

3rd July 2018

Minutes of the proceedings of the **AMENITIES COMMITTEE** meeting held on this day in the **COUNCIL CHAMBER, TOWN HALL, WOKINGHAM** from 7:30pm to 9:26pm.

PRESENT

Cllrs N J Campbell-White (Chairman), Mrs A N Drake, Ms L Forbes, C R George (Vice-Chairman), M S Monk and M L Richards

IN ATTENDANCE

Amenities Officer (AO)
Buildings and Grounds Officer (B&GO)

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received and accepted from:

Cllr T J Lack
Cllr J P McGhee-Sumner (the Mayor)
Cllr S Odedra
Buildings and Grounds Officer (B&GO)

MEMBERS' INTERESTS (Agenda Item 2)

There were no declarations of interests from members.

QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 3)

There were no questions from councillors or members of the public.

MINUTES OF PREVIOUS MEETING (Agenda Item 4)

It was proposed by Cllr Ms L Forbes and seconded by Cllr Mrs A N Drake and it was

RESOLVED
29770a

that the minutes of the Amenities Committee meeting held on 6th March 2018 (pages 15584 to 15591) be received as a true and correct record and they be confirmed and signed by the Chairman.

ACTION: AMENITIES OFFICER

MONITORING REPORT (Agenda Item 5)

The Chairman and AO updated the Committee on how the work to deal with the items on the monitoring report dated 27th June 2018 is progressing.

Item 88: the Chairman said that he has not been able to meet with Wokingham Borough Council (WBC) executive members about WBC's decision to refuse Wokingham Town Council permission to install a bench on the corner of Glebelands Road and Clare Avenue. He said he will do so and report back to the Committee at its 5th September 2018 meeting.

ACTION: CLLR N J CAMPBELL-WHITE

Item 101: this matter will be considered under agenda item 10.

Item 113: the AO said that the B&GO is still waiting for a layout plan with specifications from the Events Coordinator. It has become clear that specialist help from a kitchen design company is needed to make best use of the limited space in the kitchen.

Cllr Ms L Forbes and Cllr C R George both said they have considerable experience in kitchen design. The Chairman instructed the AO to ask the Events Coordinator to contact these councillors to enlist their assistance.

ACTION: AMENITIES OFFICER

Cllr M S Monk was thanked for his offer of help. The Chairman felt that two councillors was sufficient to assist the Events Coordinator.

Item 114: the Chairman said that local residents continue to press him about the installation of reinforced plastic mesh on the grass footpath across Viking Field. He explained that the B&GO is finding it difficult to obtain quotations but is working diligently to do so. The Chairman said that if the Committee waits until its 5th September 2018 meeting to appoint a contractor this may be uncomfortably close to the start of worsening weather.

It was proposed by Cllr M S Monk and seconded by Cllr Ms L Forbes and it was

**RESOLVED
29770b**

that the Chairman, B&GO and AO meet as soon as possible to engage a contractor providing the requisite number of quotations are received and a quotation(s) of around £6,000 fully meets the works specification.

ACTION: BUILDINGS AND GROUNDS OFFICER

Any decision taken will be fully reported to the Amenities Committee at its 5th September 2018 meeting.

ACTION: AMENITIES OFFICER

Item 115: the AO said that the installation of a separately metered water supply to the Courtyard and Piccolo Arco restaurants is underway.

Item 116: the Chairman explained that the contractor appointed to install a ladder to the Town Hall loft space is struggling to have one made to WTC's specification. He said that the B&GO is continuing to work with the contractor to find a manufacturer who will make one to order.

ACTION: BUILDINGS AND GROUNDS OFFICER

Item 117: the AO said that he has discussed with LITE the installation of power indicators onto all of WTC's Christmas lights outlets. However, this and other matters pertaining to Christmas lights needs to be discussed on site with the contractor. This will be done as soon as the town centre improvement works are completed.

ACTION: AMENITIES OFFICER

Item 118: this matter will be considered under agenda item 7.

Item 119: the Chairman said that the local Rotary clubs he has spoken with have no real interest in joining with Wokingham Lions Club to have their name displayed on a purpose built board somewhere in Wokingham town centre. It would be intended for all participating organizations to share the costs of purchase and any planning consent requirements.

The Chairman undertook to contact Wokingham 41 Club and Windsor Forest Unicorn Club to seek their view on participating.

ACTION: CLLR N J CAMPBELL-WHITE

The AO was instructed to write to Wokingham Lions Club to apprise it of the aforesaid. Within this communication he is to indicate that other opportunities to publicize the excellent charitable work undertaken by such local organizations may present themselves in the future.

