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16th January 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 9:25pm.

PRESENT

Cllrs N J Campbell-White (Chairman), Ms L Forbes, C R George, C D Moore, M L Richards and T J Lack

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 P M Lucey (the Mayor)

A member of the public, Mr P Allen, was present. He was welcomed by the Chairman.

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 T J Lack and it was

**RESOLVED
29669**

that the minutes of the Amenities Committee meeting held on 7th November 2017 (pages 15460 to 15468) be received as a true and correct record and they be confirmed and signed by the Chairman.

It was proposed by Cllr N J Campbell-White and seconded by Cllr C R George and it was

**RESOLVED
29670**

that the minutes of the Extraordinary Amenities Committee meeting held on 21st November 2017 (pages 15473 to 15475) 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)



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The Chairman, AO and B&GO updated the Committee on how the work to deal with the items on the monitoring report dated 10th January 2018 is progressing.

Item 88: the Chairman said that he has discussed Wokingham Borough Council's (WBC) refusal to sanction Wokingham Town Council (WTC) installing a bench at the junction of Glebelands Road and Clare Avenue with Mr C Bowring, WBC Executive Member for Highways and Transport. The Chairman intends to resume this discussion with Mr Bowring at the end of January when Mr Bowring returns from holiday.

ACTION: CLLR N J CAMPBELL-WHITE

Item 100: the B&GO confirmed that the refrigerator in the kitchen at Woosehill Community Hall has been replaced, the stairs and landing have been redecorated and that the floor in the upper hall has been stripped back and polished. He said that the upstairs hall and committee room will be redecorated by WTC's caretaker in the near future.

ACTION: BUILDINGS AND GROUNDS OFFICER

Item 101: this matter will be considered under agenda item 14.

Item 105: the B&GO said that there has been no further progress with the installation of a hard-standing footpath at the rear of Morrisons supermarket. Councillors asked how firm WBC's commitment is to this project?

ACTION: BUILDINGS AND GROUNDS OFFICER

Item 107: the B&GO confirmed the engagement of various contractors for decoration works to the main hall and committee room and that the removal from and storage of the artefacts in the Council Chamber and Main Hall is set for Wednesday 17th January 2018. The AO was instructed to remove this item from the monitoring report.

ACTION: AMENITIES OFFICER

Item 108: the B&GO said that despite following the manufacturer's instructions it was proving difficult to set multiple entry codes on the keypad which operates the sliding doors at the Town Hall. Councillors suggested that changing the keypad to one which is easier to operate may be the solution to this problem.

ACTION: BUILDINGS AND GROUNDS OFFICER

The B&GO observed that there has been no recent incidents of unauthorised access into the Town Hall via these doors.

Item 111: the AO said that thanks to the efforts of some Ormonde Road allotment tenants in collaboration with offenders serving unpaid work orders the four hundred or so hedging whips were planted by the Ormonde Road allotment railings on Barkham Recreation Ground in mid-November 2017. He reported that around fifteen of them were vandalised over the weekend of 13th and 14th January 2018. These will be replanted in the soil by the AO.

ACTION: AMENITIES OFFICER

The AO was instructed to remove this item from the monitoring report.

ACTION: AMENITIES OFFICER

Item 112: the Chairman said that for 2018 all Community Infrastructure Levy (CIL) funding from the housing developments near Joel Park has been



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earmarked for the Market Place improvement works. However, if the rate at which dwellings are completed increases some CIL funding might be available for the resurfacing and expansion of Joel Park's play area in 2019. As this matter is on the Amenities Committee's project plan the AO was instructed to remove it from the monitoring report.

ACTION: AMENITIES OFFICER

Item 113: the B&GO said that WTC's Events Coordinator is working on a revised layout for the Town Hall kitchen. When this is prepared the B&GO will obtain guide prices to present to councillors.

ACTION: BUILDINGS AND GROUNDS OFFICER

Item 114: the B&GO said that he expects to receive quotations for the installation of a reinforced plastic mesh path across Viking Field in the near future.

ACTION: BUILDINGS AND GROUNDS OFFICER

Item 115: the B&GO said that when the construction works around the Town Hall move to the area between the Diamond Jubilee Room and The Information Centre the work to install separate water meters for the Courtyard and Piccolo Arco Restaurants will be linked in.

