

## 6<sup>th</sup> March 2018

Minutes of the proceedings of the **AMENITIES COMMITTEE** meeting held on this day in the **DIAMOND JUBILEE ROOM, TOWN HALL, WOKINGHAM** from 7:34pm to 9:44pm.

### **PRESENT**

Cllrs N J Campbell-White (Chairman), Ms L Forbes, C R George (Vice-Chairman), S Odedra, 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)

### **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 T J Lack and seconded by Cllr C R George and it was

**RESOLVED  
29688**

that the minutes of the Amenities Committee meeting held on 16<sup>th</sup> January 2018 (pages 15507 to 15515) 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, AO and B&GO updated the Committee on how the work to deal with the items on the monitoring report dated 27<sup>th</sup> February 2018 is progressing.

Item 88: the Chairman said that he has raised Wokingham Borough Council's (WBC) refusal to allow Wokingham Town Council (WTC) to install a bench at the corner of Glebelands Road and Clare Avenue with Cllr C J Bowring, the then WBC Executive Member for Highways and Transport. However, Cllr Bowring's responsibility for this portfolio has now ended.



The Chairman said he intends to pursue the matter with Mr P Baveystock, Cleaner and Greener, WBC and the new Executive Member for Highways and Transport, Mr K Baker.

**ACTION: CLLR N J CAMPBELL-WHITE**

Item 100: the B&GO said that WTC's caretaker at Woosehill has begun redecorating the committee room in the community hall and will move onto the upstairs hall when this is completed.

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

**ACTION: AMENITIES OFFICER**

Item 101: this matter will be considered under agenda item 16.

Item 108: the B&GO said that he has now programmed the Town Hall front entrance key pad to operate with different codes for different groups of users: room hirers, staff, councillors.

The Town Clerk was asked to remind councillors and staff not to pass these new and any subsequent codes to any third party.

**ACTION: TOWN CLERK**

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

**ACTION: AMENITIES OFFICER**

Item 113: the B&GO said he is still waiting for ideas from the Events Co-ordinator.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

Item 114: the B&GO said that as he is still gathering quotations for the reinforced plastic mesh for the footpath at Viking Field it is likely that installation of the mesh will be undertaken in the forthcoming municipal year.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

Item 115: The B&GO reiterated that separate, metered water supplies for The Courtyard Restaurant and Piccolo Arco at the Town Hall will be installed in conjunction with the Market Place improvement works.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

Item 117: Cllr C R George explained his idea for a device to monitor the electricity supplies to WTC's Christmas lights and motifs. He undertook to make and run one and to show it to councillors at the next Amenities Committee meeting.

**ACTION: CLLR C R GEORGE**

Item 118: Councillors noted that a piece of WBC's play equipment at Dinton Pastures has been cordoned-off. The AO said he understands that it is likely that the wood was either poor quality and/ or not properly pressure treated.

As the proposed new play area at Elms Field will be almost entirely constructed of wood the Town Clerk was asked to write to WBC to record the Committee's requirement that the wood to be used is the best quality hardwood and is thoroughly pressure treated as per play industry best practice.

**ACTION: TOWN CLERK**



Councillors also wanted to be reassured that WTC will receive sufficient funding from WBC for the ongoing maintenance of the play equipment at Elms Field.

**ACTION: TOWN CLERK**

### **AMENITIES COMMITTEE OBJECTIVES (Agenda Item 6)**

The Amenities Committee objectives for 2017-2018 were received and considered.

The councillors were content that these objectives have been met in 2017-2018. The councillors were also content to adopt the same objectives for 2018-2019 if the following amendments are made:

- under allotments success criteria 'to be' is replaced by 'are'
- under markets success criteria point (iii) is 'additional support for traders before, during and after the market returns to Market Place'
- under look and feel objective 3 'address' is replaced by 'tackle'

**ACTION: AMENITIES OFFICER**

### **GRAFFITI WORKING PARTY (Agenda Item 7)**

The notes from the Graffiti Working Party's meeting held on 22<sup>nd</sup> February 2018 were received and considered.

Cllr Ms L Forbes said she was heartened by the enthusiasm of the students at the three Wokingham secondary schools as they engage with WTC's anti-graffiti project. She indicated that a good number of students were involved in each school. She hopes that one or two of the schools will present their outline ideas at the public annual town meeting on 10<sup>th</sup> April 2018.