ACTION: AMENITIES OFFICER

Item 122: work to install French drains across Joel Park commenced on 2nd July 2018.

Item 123: the AO said that as instructed he applied, on behalf of WTC, to One Stop Stores' (OSS) community fund for money to replace WBC's bench at Heron Park play area. Also as instructed the AO ordered a bench from David Ogilvie Engineering Ltd in early June 2018. This because OSS may take up to six months to consider WTC's application. The delivery lead time for the bench is six to eight weeks; WBC will install it. If the application to OSS is successful the funding received will be used to offset WTC's spending.

Cllr Ms L Forbes said that she is continuing to ask Morrisons Supermarket, Woosehill, to provide a bench for the Heron Park play area.

ACTION: CLLR MS L FORBES

GRAFFITI WORKING PARTY (Agenda Item 6)

Cllr Ms L Forbes said that two Wokingham secondary schools will present the results of their graffiti projects to Wokingham town councillors in the autumn.

The Chairman said that it had been intended to hold these presentations in the hour prior to the Full Council meeting on 23rd October 2018. However, as this day falls within the schools' half-term break it is necessary to find an alternative date. Ms L Forbes will inform councillors of this date in the near future.

ACTION: CLLR MS L FORBES

Councillors were urged to support the efforts of the schools and the work of WTC's Graffiti Working Party by attending this forthcoming evening.

The AO said that a contractor has successfully removed some fresh and some old graffiti from the front projection above Wokingham Décor, Peach Street and from several surfaces on Broad Street Walk.

He reported that WBC has finally removed the graffiti from the sign at the entrance to the Plaza, Denmark Street. He also said that the property management company responsible for Bay Tree House, 44 Rectory Road has promised to paint over the graffiti which has recently appeared on its boundary fence. Some brick walls in Woosehill will also be painted to cover graffiti if a reasonable price can be obtained from a contractor.

ACTION: AMENITIES OFFICER

The AO asked councillors to let him know if they notice graffiti within the town boundary.

NEW PLAY AREA AT ELMS FIELD (Agenda Item 7)

The emails from Mr D Smith, WBC, dated 21st June and 27th June 2018 about the use of robinia wood and a failed piece of play equipment at Dinton Pastures respectively, were received and considered.

The AO said that representatives from All Play, the company chosen by WBC to provide the new play equipment at Elms Field, met with members of WBC's regeneration team, the Town Clerk and other WTC officers on 24th May 2018.

All Play presented their ideas for the equipment which in the main are products from Huck Ltd, its parent company and from Spiel Bau. Recommendations were made by the council attendees which All Play undertook to incorporate in a revised design.

A presentation of this revised design to Wokingham town councillors is to be arranged for late July 2018.

ACTION: AMENITIES OFFICER

The AO said that WBC is seeking PiPA accreditation from Inclusive Play for the Elms Field play area. Inclusive Play's initial response has been very positive.

Councillors were reassured by Mr D Smith's email about the use of robinia wood by many play equipment companies. It was noted that Spiel Bau products have Programme for the Endorsement of Forest Certification which is awarded where wood is sourced from forests which are sustainably managed. The products also have TUV Rhineland certification which means they meet the exacting European standard EN1176 (2008) – the most rigorous standard for play equipment.

Councillors noted that the problem with one piece of play equipment at Dinton Pastures was not caused by the use of robinia wood. The AO pointed out that the equipment at Dinton Pastures came with a five year guarantee period which is very short for play equipment.

Councillors are eager for WTC to receive sufficient funding from WBC for ongoing maintenance of the play area and play equipment at Elms Field once the Town Council assumes responsibility for it.

ACTION: TOWN CLERK

THAMES AND CHILTERN IN BLOOM ENTRY 2018 (Agenda Item 8)

Notes from the Market and Bloom Officer were received and considered. The Chairman said that the town has entered Thames and Chilterns in Bloom in 2018 after a break in 2017. The entry was on the assumption that the Market Place improvement works were completed in spring 2018. He said that this continuing disruption is a significant challenge for a successful entry. He sought to temper councillors expectations of matching the awards achieved in past years.

Councillors acknowledged these difficulties but are pleased that the town has entered the competition.

Cllr Ms L Forbes noted that the efforts of the Graffiti Working Party in tackling the scourge of graffiti across the town will be pointed out to the judges.

WOKINGHAM TOWN COUNCIL'S RISK REGISTER (Agenda Item 9)

The relevant extract from WTC's risk register was received and considered. The Chairman invited councillors to comment on any or all aspects of the risk register.

When asked, the AO said that the register is revised on a regular basis as circumstances emerge and change. He said that WTC officers compiled it and that councillors provide oversight.

