

THATCHAM TOWN COUNCIL
Minutes of a meeting of the
Recreation and Amenities Committee
held on Monday 16th September 2024 at 19:00hrs
in the Council Chamber, Brownsfield Road, Thatcham

- Present:** Councillor Tom McCann (Chairman)
Councillors John Boyd, Mike Cole, Jeremy Cottam, Owen Jeffery,
Mark Lillycrop and Ben Schiffer-Harte
- In attendance:** Mel Taylor (Town Clerk) and Claire Chang-Walker (Project Manager)
- RA/2024/24 APOLOGIES FOR ABSENCE**
Apologies for absence were received from Councillors Suzanne Adamantos and Simon Pike.
- RA/2024/25 DECLARATIONS OF INTEREST**
There were no declarations of interest.
- RA/2024/26 MINUTES**
RESOLVED to take as read and confirm as accurate, the Minutes of the meeting held on 17th June 2024.
- RA/2024/27 INCOME / EXPENDITURE COSTS**
Committee reviewed and noted income and expenditure for this Committee's budgets for the financial year to date.
- RA/2024/28 ENVIRONMENTAL WORKING PARTY**
RESOLVED to adopt the Minutes of the Environmental Working Party meetings held on 23rd July 2024 and 3rd September 2024.
- RA/2024/29 LONDON ROAD CEMETERY – BABY MEMORIAL GARDEN**
Having previously discussed the proposed installation of a baby memorial garden at London Road Cemetery, and with full funding secured, Committee considered approving the installation. If approved, construction would commence in January 2025.
- RESOLVED** to approve the installation of a baby memorial garden at London Road Cemetery and to record thanks to Officers for pursuing and fulfilling the original proposal.
- RA/2024/30 KENNET HEATH – INSTALLATION OF GOAL POSTS**
Committee noted that a set of goal posts for informal recreational football were installed at Kennet Heath open space over the school holidays, funded from a grant from West Berkshire Council's Let's Get Active fund. Approval was obtained in line with Financial Regulations, in order to expediate the installation to maximise usage during the school holidays.
- RA/2024/31 PUBLIC CONVENIENCES – INSTALLATION OF WATER FOUNTAIN**
Committee considered a report from the Place Manager regarding the proposed installation of an external water fountain at the public conveniences in The Broadway.
- RESOLVED** to approve installation of an external water fountain at the public conveniences in The Broadway, at a cost of £1,219, funded from Community Infrastructure Levy funds held.
The use of CIL funds was approved by the Chairman and Vice Chairman of the Finance & General Purposes Committee who were present at the meeting.

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- RA/2024/32 GROUNDS MAINTENANCE CONTRACT**
 Committee noted that the current Grounds Maintenance Contract would expire on 3rd January 2025.
- RESOLVED** to establish a Working Party with the below Terms of Reference, and that Councillors Cole, Cottam and McCann be appointed to the Working Party, with an invitation extended to other Councillors.
- Terms of Reference:
 To oversee the Grounds Maintenance contract tender process, working with Officers to: review and update current specifications; review and score tenders received; and recommend a contractor to be awarded the new contract.
 The Working Party shall make recommendations to the Recreation & Amenities Committee.
 Membership: 4
 Quorum: 3
- RA/2024/33 APPROVED WORKS PROGRESS REPORT**
 Committee noted a progress report on previously approved works.
- RA/2024/34 APPROVAL OF PAYMENTS**
RESOLVED to approve BACS payments due from the Imprest account (appendix I).
- RA/2024/35 EXCLUSION OF PRESS AND PUBLIC**
RESOLVED that, in view of the commercially sensitive nature of the business to be transacted, it was advisable in the public interest that the press and public be temporarily excluded, and they were instructed to withdraw.
- RA/2024/36 PLAY AREA SURFACE WATER DRAINAGE**
 Committee considered a report from the Facilities Manager regarding remedial work to address surface water drainage issues at Kennet Heath Play Area.
- RESOLVED** to appoint TL Contracting to undertake remedial works to address drainage issues at Kennet Heath Play Area, at a cost of £10,452.45, funded from Community Infrastructure Levy receipts held.
 The use of CIL funds was approved by the Chairman and Vice Chairman of the Finance & General Purposes Committee who were present at the meeting and who had been in communication with the Facilities Manager throughout the work assessment.

There being no further business the Chairman declared the meeting closed at 19:51hrs.

Signed: _____

Date: _____