

BURGHFIELD PARISH COUNCIL

Minutes of the Facilities Committee Meeting

Date: Thursday 16th May 2024 **Time:** 7.45pm

Place: West Wing Committee Room, Burghfield Village Hall

Present: Cllr Greaves (Chairman) Cllr N Morse
Cllr L Watts Cllr Y Mattos
Cllr I Kitson Cllr D Selway
Cllr A Gallagher Cllr I Macfarlane

Present: Parish Clerk, Communications & Support Officer and 1 members of the public.

Apologies: Cllr A Mackinnon, Cllr Gallagher.

1.0524 Apologies for Absence

Apologies were presented, received and approved for Cllr A Mackinnon

2.0524 Declaration of any personal or pecuniary interests & Applications for Dispensations

Dispensation has previously been granted to Cllr Selway enabling his participation in discussions relating to the allotments but no voting rights granted.

In accordance with the requirements of the process for dealing with member's standards matters and the disclosure of interests, Cllr Kitson & Cllr Watts declared a pecuniary interest in item 4.0524 c. The Clerk advised that a written application for dispensation had been received from both Cllr Kitson & Cllr Watts prior to the meeting. Dispensation was granted, enabling Cllr Kitson & Cllr Watts to partake in discussions but abstain from voting.

Members were reminded that whilst a dispensation had been granted that enabled participation in any discussions surrounding the allotments, they had a duty to ensure that the public perception of their involvement remained unbiased and transparent.

3.0524 Minutes of the last meeting of the Committee

The minutes of the last meeting of the Community Committee held on 18 April 2024, having been circulated, were signed as a correct record.

4.0524 To receive reports on the management and maintenance of the following facilities:

a) Burghfield Village Hall

A new back gate and fencing has been installed, providing a wider opening for emptying the bins. To address the running water issue with the men's urinal, a new syphon and a cistern sensor has been installed. The cupboard door in the main Hall has been re-hung.
Income for April: £4,486.87, predicted income for May: £3,636.25.

Members gave consideration to 3 separate requests received for the erection of banners on the Village hall car park fence.

Resolved: The banner for the Scarecrow trail to located on the Common Rec fence and not the village hall car park.

Resolved: The banner for the Produce Show could be displayed for the day of the event only.

Resolved: The banner for the Village market is permitted for erection on the car park fence.

The Facilities officer advised that the front main door was not locking and required attention. Record doors are to be contacted as soon as possible.

b) Burghfield Sports Pavilion

A request for use of Burghfield Sports Pavilion has been received for Burghfest to be held on the weekend of 27th & 28th September. A detailed proposal was presented for members review & consideration.

Resolved: To grant permission for the use of the Sports Pavilion for Burghfest for the weekend of 27/28th September. All required documentation is to be obtained prior to the event.

The contractor has completed the repairs to the existing heating system, removing the thermostats in all zones and reduced the room temperature. A weather responsive unit and wi-fi system has

been installed providing remote control of the system.

c) Common & Hatch Allotment sites

Invoices and tenancy agreements have been distributed with a questionnaire on security at the Common Allotments.

Maintenance work is scheduled at the common allotments imminently, with plots that are in demand being first in line. Further to the rent review, available plots and the waitlist numbers are: Common Allotments - 17 plots available, 5 Residents on the waitlist, 16 Non-residents.

Hatch Allotments - 2 plots available for residents, 3 Non-residents on the waitlist.

Plots have been offered to residents on the waitlist first. Once residents have had the opportunity to view, the plots will be offered to non-residents. No issues have been reported at the Hatch.

i) To receive an overview of the questionnaire responses received regarding security at the common allotments

Members received an overview of the returned questionnaires regarding the security at the Common allotment site. A total of 20 questionnaires were returned out of 99 having been sent out. Resolved: No further action is to be undertaken at present in relation to increasing security.

The hedge line on the perimeter of the common allotment site is to be reviewed by the councils appointed tree surgeon to in-fill the gaps.

Comments were made in relation to an increase in ASB within the parish as a whole. Residents are to be encouraged to report incidents via the 101 online reporting system.

ii) To confirm dates for allotments surgeries during 2024

Cllr Kitson advised that plot holders were investigating an allotments association to provide an improved channel of communication. It was therefore determined to wait to be advised of the group prior to setting any future dates for allotment surgeries.

Parish Cllr representation at any association meetings and allotment events is to be considered.

d) Burghfield Burial Ground

A site meeting was held with the ground maintenance team due to issues with access and ground conditions due to the weather experienced to date. The recent dry spell will enable the right machinery to access site and undertake the required maintenance. The council have been thanked for their patience and understanding on the matter.

5.0524 Health & Safety

i) To give consideration to any H&S issues identified and determine the required action

A list of the areas of responsibilities falling under Health & Safety for both the Village Hall and Sports Pavilion is to be devised and presented at the next meeting for review.

6.0524 Environment & Sustainability

i) To receive a report regarding environmental work in the parish and plan future projects impact to reduce BPC's carbon footprint and promote sustainability

Members gave consideration to the request presented by District Cllr Carter in relation to the provision of mini recycling units within the parish. Due to accessibility for the emptying of the units, a suitable location on parish owned land could not be determined by members present.

Resolved: To liaise with both Asda/Esso petrol Station and the Willink Leisure Centre to determine whether a suitable location could be found.

Members gave consideration to the installation of EV charging points at the village hall. Due to limited parking space, members determined it was not a suitable location. No further action.

7.0524 Finance

i) To receive a monitoring report

Amendments are being implemented to the accounting system to reflect the financial responsibilities of the committee more accurately. A report is to be presented once the amendments have been successfully incorporated

8.0524 Future Agenda items & Items for Information Only

No further items were identified.

Close of meeting 20.28pm.