**ACTION: CLLR MS L FORBES**

The Chairman thanked Cllr Forbes for her engagement with the schools and her drive and determination to effect change in how graffiti is perceived. He also thanked Cllr Lack for his unstinting personal efforts in cleaning off graffiti and litter-picking.

The AO noted that WTC was enjoying some success through its engagement with premises and equipment owners. He highlighted Scottish and Southern Electricity for its speedy response in removing graffiti when it is alerted to a problem. The councillors thanked the AO for his efforts.

### **PUBLICITY BOARD FOR WOKINGHAM CHARITABLE ORGANIZATIONS (Agenda Item 8)**

The email from Mr P Allen, Wokingham Lions, dated 11<sup>th</sup> February was received and considered.

The AO reminded councillors that Mr Allen approached the Committee at its 16<sup>th</sup> January 2018 meeting with his request to affix a Lions logo to WTC's flower planter on the Ship Inn traffic island, London Road. After due consideration councillors felt that it would be unfair to single out Wokingham Lions from the many other organizations which raise substantial amounts of money for local good causes.



To reflect that concern Mr Allen has now proposed that a sign similar to the one used for the Thames and Chilterns in Bloom awards could be installed by the entrance to Howard Palmer Gardens and could feature four local organizations. The AO said this will require advertising consent from WBC. When asked he indicated that the purchase and installation of the sign could be in the region of £800.

The Chairman undertook to sound out local Rotary Clubs and Round Table members about how much each organization would be prepared to pay for the sign.

**ACTION: CLLR N J CAMPBELL-WHITE**

Councillors agreed that WTC could pay for the installation of the sign.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

The AO was instructed to contact Mr Allen to apprise him of the situation.

**ACTION: AMENITIES OFFICER**

### **REQUEST TO USE LESLIE SEARS PLAYING FIELD AND JOEL PARK FOR SEPARATE FITNESS BOOT CAMPS (Agenda Item 9)**

The email from Mr J Hill dated 15<sup>th</sup> February 2018 and information provided by Ms L Charles were received and considered.

The councillors acknowledged that most such requests are agreed to by WTC to encourage the use of its parks and open spaces and to support the health benefits of physical exercise.

The councillors agreed to the requests from Mr Hill and Ms Charles to use Leslie Sears Playing Field and Joel Park respectively for separate fitness boot camps providing they rotate the areas they use in the parks to lessen the impact on the grass, and are respectful of other park users.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

### **FUNDING REQUEST FROM HOLT COPSE CONSERVATION VOLUNTEERS FOR A DRAINAGE PROJECT AT JOEL PARK (Agenda Item 10)**

The B&GO said that Mr M Saynor, Holt Copse Conservation Volunteers(HCCV), has been diligently applying for grants and funding to numerous organizations for drainage work at Joel Park – specifically around the avenue of red oaks. A French drain(s) would be installed near the trees to take excess water into the large ditch by the Copse.

Mr Saynor has been awarded £1,000 from Lady Godsal's Haines Hill Charitable Trust. The Wokingham Society has also pledged £6,940 providing WTC contributes £1,000.

The B&GO indicated that the total cost of the project will be £9,000. He reminded councillors that at its 3<sup>rd</sup> May 2016 meeting it was resolved (no. 29369) to reserve £1,000 for this drainage project. He confirmed that there is sufficient money in the parks repairs and maintenance budget to cover this.

It was proposed by Cllr Ms L Forbes and seconded by Cllr C R George and it was



**RESOLVED  
29689**

to use £1,000 from WTC's parks repairs and maintenance budget for drainage works by the red oaks at Joel Park.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

A contingency of £500 is also to be set aside in the event of a cost overrun.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

Councillors want the efforts of Mr Saynor and the support of WTC to be publicized.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

### **COMMUNITY NOTICEBOARD (Agenda Item 11)**

The email from Ms A Iles dated 15<sup>th</sup> November 2017 was received and considered.

Councillors recognized the imperative for local groups and organizations to advertise their activities. However, one of the major objectives of the Market Place improvement works is to de-clutter the space around the Town Hall. Therefore, a freestanding noticeboard in this vicinity was not supported. Similarly councillors did not support attaching an additional noticeboard to the Grade II\* listed Town Hall building.

**ACTION: AMENITIES OFFICER**

It was felt that the several noticeboards currently attached to the building could be used more efficiently which could create space for some local organizations to display their posters.

