

23rd May 2017

Minutes of the proceedings of the **AMENITIES COMMITTEE** meeting held on this day in the **COUNCIL CHAMBER, TOWN HALL, WOKINGHAM** from 7:30pm to 9:17pm.

PRESENT

Cllrs M A Ashwell (Vice-Chairman), Ms L Forbes, T J Lack,
P M Lucey (The Mayor), C D Moore, S Odedra and M L Richards

IN ATTENDANCE

Amenities Officer (AO)

In the absence of Cllr N J Campbell-White, Vice-Chairman Cllr M A Ashwell assumed the chairmanship of the meeting.

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received and accepted from:

Cllr N J Campbell-White (Chairman)
Cllr C R George
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.

Cllr M A Ashwell drew the Committee's attention to item 13b on the agenda. He said that this was an opportunity for councillors to propose items for forthcoming agendas rather than an open forum for 'any other business'.

MINUTES OF PREVIOUS MEETING (Agenda Item 4)

It was proposed by Cllr T J Lack and seconded by Cllr Ms L Forbes and it was

**RESOLVED
29541**

that the minutes of the Amenities Committee meeting held on 1st March 2017 (pages 15317 to 15325) 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 AO updated the Committee on how the work to deal with the items on the monitoring report dated 18th May 2017 is progressing.



Item 88: the AO reiterated that Wokingham Town Council (WTC) has not received any recent requests to place a memorial bench around the wider town area. Therefore, the most likely source of a seat for the junction of Clare Avenue and Glebelands Road is the relocation of a bench from around the Town Hall during the forthcoming Market Place improvement works. He said that Mrs. S Farrington, who made the original request, has been kept informed as matters have progressed.

Item 98: the AO was instructed to remove this matter from the monitoring report.

ACTION: AMENITIES OFFICER

Item 99: the AO said that the work to improve the drainage at the entrance to Redlands Farm Park was completed in April 2017. He was instructed to remove this matter from the monitoring report.

ACTION: AMENITIES OFFICER

Item 100: the AO said that the B&GO will report to the Committee on the progress of the improvement works at Woosehill Community Hall at the 4th July 2017 Amenities Committee meeting. The works are detailed in the minutes of the 1st March 2017 meeting.

ACTION: BUILDINGS AND GROUNDS OFFICER

Item 101: the Chairman said that this matter has a separate agenda item.

Item 103: the Chairman said that this matter has a separate agenda item.

Item 104: the AO said that he will report on this matter at the 4th July 2017 Amenities Committee meeting.

Item 105: the AO said that the B&GO has met with Peter Baveystock, Wokingham Borough Council (WBC), Cleaner and Greener. Mr. Baveystock said that WBC does not have any funds to extend the footpath on the Morrisons supermarket side of the stream. His view is that a footpath extension on the other side of the stream would be of greater use. Mr. Baveystock has undertaken to investigate the availability of strategic development location 'green routes' funding for this.

ACTION: BUILDINGS AND GROUNDS OFFICER

Item 106: the AO is to arrange to meet with Cllr T J Lack at St. Paul's Gate allotments to decide on the most cost-effective means of reducing the detrimental effect of boundary trees at the site.

ACTION: AMENITIES OFFICER

Item 107: the AO said that the Main Hall Redecoration Working Party is to meet on Thursday 1st July 2017. The B&GO has received some quotations from specialist contractors for the removal, storage and redisplay of the larger paintings and artefacts.

ACTION: BUILDINGS AND GROUNDS OFFICER

Item 108: the AO explained that work to ascertain whether the existing door entry keypads on the Town Hall building can be programmed to work with multiple codes has not been concluded. He assured councillors that the B&GO would have a definitive answer at the next meeting.

ACTION: BUILDINGS AND GROUNDS OFFICER



The councillors said that, notwithstanding this, if it is possible, the B&GO should programme the keypads with separate codes for different users at the earliest opportunity.

ACTION: BUILDINGS AND GROUNDS OFFICER

Item 110: the AO said that WTC has received permission from neighbouring parish and town councils to add, when requested, their residents to WTC's allotments waiting list. He was instructed to remove this matter from the monitoring report.

ACTION: AMENITIES OFFICER

GRAFFITI AROUND THE TOWN CENTRE AND ELSEWHERE IN WOKINGHAM (Agenda Item 6)

Cllr Ms L Forbes said that it has become apparent that the local police team, because of other priorities, is unable to provide the level of support and focus on graffiti across the town which she had hoped would be forthcoming.

