

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Committee Meeting

**Date:** Thursday 19 October 2023

**Time:** 7.45pm

**Place:** West Wing Committee Room, Burghfield Village Hall

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

**Present:** Parish Clerk, Communications & Support officer, Facilities officer, 6 members of the public

### 1.1023 **Apologies for Absence**

All members were present.

### 2.1023 **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, Cllr Selway declared a pecuniary interest in items 7.1023 i, ii, iii.

### 3.1023 **Minutes of the last meeting of the Committee**

The minutes of the last meeting of the Community Committee held on 21 September 2023, having been circulated, were signed as a correct record.

### 4.1023 **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**

Members were advised the timber on the underside of the slide at the common rec required replacement. This has been assessed and completed accordingly.

The grounds maintenance of both pitches has been undertaken prior to the autumn.

Members received the guidance presented by the parish councils appointed tree surgeon regarding the placement of benches or seating under mature trees on the common rec. The recommendation presented was for benches to not be placed under trees.

Resolved: To accept the advice and guidance received in relation to benches and not progress any further.

#### c) **Hatch Recreation Ground** – Weed management and spraying has been completed prior to the autumn period.

#### d) **Wells Recreation Ground** – A quotation to address the shrinkage around the outer edge of the safer surfacing at the slide was presented to members for their consideration.

Resolved: To proceed with works outlined in quotation. Resolved unanimously.

Members gave consideration to the request received from a parishioner to enclose the Wells Recreation Ground with chicken wire to aid the secure enclosure of their dog whilst off leash in the park area.

Resolved: That additional fencing is not required. 6 members voted in favour, 2 members voted against. Resolved with a majority vote.

#### e) **Auclum Green** – A request for the removal of the concrete block has been presented to the owner. Additional posts to be installed to ensure no entry can be gained to the site.

- 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 request received 4 responses. A detailed review of the documents was undertaken by the Cllr Macfarlane, Cllr Greaves and the Clerk. Online meetings were held with the two highest scoring contractors to establish the best fit for the parish council, taking into account the funding, planning and further consultation requirements.

- j) To receive the recommendation for the issue of the Tender and approve accordingly

Members received the Officers recommendation report for the award of the tender.

Resolved: To appoint Betong Skate Parks UK for the Skate park Tender accordingly.

Proposed by Cllr Macfarlane, seconded by Cllr Thorrington and resolved unanimously.

### 5.1023 **Pavilion**

- i) To receive an update in relation to the management and operation of the sports Pavilion

Members were advised that the updated Legionnaires checks were being completed in accordance with legislative requirements.

A new cleaner has been instructed with immediate effect. The dishwasher is to be swapped as soon as possible.

### 6.1023 **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 still awaiting receipt.

### 7.1023 **Allotments**

*(Cllr Selway abstained from discussions and voting of the following items)*

- i) To receive a report in relation to the management and maintenance of allotment sites

A quotation was obtained for the re-numbering, measuring, clearing of boundaries, marking of pathways, and clearing of debris at the allotment sites. A menu of works and associated pricing was presented for consideration.

Resolved: To accept proposal and proceed with the works as presented. Further clarification is to be sought regarding suitable weed control. Resolved unanimously.

- ii) To discuss the rent and review for the allotment sites for 2024/2025

Members received a report regarding the rent for the allotments, giving consideration to an increase, the application of concession rates and future invoicing periods.

Resolved: That no increase is applied to the annual rent for an allotment plot with the cost of 10sqm to remain at £2.00 for Burghfield parishioners.

Resolved: Concessions are to remain at £20 for financial year commencing 1<sup>st</sup> April 2024.

Resolved: Concession rates are to be applicable to one plot only with any additional plots held by the same tenant to be charged at the applicable rate.

Resolved: A review regarding concessions for implementation for financial year commencing April 2025 is to be undertaken during November 2024.

Resolved: To abolish the £60 fee per plot for non-parishioners.

Resolved: Non-parishioners are to be subjected to a 100% surcharge to the parishioner fee, and charged in accordance with the plot size

Resolved: Invoices are to be presented in April each year to align with the financial year.

Resolved: Tenant taking a plot part way through the year will be charged pro-rata basis.

Resolved: All rental payments are non-refundable.

Resolved: To defer further discussions in relation to unused plots for a further year.

Resolved: A minimum 3 months' notice is to be provided to tenants of any potential change in rent. Tenants are to be notified prior to 31<sup>st</sup> December each year.

*All of the above resolutions were resolved unanimously by members present.*

iii) To receive a report regarding an improved water supply at the common allotments

*(Cllr Selway requested dispensation enabling involvement in discussion but abstaining from voting. Dispensation was granted)*

Quotes were obtained and presented to members for the installation of standpipes at the common allotments to improve the provision of water, specifically during the summer months.

Resolved: Following discussion, members resolved unanimously for option D(e) for the provision of 5 standpipes and accompanying troughs.

Proposed by Cllr Macfarlane, seconded by Cllr Neilson and resolved unanimously

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

An update is to be provided at the next scheduled meeting.

**8.1023 Parish Maintenance**

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

No further works were identified by members present.

**09.1023 To determine the 5 Questions for inclusion within the updated Parish Questionnaire**

Members discussed the potential of a strategic plan which aims to outline the objectives of the council for the next 3 to 5 year period. Examples were circulated to members for consideration. Members determined the questionnaire will be progressed in January 2024.

**10.1023 Future agenda items & Items for information only.**

Meeting closed at 21.24pm