The B&GO said that the Town Clerk was in discussion with WBC regarding the installation of two noticeboards at the recently opened Carnival Pool multi-storey car park. If this comes to fruition it might be that some space on them will be available to some local organizations.

**ACTION: TOWN CLERK**

### **CHRISTMAS MOTIFS AT BRACKNELL'S LEXICON SHOPPING CENTRE AREA 2017 (Agenda Item 12)**

The AO said at the 16<sup>th</sup> January 2018 Amenities Committee meeting the attractiveness and quality of the Christmas motifs and lights at Bracknell's Lexicon shopping centre was noted.

The AO has found out that this scheme was designed by James Glancy Designs. This agency has been responsible for installations in prestigious shopping centres across the country, for example, Carnaby and Regent Street in London, Meadowhall and Merry Hill. The AO said that if councillors wanted to pursue a similar scheme to Bracknell's it would, in all likelihood, require a significant uplift in the Town Council's annual Christmas lights budget.

Councillors did not want to pursue this at this time.

### **WOKINGHAM BOROUGH COUNCIL'S CATENARY WIRES IN THE TOWN CENTRE (Agenda Item 13)**

Mr D White's email dated 16<sup>th</sup> February 2018 was received and considered.



The AO said the Peach Place lead contractor, Dawnus, has promised to reinstate the catenary wires across Peach Street by summer 2018.

The councillors expressed their disappointment with WBC's decision not to pay for the load testing of the catenary wires in the centre of Wokingham, and further, to absolve itself of any future responsibility for the wires.

It was proposed by Cllr C R George and seconded by Cllr T J Lack and it was

**RESOLVED  
29690**

that with immediate effect WTC will assume full responsibility for the three sets of town centre catenary wires to enable advertising banners and Christmas motifs to be displayed.

The AO was instructed to arrange for load testing to eight kilonewtons of each set of catenary wires by July 2018 and then subsequently every three years.

**ACTION: AMENITIES OFFICER**

#### **WOKINGHAM BOROUGH COUNCIL'S ANNUAL COMMUNITY LITTER PICK EVENT MARCH 24<sup>TH</sup>/ 25<sup>TH</sup> 2018 (Agenda Item 14)**

The Chairman thanked Cllr T J Lack for leading this event on behalf of WTC and urged councillors to support the town centre litter pick on March 24<sup>th</sup> 2018 if they were not taking part in council ward based litter picks.

The Chairman said he will encourage all town councillors to take part.

**ACTION: CLLR N J CAMPBELL-WHITE**

#### **REQUEST TO INSTALL A BENCH(ES) ALONG SMITHS WALK (Agenda Item 15)**

Cllr Ms L Forbes's email dated 5<sup>th</sup> February 2018 was received and considered.

Cllr T J Lack informed councillors about comments on social media sites lamenting the lack of benches along Smiths Walk and Linnet Walk. The Chairman said he will raise this with Mr P Baveystock, Cleaner and Greener, WBC, when he contacts him about the Glebelands Road bench situation.

**ACTION: CLLR N J CAMPBELL-WHITE**

Councillors recognized that there is a legitimate call for more benches in this area.

The B&GO confirmed that WTC does not have any spare benches. The commemorative benches removed from around the Town Hall as part of the Market Place improvement works have been allocated to various WTC parks and open spaces and will be installed once they are refurbished. He indicated that it was feasible to allocate money from a parks budget to purchase a bench(es) for Smiths Walk and Linnet Walk.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

Cllr S Odedra said that his retail business may be able to attract funding for the bench(es) from the Tesco Ltd 'Bags of Help' programme and that he will enquire.

**ACTION: CLLR S ODEDRA**



## **UPDATE ON PROPOSED NEW ALLOTMENT SITE AT MULBERRY GROVE (Agenda Item 16)**

The AO said that WTC has received some conflicting information about the handover dates for the new Mulberry Grove allotments site.

Crest Nicholson, the housebuilder, has begun clearing its works compound and has indicated that the allotments could be set up in this space by May 2018. However, relevant WBC officers are doubtful that the site will be 'garden fork' ready at this point.

Councillors reiterated that WTC will not accept the allotment site if the detailed specification already provided to WBC is not fully met at handover.