Despite this she said there is a real opportunity for WTC to make inroads into this pernicious problem.

The feasibility of displaying signs indicating the presence of surveillance camera recording at graffiti hotspots was discussed. As was ring-fencing some of WTC's anti-graffiti budget as prizes for schools which engage with WTC's anti-graffiti work. The notion of over-painting graffiti with a recognizable logo or brand mark was also raised.

The Chairman suggested that these and related matters could be discussed at greater length by a graffiti working party. Cllr Ms L Forbes undertook to meet with Cllr N J Campbell-White and Cllr T J Lack to work up proposals for effective anti-graffiti measures.

ACTION: CLLR MS L FORBES

These recommendations and proposals are to be presented at the 4th July 2017 Amenities Committee meeting.

ACTION: CLLR MS L FORBES / AMENITIES OFFICER

Cllr S Odedra said that these actions are entirely laudable. However, he noted that he has made attempts in the past to engage with local schools on projects without success.

The AO said that BT has confirmed that it will paint over the graffiti on seven of its street cabinets in the town. The AO said that this was welcome news. However, it has taken three letters to the BT chairman over the course of many weeks to arrive at this position.

The AO said that Wokingham Fire Station has undertaken to paint over the graffiti on its fence by the footpath which leads from Denton Road to Easthampstead Road car park. He also said that he has written to a number of town centre businesses to ask them to deal with the graffiti on their premises.

He said that the owners of retail stores near the Emmbrook schools have been telephoned about the graffiti on their buildings. Each one said they are not



prepared to deal with this again on the grounds of cost and their certainty that it would reappear very quickly.

The chairman said that the Graffiti Working Party could consider whether WTC should provide financial help in this instance. In the same vein other councillors raised the issue of graffiti on the walls and fences of residential properties.

ACTION: CLLR MS L FORBES

Cllr T J Lack undertook to talk to a resident living on Heron Road about the graffiti on his or her boundary wall.

ACTION: CLLR T J LACK

PROPOSED DEVELOPMENT OF ELMS FIELD PLAY AREA (Agenda Item 7)

The chairman said that WTC is still waiting for a formal response from WBC's town centre regeneration team regarding WTC's submission about the proposed new play area on Elms Field. He explained that the team has been concentrating on the recently launched proposals for the second phase of the Carnival Pool site. He said that a response to WTC's submission would be provided for the 4th July 2017 Amenities Committee meeting.

ACTION: AMENITIES OFFICER

AMENITIES COMMITTEE SPENDING 2017-18 YEAR TO DATE (Agenda Item 8)

The relevant extract from the 2017-2018 budget detail by centre report dated 30th April 2017 was received and considered.

Councillors asked why several cost codes had negative amounts in the actual year to date column. The AO explained that these are accruals from the 2016-2017 accounts whereby goods and services have been received but not been invoiced.

Cllr P M Lucey left the meeting at 8:17pm.

AMENITIES COMMITTEE OBJECTIVES (Agenda Item 9)

When asked, the AO explained that the specific success criteria against the objectives has been met.

The councillors acknowledged that the 2016 objectives were valid in that they were specific and measurable and covered a broad range of the activities undertaken by the Amenities Committee. However, it was felt that they did not encompass all that the Committee undertook in the widest sense. The campaign against graffiti was cited as an example.

In order to represent the fullest breadth of activities all councillors were asked to formulate objectives which they would like to see and to send these to the AO in advance of the next meeting.

ACTION: AMENITIES COMMITTEE COUNCILLORS

The AO was instructed to collate these and to present them to councillors at the 4th July 2017 Amenities Committee meeting.

ACTION: AMENITIES OFFICER



The AO suggested that the objectives written by councillors should be specific and with measurable success criteria attached to them.

PROVISION OF NEW ALLOTMENTS WITHIN THE TOWN OF WOKINGHAM (Agenda Item 10)

Report 01/2017-2018 dated 11th May 2017 from the Amenities Officer was received and considered.

The AO said that the new allotment site on the Kentwood Farm West residential development was likely to be available for occupancy early in 2018. In view of this the process of publicizing availability of the plots has begun.

ACTION: AMENITIES OFFICER

Councillors noted that the S106 money for improvements to WTC's existing allotment sites depends on completed dwellings trigger points at the Montague Park development.

