

BURGHFIELD PARISH COUNCIL

Minutes of the Community Committee Meeting

Date: Thursday 21st September 2023 **Time:** 7.00pm

Place: West Wing Committee Room, Burghfield Village Hall

Present: Cllr J Ansell Cllr D Selway
Cllr A Gallagher Cllr S Awbery
Cllr B Neilson Cllr P Lawrence
Cllr R Thorington Cllr I Macfarlane
Cllr Y Mattos

Apologies:

Present: Parish Clerk, Communications & Support officer, Facilities officer, 1 member of the public.

1.0923 Apologies for Absence

All members were present.

2.0923 Declaration of any personal or pecuniary interests & Applications for Dispensations

In accordance with the requirements of the process for dealing with member's standards matters, the following Declarations of a personal or pecuniary nature were presented.
Cllr Thorington declared an interest in item 7.0923 i)

3.0923 Minutes of the last meeting of the Committee

The minutes of the last meeting of the Community Committee held on 20 July 2023, having been circulated, were signed as a correct record.

4.0923 Conservation & Management of Open Spaces within the Parish

a) Parish Recreation Grounds

To receive an update following works required at parish owned play areas

All works identified by the annual RoSPA report have been carried out at each of the play areas as previously approved by the committee.

b) Common Recreation Ground

i) To determine whether any further litter bins are required at the Common Rec Ground

Members gave consideration to the number of litter and dog poo bins on the common recreation ground to determine whether additional were required.

Resolved: To install a bin at the exit of the recreation ground to Blands Close.
Proposed by Cllr Mattos, seconded by Cllr Awbery and resolved unanimously.

ii) To discuss the locking of the common rec car park gate

Members gave consideration to the continued locking of the external 5 bar gate at the Common recreation ground car park.

Resolved: To continue with the locking of the gate on the proviso that members of staff do not put themselves at risk, or in any danger at any time in locking the gate.

c) Hatch Recreation Ground – The repairs required further to the annual RoSPA report have been completed. New swing seats were required due to rubber erosion surrounding the shackles.

d) Wells Recreation Ground – The repairs required further to the annual RoSPA report have been completed. An alternative solution is being sought for the shrinkage around the outer edge of the safer surfacing at the slide.

- e) Auclum Green – The repairs required further to the annual RoSPA report have been completed. A request was presented for the concrete block to be removed at Auclum Green and replacement wooden posts installed as soon as possible.
- f) Old Recreation Ground (Skate Park) - The repairs required further to the annual RoSPA report have been completed.
- i) To receive an update in relation to the Skate Park Refurbishment project and determine any action required

The skate park tender document has been sent out with 4 tenders having been received. A detailed review of the documents is to be undertaken by the clerk and the skate park user group with the preferred partner being appointed as per delegated authority previously granted. Grant funding will continue to be pursued with a request being forwarded for a members bid by the user group.

5.0923 Pavilion

- i) To receive an update in relation to the management and operation of the sports Pavilion
Football has resumed with the cleaner also having been rescheduled on a weekly basis.
- ii) To discuss the dishwasher requirements at the pavilion and receive the quotes presented

Members gave consideration to the options presented for an alternative dishwasher at the Pavilion.

Resolved: To purchase a commercial dishwasher for installation at the village hall. The dishwasher at the village hall will be moved to the pavilion. Resolved by a majority vote

Resolved: To purchase the Classique D500 duo WS commercial dishwasher at a cost of £2,679 and purchased via monthly direct debit payments over a 2 year period. Resolved by a majority vote.

6.0923 Tree Report

- i) Update on tree works within the parish

The 3-year tree management plan has been updated by the councils approved arboriculturist and is awaiting final approval. It is anticipated it will be presented prior to the end of September.

Members were alerted to the Cedar tree on the Common recreation ground having to be removed entirely following drought stress and the dropping of two large boughs. Members considered the various recommendations presented by the councils appointed tree surgeon.

Resolved: To introduce mulch beds around the perimeter of the trees on the common recreation ground. 7 members voted in favour, 1 member voted against. Resolved with a majority vote.

Resolved: To purchase two copper beech trees to replace the trees previously removed at the common recreation ground for planting during the autumn. Resolved unanimously.

Resolved: To continue to cut the grass under the trees and continue with the current level of maintenance. Resolved unanimously

Resolved: The clerk is to investigate suitable locations and costs for benches on the common recreation ground with a view to parishioners being able to purchase as memorial benches. A report is to be presented at the next meeting.

7.0923 Allotments

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

Quotations are being sought for the re-numbering, re-measuring and marking, clearing of boundaries, marking of pathways, and clearing both debris and overgrown vegetation at the allotment sites.

Resolved: That a menu of works required and associated pricing is to be obtained for further consideration at the next meeting.

Cllr Ansell presented an update to members following the allotments surgery. A number of actions were determined for further consideration.

ii) To receive correspondence regarding Incredible Edible proposal

Members received a request from a local resident regarding the potential for Burghfield Incredible Edible.

Resolved: To investigate the potential of the project in further detail upon allocation of vacant plots and the required maintenance at both sites having been completed.

iii) To undertake a rent review for the allotment sites

Members gave consideration to the rent for allotments, including the provision of concessions for the over 65's renting a plot.

Cllr P Lawrence raised concerns regarding Cllr Selway being an allotment plot holder and remaining in the room whilst discussions are to be held relating to allotment rent.

Guidance was provided to Cllr Selway in relation to Declarations of Interest, specifically in relation to Members Register of Interest form. Cllr Selway requested dispensation to remain in the room for discussions but advised abstain from voting. Whilst it is acknowledged that applications for dispensations should be raised under item 2.0923, dispensation was granted to Cllr Selway enabling the discussions to continue accordingly.

Resolved: Further investigation is to be undertaken to review the non-resident pricing structure versus the resident structure to ensure consistency. A review of the concessions is also to be included within the report.

iv) To receive an update regarding an improved water supply at the common allotments

Further quotes have been obtained for the installation of standpipes at the common allotments to improve the provision of water during the summer months. A variety of options have been presented, with 2 quotes remaining outstanding. A report is to be presented to members at the next meeting. To ensure sufficient funds, members are to investigate potential funding opportunities.

iii) To receive an update in relation to the encroachment of Hatch allotment land

The parish council solicitor has written to the property owners giving 30 days to enter into the tenancy agreements. The 30 day period has expired with no contact from either party.

Resolved: To instruct a contractor to install a fence marking the boundaries as soon as possible.

8.0923 Parish Maintenance

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

Cllr Awbery requested the trees and hedge line is reduced at the Skate Path.

A request was presented for the hedge and ditch at Chapel Path to be cut back and maintained. It was noted that the hedge line was to be enhanced during the autumn.

ii) Consultation of West Berkshire draft ROWIP (Rights of Way Improvement Plan)

Members acknowledged the WBC ROWIP document. Comments are to be submitted prior to the deadline for consideration.

09.0923 To determine the 5 Questions for inclusion within the updated Parish Questionnaire

Advice had been sought as to the number of parishes undertaking Parish Plan refreshes within the district. Whilst it is considered that there is some merit in undertaking a refresh, the majority of larger Town & Parish councils are consulting to prepare and formulate a strategic plan outlining the aims and objectives of the council for the next 3 or 5 year period. Examples are to be circulated to members for further consideration.

10.0923 Future agenda items & Items for information only – Play areas long term remedial works required, benches at the common recreation ground.

Meeting closed at 21.00pm.