The Chairman said he thinks the risk and impact of fly-tipping in the open spaces section needs to be revised upwards.

ACTION: TOWN CLERK/ RESPONSIBLE FINANCIAL OFFICER

It was proposed by Cllr Ms L Forbes and seconded by Cllr Mrs A N Drake and it was

**RESOLVED
29771**

to accept the risk register as received with the exception of the fly-tipping entry.

ACTION: TOWN CLERK/ RESPONSIBLE FINANCIAL OFFICER

UPDATE ON PROPOSED NEW ALLOTMENT SITE AT MULBERRY GROVE (Agenda Item 10)

The AO reminded councillors that WTC will only assume responsibility for the new allotment site at Mulberry Grove once all of the following conditions are met:

- 1) WBC signs off the site once all planning consent conditions are deemed to have been fulfilled
- 2) All of WTC's site set-up specifications are met
- 3) The quality, condition and depth of topsoil meets with British Standard BS3882 (2015)
- 4) The drainage capacity of the soil is deemed to be satisfactory
- 5) The legal transfer of the site from the developer to WTC is successfully concluded.

ACTION: AMENITIES OFFICER

The AO said that due to the holiday arrangements of a number of individuals involved with this project, it is to be expected that the handover of the site will take at least another month or six weeks.

He also advised councillors to expect a significant turnover of tenants in the initial months as the hard work and commitment needed to successfully allotment garden hits home.

POTENTIAL PROJECTS AND FUNDING REQUESTS FOR FINANCIAL YEAR 2019-20 (Agenda Item 11)

A copy of the Amenities plan was received and considered.

The AO reminded councillors that bids for funding for the Amenities Committee for 2019-20 have to be finalised at its November 2018 meeting.

The Chairman said that the proposed replacement of the three existing boilers by two modern ones is proving to be more complex than originally thought. He said that both he and the B&GO believe that an independent industrial engineer with relevant gas-fired power systems installation experience should be engaged to draw up a comprehensive design and installation specification for these new boilers. This specification would then be the basis of WTC's listing on central government's Contracts Finder website.

ACTION: BUILDINGS AND GROUNDS OFFICER

The Chairman explained that the requirement for a different flue arrangement, within the constraints imposed by the Victorian town hall, is significantly adding to the complexity of the design, and the engineering challenges. Therefore, it is likely that the work will be carried out in summer 2019.

He confirmed that an increased gas supply into the town hall has been achieved along with the installation of a new meter. He calculated that the whole project will cost around £70,000 not the previously estimated £40,000. Cllr M S Monk expressed his surprise at this estimate based on his own experience of large boiler replacement at his hotel. The Chairman asked him to provide the B&GO with contact details of the contractor he employed.

ACTION: CLLR M S MONK/ BUILDINGS AND GROUNDS OFFICER

Other projects and budgets to be considered are:

- refurbishment of Woosehill community hall: possible cost £60,000
- resurfacing of and extension to Joel Park play area: possible cost £47,000
- holding the graffiti budget at its current level
- increasing the allotments maintenance budget to reflect the additional site: possible cost £900
- increasing the hanging basket contract budget to anticipate more floral displays once the Market Place improvement works and Peach Place development is completed: possible cost £3,000
- increasing the Christmas lights contract budget as per the hanging baskets contract: possible cost £4,000
- hire of a small van for WTC's groundsman for his litter-picking and other duties, thus removing the use of his personal vehicle: possible cost £2,000

On this latter point councillors want the hiring costs of an electrically powered vehicle to be investigated now that WBC, Shute End has a charging point.

ACTION: BUILDINGS AND GROUNDS OFFICER

The Chairman invited councillors to consider other projects and to raise them at 5th September Amenities Committee meeting.

ACTION: AMENITIES COMMITTEE COUNCILLORS

Cllr M S Monk left the meeting at 9:15pm.

The AO reminded councillors that the Amenities plan includes the installation of external uplighting for the upper floor of the town hall building at an estimated cost of £45,000.

Cllr C R George expressed his concern about this. He said that he understood that this would be carried out as part of the Market Place improvement work and would be funded by this work's contingency budget. He said that he opposed the Amenities Committee taking on the responsibility for and financing of the lighting.

The AO advised him to raise this matter at the next meeting of the Market Place Improvements Working Party and with the Town Clerk.

ACTION: CLLR C R GEORGE/ TOWN CLERK

AMENITIES COMMITTEE INFORMATION (Agenda Item 12)

No matters were raised by councillors for inclusion on any subsequent Amenities Committee agenda.

The meeting closed at 9:26 pm.

CHAIRMAN