SUBSTANTIAL CRIMINAL DAMAGE AT ORMONDE ROAD ALLOTMENT SITE AND REMEDIAL MEASURES TAKEN (Agenda Item 11)

The AO said that work to improve the security at WTC's Ormonde Road allotments site is ongoing. Since the previous Amenities Committee meeting the number of dummy video surveillance cameras at Ormonde Road has increased to eight; four boundary trees have been removed; two signs have been relocated; one fully operational video surveillance camera has been installed by the entrance. This camera records continuously for thirty days and then overwrites.

Since intruders were apprehended by the police there have not been any further incidents of criminal damage at the site.

In order to mitigate the loss of the aforementioned trees the AO is working with allotment tenants to plant a 100 metre long mixed thorn hedge by the railings on Barkham Recreation Ground. WBC has given WTC permission to do this in the autumn of this year and the Woodland Trust has indicated that it will provide the whips free of charge.

ACTION: AMENITIES OFFICER

The councillors expressed their continuing gratitude for the support WTC is receiving from many Ormonde Road allotment tenants.

RECENT ILLEGAL INCURSION ONTO JOEL PARK (Agenda Item 12)

The AO recounted the sequence of events which began when 'travellers' illegally occupied some of Joel Park and ended with their removal by means of a police issued Section 61 notice.

The incident started at 10pm on Wednesday 3rd May 2017 and ended in the afternoon of Friday 5th May when the site was cleaned by WBC's OCS contractor and the missing barrier post was reinstated.

Councillors expressed their gratitude for the police's prompt and efficient action and for the Town Clerk's excellent communications with local residents during the illegal occupancy.



AMENITIES COMMITTEE INFORMATION (Agenda Item 13)

- (a) The AO advised councillors that the date of the forthcoming allotments open day has been changed from the 19th to 12th August 2017.
- (b) The Chairman asked each councillor for suggestions for items for the next Amenities Committee agenda. No pressing matters were raised. Cllr T J Lack was asked to take his idea for augmenting WBC's town centre street cleaning directly to the Town Clerk.

ACTION: CLLR T J LACK

EXCLUSION OF THE PRESS AND PUBLIC (Agenda Item 14)

It was proposed by Cllr Ms L Forbes and seconded by Cllr T J Lack and it was

**RESOLVED
29542**

that in view of the confidential commercial nature of the business about to be transacted, it is advisable, in the public interest, that the press and public be temporarily excluded and that they are asked to withdraw.

PART II

MARKET RELOCATION FEES (Agenda Item 15)

Report 07/2017-2018 dated 15th May 2017 from the Town Clerk was received and considered.

The Chairman outlined the range of options contained in the report regarding a potential reduction to the fees charged to market traders whilst the market operates from a temporary location.

Councillors recognized that it is incumbent on WTC to incentivize its market traders to remain loyal over the course of the Market Place improvement works. Several councillors felt that any reduction in market fees should be linked to enforceable guarantees of loyalty from the traders.

After much discussion of an appropriate reduction which did not dramatically erode WTC's market revenue

it was proposed by Cllr T J Lack and seconded by Cllr Ms L Forbes and it was

**RESOLVED
29543**

- a) to offer a reduction of 20% on market trading fees whilst the market is temporarily relocated to the Erfstadt Court area
- b) the Market Place Working Party should consider if it is appropriate to attach any conditions to this reduction and, if so, what they should be.

ACTION: RESPONSIBLE FINANCE OFFICER / TOWN CLERK

TREE WORKS REQUIRED IN PARKS, OPEN SPACES AND ALLOTMENTS (Agenda Item 16)

Report 01/2017-2018 dated 18th April 2017 from the Buildings and Grounds Officer was received and considered.

The councillors expressed their gratitude for the B&GO's recommendations.



It was proposed by Cllr M A Ashwell and seconded by Cllr S Odedra and it was

**RESOLVED
29544**

- to appoint contractor A for the tree works at Joel Park and Holt Copse for £9,700.00
- to appoint contractor C for the tree works at Redlands Farm Park for £1,315.00
- to appoint contractor D for the tree works at King George V Playing Field, Howard Palmer Gardens and all WTC allotment sites for £2,350.00
- to appoint contractor E for the tree works at Leslie Sears Playing Field and Viking Field for £4,100.00
- to appoint contractor F for the tree works at Langborough Recreation Ground for £2,290.00

ACTION: BUILDINGS AND GROUNDS OFFICER

The AO said that the contractors are as follows:

- A Scottscape Tree Surgery
- C Cedardale Arbicultural Specialists
- D Heartwood Tree surgery
- E Beechwood Tree Surgery
- F Gristman Tree Surgery

The meeting closed at 9:17pm.

CHAIRMAN