ACTION: BUILDINGS AND GROUNDS OFFICER

Item 116: the B&GO said that some quotations for improving the access to and over the Town Hall roof have been received. When they all come in the normal comparison process will be undertaken and a contractor appointed.

ACTION: BUILDINGS AND GROUNDS OFFICER

GRAFFITI WORKING PARTY (Agenda Item 6)

The notes from the Graffiti Working Party meetings held on 8th November 2017 and 11th January 2018 were received and considered.

Cllr Ms L Forbes said that the work with schools to inculcate an anti-graffiti attitude in large numbers of young people in Wokingham has begun well. Her intention is to have met with all Wokingham town secondary schools and their relevant teachers and project teams by the end of January 2018.

ACTION: CLLR MS L FORBES

She said that the Graffiti Working Party intends to engage with neighbourhood action groups, scouts, guides, cadets and other similar community and youth based organizations.

Whilst observing that the removal and permanent eradication of graffiti is a difficult problem the Chairman thanked Cllr Ms L Forbes for her drive and tenacity in tackling this and the progress she is making with the three Wokingham secondary schools.

He also extended the committee's thanks to Cllr T J Lack for his work in physically cleaning graffiti off of several places in Woosehill. Similarly the AO was thanked for his recent over-painting of graffiti in a number of locations around the town.

The AO said he contacted Network Rail earlier in the day about the offensive graffiti on the footbridge leading to and from Barkham Recreation Ground.



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ACTION: AMENITIES OFFICER

Cllr C R George said that he will send a photograph of the graffiti on the bus stop shelter opposite St. Paul's Church to the AO for action.

ACTION: AMENITIES OFFICER

AMENITIES COMMITTEE SPENDING 2017-18 YEAR TO DATE (Agenda Item 7)

The relevant extract from the 2017-18 budget detail by centre report dated 31st December 2017 was received and considered.

When asked the B&GO said that in regard to the demarcation of responsibilities for the repair and maintenance of the premises rented by businesses at the Town Hall, renters can decorate and fit out the space to their requirements and WTC is responsible for all external repairs and the maintenance of fixed internal structures and fittings.

The Chairman said that the 2018-19 budgets on the report will be considered at the forthcoming Full Council meeting.

REQUEST FROM WOKINGHAM LIONS CLUB TO AFFIX ITS LOGO TO A WOKINGHAM TOWN COUNCIL FLOWER PLANTER (Agenda Item 8)

The email from Mr P Allen dated 24th November 2017 was received and considered.

The councillors acknowledged the excellent work Wokingham Lions Club (WLC) undertake for the benefit of the local community. The large amount of money it raises through its annual May Fayre for charity is testament to this.

The Chairman asked Mr P Allen why WLC wants its logo displayed on WTC's flower planter on the London Road traffic island at the junction of London Road and Wiltshire Road. He replied that WLC felt that this was a sufficiently prominent gateway location into Wokingham on which to publicize and promote WLC.

The councillors said that this was a laudable aim. However, concerns were raised about setting a precedent – similar organizations could justifiably make the same case. Wokingham Rotary Club and the Unicorns were cited as examples.

Some concern was expressed that WLC's proposed sign was too large. It was understood that WLC do not sponsor any of the planting on this traffic island.

The committee rejected WLC's request to affix its logo to the London Road planter. However, the AO was instructed to bring proposals back to the Committee at its 6th March 2018 meeting for some form of collective display of organizations who carry out significant charitable works and fundraising in the town.

ACTION: AMENITIES OFFICER



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These proposals may include the board opposite Argos at Erfstadt Court and the grassed area on the south side of Finchampstead Road by the Carnival Pool roundabout.

ACTION: AMENITIES OFFICER

The Chairman thanked Mr Allen for coming to the meeting. Mr Allen left the room.

REQUEST FROM A WOODLEY RESIDENT TO DETECT FOR BURIED METALS IN SOME WOKINGHAM TOWN COUNCIL PARKS (Agenda Item 9)

The undated letter from Mr D Culley was received and considered.

The B&GO said that WTC has acceded to previous requests from individuals to metal detect on WTC land with the proviso that WBC guidelines for the activity are scrupulously followed.

It was agreed that Mr Culley can metal detect at Leslie Sears Playing Field and at Joel Park – but not in the adjacent Holt Copse. Permission was not granted to him to metal detect at King George V Playing Field because of the potential for damage to the football pitches.

