D Godding
Cllr R Longton Cllr T Ansell
Cllr R Thorrington Cllr B Neilson
Cllr J Ansell

Apologies: Cllr A Gallagher

Present: Clerk to the Parish Council Assistant Clerk to the Parish Council

1.0722 Apologies for Absence

Apologies were presented and received from Cllr A Gallagher.

2.0722 Declaration of any personal or pecuniary interests

In accordance with the requirements of the process for dealing with member's standards matters, no Declarations of a personal or pecuniary nature were presented.

3.0722 Applications for Dispensations

No applications for dispensations were presented by members present.

4.0722 Minutes of the last meeting of the Committee

The minutes of the last meeting of the Community Committee held on 16 June 2022, having been circulated, were confirmed as a correct record.

5.0722 Clerks update

The clerk provided a verbal update of any actions taken to date following the previous meeting.

6.0722 Parish owned Properties

a) Village Hall

i) To receive a report relating to the daily operation, upkeep & maintenance of the village hall

Members received a written report regarding the daily operation of the village hall.

Cllr M Cresser advised the middle toilet lock in the main toilets currently isn't working.

A request was also presented for the timer of the lights in the ladies toilets to be adjusted to allow more time before cutting out.

ii) To consider a rota for the locking and unlocking of the village hall gates

Members gave consideration to the forming of a rota for the locking and unlocking of the village hall gates.

Resolved: To circulate a list to all members of the council for volunteers to undertake a week each of locking and unlocking the gates. Additional keys are to be obtained for circulation.

iii) To receive an update regarding the public toilet

The public toilet is operational between the hours of 8am and 5pm daily. The usage is being monitored accordingly. Due to a change in the cleaning schedule to include the public toilet the service is to be re-tendered. Three options are to be submitted. Tender A for the cleaning of hall, tender B for the outside toilet and ad-hoc weekend cleaning and tender C for all services required. Proposed by Cllr T Ansell, seconded Cllr R Thorrington and resolved unanimously.

b) Pavilion

i) To receive an update in relation to the use of the Sports pavilion

The installation of CCTV is being progressed with installation scheduled for prior to the summer holiday period.

Members considered the quotation presented for the upgrade of the cameras on the permitter of

the pavilion building to be undertaken at the same time as the installation of the deployable camera.
Resolved: Due to significant savings in labour costs, members resolved to undertake all the works at the same time. Proposed by Cllr Cresser, seconded by Cllr R Longton.

7.0722

Conservation & Management of Open Spaces within the Parish

a) Parish Recreation Grounds

- i) To receive a report regarding parish owned recreation grounds

a) Common Recreation Ground

Clarification as to the play area being a service to residents was provided. The parish council has a duty of care to ensure the users of the play area are safe. For health & safety reasons, the resurfacing of the safer surface was required to ensure the valued service remained open.

Members were updated of progress of the resurfacing of the play area at the Common Recreation Ground. Following a delay on Monday to the works, the sub-base preparation works have now been completed. Members were alerted to the significant additional cost incurred of **£2,500** to be borne by the parish council, following the disturbance. The disturbance delayed the preparation works being completed having a knock-on effect on laying the rubber surfacing by a further week. The recovery of damages is to be pursued with the individual. A post is to be devised for Facebook to advise parishioners of the costs involved and the reasons.

Proposed by Cllr T Ansell, seconded by Cllr D Gooding, unanimous.

- b) Hatch Recreation Ground - No issues to report.

- c) Wells Recreation Ground - No issues to report.

- d) Auclum Green – Members were alerted to a bollard having been broken at the entrance to the walkway at Auclum Green between Reading Road and Tarragon Way. A concrete block has been installed to deter any unlawful entry to the land.

Resolved: To install Knee rail fencing to address any further damage and to deter any potential unlawful entry on to the land. Proposed by Cllr T Ansell, seconded by Cllr D Gooding and resolved unanimously.

- e) Old Recreation Ground (Skate Park) – The surfaces are due to be repainted further to offensive graffiti on the ramps.

8.0722

Tree Report

- i) Update on tree works within the parish

The 5-year tree management plan is being reviewed and updated in preparation for implementation. Members reiterated the overall management of the trees within the parish being robust with a current 5-year plan in place and scheduled weeks for general maintenance within the parish. It was also noted that some of the locations of trees are not favourable, highlighting the planning of such positions

Members were advised that a membrane had been installed under the sub-base of the play area surfacing to protect tree roots where required, in accordance with advice and recommendations provided by the councils approved arboriculturist. The sub-base and top dressing are all of a porous material, allowing the drainage of surface water.

9.0722

Allotments

To deal with any administrative issues for the Allotments:

- i) To receive an update in relation to any administrative issues for the allotment sites

Members received a report highlighting any administrative issues for the allotment sites.

Issues with the provision of water continue with the recent hot weather increasing demand. The water supply piping remains the source of the problem. All troughs have been inspected by the council's approved plumber and have been confirmed as being in full working order.

An IBC unit is to be purchased for installation on plot CA105 as a trial.

The next surgery date is to be scheduled between Cllr A Gallagher and Cllr J Ansell as soon as possible.

Clarification was sought as to progress with the provision of water overall at the allotment site. A verbal update was provided by Cllr J Ansell.

10.0722

Parish Maintenance

- i) To give consideration to any specific works identified or required within the parish

The entrance from the Common Rec car park onto the playing field is to be reviewed to improve access. An update is to be provided at the next meeting.

11.0722 **Matters for future discussion** – Provision of Christmas lights within the parish and Village Hall, pricing of allotments.

12.0722 **Items for information only** – No further items were identified.

Meeting closed at 20.47pm

DRAFT