The AO was instructed to write to Mr Culley to inform him of these decisions. It is to be stressed to Mr Culley that the B&GO is the point of contact between him and WTC and that any item found on WTC land is the property of WTC. He must also be told to water in all grass and turf he replaces to make good his digging and that any contravention of WTC's requirements by him will automatically result in WTC withdrawing its authorisation.

ACTION: AMENITIES OFFICER

CHRISTMAS TREE, MOTIFS AND LIGHTS 2017 (Agenda Item 10)

The AO's report 05:2017-2018 dated 22nd December 2017 was received and considered.

The AO confirmed that the quality of LITE's motifs and their sharp, bright light fully met expectations. He went on to outline some of the practical difficulties experienced by LITE's installer, some of which were the consequence of the Market Place improvement works. He also said that some of the motifs and tree lights on Broad Street did not work – due to a variety of circumstances.

The councillors instructed the AO to arrange for the installation of the lights early in November in 2018.

ACTION: AMENITIES OFFICER

The AO said that in order to reduce costs the timers found to be missing from lamp-columns on Rose Street were not replaced. As a consequence these 10 motifs were permanently illuminated from installation to take-down. He is not aware of WTC receiving complaints about this.

Cllr C D Moore said that the Christmas lights in the new Lexicon shopping centre in Bracknell were very appealing and that WTC should consider something similar when its Christmas lights contract is next renewed.

ACTION: AMENITIES OFFICER



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The AO outlined the conclusions in his report. Cllr C R George expressed his disappointment that so many circumstances conspired to reduce the positive impact of WTC's Christmas lights and motifs. He said that in order to mitigate the effect of power failure, whatever its cause, a socket cap should be fitted to each lights or motif plug to indicate whether it was drawing electricity or not. If these caps are attached at the end of the Christmas period and are regularly monitored it would enable any necessary repairs to be carried out before the lights are re-displayed. The AO said that he has a planned meeting with LITE's representative next week and will discuss this with him.

ACTION: AMENITIES OFFICER

It was proposed by Cllr N J Campbell-White and seconded by Cllr Ms L Forbes and it was

**RESOLVED
29671**

- 1) That as timer mechanisms fail they are not replaced so the respective lights and motifs are permanently illuminated over the Christmas period
- 2) That the lights in the trees on Broad Street which at present are draped on branches are bound and wrapped
- 3) That the coloured lights in the tree by Nat West Bank, Broad Street are replaced with bright, white lights and that these are bound to the branches
- 4) The failed lights in the trees by Santander and Nationwide, Broad Street are replaced and bound to the branches
- 5) A different, more accessible power source for the cross-street motif, Broad Street is installed.

ACTION: AMENITIES OFFICER

The AO said that this work will be undertaken from April 2018 when the 2018-19 budget is in place. The Chairman thanked the AO for his work in regard to WTC's Christmas lights.

WOKINGHAM BOROUGH COUNCIL'S ANNUAL COMMUNITY LITTER PICK EVENT MARCH 24TH/ 25TH 2018 (Agenda Item 11)

The information provided by Mrs B Warman, Performance Officer, Cleaner and Greener, Wokingham Borough Council about the community litter pick was received and considered.

Cllr T J Lack volunteered to lead this event for WTC.

ACTION: CLLR T J LACK/ AMENITIES OFFICER

Several councillors noted that they will be taking part in litter picking events in their respective wards over this weekend.

REVIEW OF RENT CHARGED TO WOKINGHAM HORTICULTURAL ASSOCIATION FOR ITS TRADING STORE AT ORMONDE ROAD ALLOTMENTS SITE (Agenda Item 12)

The AO reminded councillors that WTC charges Wokingham Horticultural Association £50.00 per annum to rent space at Ormonde Road allotments site for its trading store.

Councillors were content to leave this charge as it is for 2018.



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ACTION: AMENITIES OFFICER

COMPOST TOILET AT ORMONDE ROAD ALLOTMENTS SITE (Agenda Item 13)

The AO said the intention is not to produce compost from the waste matter because WTC has adapted how the toilet is operated. In practice it is a waterless toilet not a composting one.

He confirmed that the toilet was installed on Thursday 11th January 2018 and that it is now in use. The AO said that the monetary value of donations from Wokingham Horticultural Association (WHA), some of its individual members, and Ormonde Road allotment tenants has almost reached £800.

If the facility is well used and proves to be a success similar toilets could be considered for WTC's other allotment sites.

UPDATE ON PROPOSED NEW ALLOTMENT SITES AT MULBERRY GROVE AND KENTWOOD FARM WEST (Agenda Item 14)

The AO said that the handover of the new allotment site at Mulberry Grove is still set for late spring 2018. He said that as of this morning the site remains the Crest Nicholson compound for its building materials. He confirmed that he will redouble his efforts to ensure the site is handed over in an spade ready condition for prospective tenants.

ACTION: AMENITIES OFFICER

The AO said that the proposed allotment site at Kentwood Farm West is not scheduled to be ready for use until 2021.

PROPOSED NEW ALLOTMENT SITE AT WINNERSH FARM (Agenda Item 15)

The AO's report 06: 2017-2018 dated 3rd January 2018 was received and considered.

The Chairman outlined the thrust of the AO's report and reiterated Winnersh Parish Council's (WPC) stance. He said that regardless of WTC being involved or not in the running of this proposed site all of it should be laid out as allotments. This would allow both WTC and WPC to be flexible in the future in regard to their involvement with the site.

It was proposed by Cllr N J Campbell-White and seconded by Cllr M L Richards and it was

**RESOLVED
29672**

- 1) That WTC does not assume any responsibility for the proposed allotments site at Winnersh Farm
- 2) That it encourages WBC to convert all of the land at Winnersh Farm into allotments as detailed on WBC drawing no.SK003B
- 3) That notwithstanding resolutions (1) and (2) WTC approaches WBC to request some of the funding for off-site allotments provision for improvements to its four existing sites from Bovis Homes.

ACTION: TOWN CLERK/AMENITIES OFFICER



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POTENTIAL PROJECTS AND FUNDING REQUESTS FOR FINANCIAL YEAR 2018-19 (Agenda Item 16)

A copy of p.15466 of the minutes of the Amenities Committee meeting held on 7th November 2017 was received and considered.

The AO confirmed that the Thames and Chilterns in Bloom budget for 2018-19 has been raised to £10,000. Also that the combined graffiti removal and graffiti schools project budget has been maintained at £7,500 for 2018-19. He confirmed that the resurfacing of and extension to the Joel Park play area is on the Amenities projects plan.

The B&GO said that the work to make the access to the Town Hall roof safer has begun.

He also said that the work to replace the boilers at the Town Hall has commenced. The initial task is to upgrade the attendant gas meters. This may necessitate replacing the feed pipes from the meters to the boilers. He advised councillors that the total cost of the work will be close to the earlier estimate of £40,000.

AMENITIES COMMITTEE INFORMATION (Agenda Item 17)

Cllr Ms L Forbes asked whether WTC has considered the maintenance implications of the wooden pieces of play equipment which are set to be installed in Elms Field. She is concerned that the wooden equipment will potentially require more costly maintenance and wants to be assured that WTC will receive substantial funding from WBC to cover this. She cited the problems encountered by WBC with the wooden play equipment at Dinton Pastures.

ACTION: TOWN CLERK

At this point the Chairman said he has been advised that it would not be appropriate to consider agenda 19 – the tenders for the renewal of WTC's grounds maintenance contract.

The specifics of this tender should have been uploaded to the Crown Commercial Services Contracts Finder website. As the monetary value of the three year contract will in all likelihood exceed £25,000 it must be advertised there. The intention behind this is that many more small and medium sized enterprises will have an opportunity to tender for this and other contracts.

ACTION: AMENITIES OFFICER

It was proposed by Cllr N J Campbell-White and seconded by Cllr C D Moore and it was

**RESOLVED
29673**

that the Amenities Committee will not consider the tenders it has received for the renewal of its grounds maintenance contract until other businesses have had an opportunity to provide a tender through the Contracts Finder website.

ACTION: AMENITIES OFFICER

The AO said that the four tenders already received through WTC's standard procedures will be considered along with any others subsequently received via Contracts Finder at the 6th March 2018 Amenities Committee meeting.

ACTION: AMENITIES OFFICER



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The AO was instructed to contact the four companies who have provided a quotation to inform them about the changed circumstances.

ACTION: AMENITIES OFFICER

Due to the above, agenda item 18, the exclusion of the press and public because of commercial confidentiality, did not need to be considered.

The meeting closed at 9:25pm.

CHAIRMAN