**ACTION: AMENITIES OFFICER**

## **DEVELOPER FUNDS ATTACHED TO THE PROPOSED ALLOTMENT SITE AT MONTAGUE PARK (Agenda Item 17)**

An extract from Wokingham Borough Council's document 'North and South Wokingham SDL Allotments Provision May 2015' was received and considered.

The AO reiterated that the housing development at Montague Park has developer funding attached to it for off-site provision of allotments.

Mr A Glencross, WBC, has confirmed that this £123,000 can be used for improvements at WTC's existing allotment sites. The Town Clerk is seeking clarification from Mr Glencross about when the first tranche of this money - assumed to be around £40,000 - will be available and when WTC can bid for it.

**ACTION: TOWN CLERK**

The Chairman and AO said that there are some large scale improvement works to the existing sites which could potentially be paid for from the Montague Park funding:

- extension of Gipsy Lane car park
- extension of Ormonde Road car park
- improvement to the surfaces of the main haulageways at Latimer Road and Ormonde Road
- drainage at Gipsy Lane

**ACTION: AMENITIES OFFICER**

The AO said that it may be possible to use some of the Montague Park funding for WTC's annual routine allotments maintenance costs and to use the offset WTC money for other WTC activities.

## **AMENITIES COMMITTEE INFORMATION (Agenda Item 18)**

- (a) A poster advertising WTC's and Wokingham Horticultural Association's allotments open day in August 2018 was received for information.
- (b) The AO advised councillors that the town will enter the Thames and Chilterns in Bloom competition in 2018.
- (c) No matters were raised by councillors for inclusion on subsequent Amenities Committee agendas.



## **EXCLUSION OF THE PRESS AND PUBLIC (Agenda Item 19)**

It was proposed by Cllr N J Campbell-White and seconded by Cllr T J Lack and it was

**RESOLVED  
29691**

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**

### **IMPROVED ACCESS TO TOWN HALL ROOF SPACE (Agenda Item 20)**

Report 03: 2017-2018 from the B&GO dated 14<sup>th</sup> February 2018 was received and considered.

Councillors said that the loft ladder must be in two stages, made of aluminium with a handrail and be fully retractable. On this basis it was felt that the solutions proposed by companies C, D and E were not sufficiently robust.

As the proposals of companies A and B met the specification they were considered. The B&GO said that company A's quotation is within the allocated budget whilst company B's price is significantly above the budget.

It was proposed by Cllr C R George and seconded by Cllr Ms L Forbes and it was

**RESOLVED  
29692**

to award the work to install a loft ladder to the Town Hall roof space for £2,845.00 plus VAT, less the cost of removing the water storage tank, to company A.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

Company A is Eivate Ltd.

The B&GO said that he will obtain quotations for boarding over some of the roof space.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

Once the loft ladder is in place the B&GO will invite WBC's Conservation Officer to join him on the Town Hall roof to seek his advice about possible further improvements to access and safety within the context of the buildings Grade II\* listed status.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

### **REQUEST TO PURCHASE A TRACT OF LAND AT GIPSY LANE ALLOTMENTS SITE (Agenda Item 21)**

Report 08: 2017-2018 from the AO dated 23<sup>rd</sup> February 2018 was received and considered.

The Chairman said that he and the Vice-Chairman had planned to visit Gipsy Lane allotments to look at the relevant tract of land. However, recent bad weather had prevented this. Therefore, it was felt to be prudent to defer



consideration of this matter until the next Amenities Committee meeting which is scheduled for 22<sup>nd</sup> May 2018.

**ACTION: TOWN CLERK/ AMENITIES OFFICER**

**RENEWAL OF WOKINGHAM TOWN COUNCIL'S ALLOTMENTS GRASS CUTTING CONTRACT FOR 1<sup>ST</sup> MARCH 2018 TO 28<sup>TH</sup> FEBRUARY 2021 (Agenda Item 22)**

Report 07: 2017-2018 from the AO dated 12<sup>th</sup> February 2018 was received and considered.

The AO said that only minor changes have been made to the specification per allotment site from the previous contract for 2015-2018. When asked he said that contractors A and D have previously carried out work for WTC to a good standard.

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

**RESOLVED  
29693**

to award the triennial contract for grass cutting on the main paths at WTC's four existing allotments site to Company D for £5,219.59 plus VAT.

**ACTION: AMENITIES OFFICER**

The AO said that company D is Waterloo Gardening Services.

The AO said that as new allotment sites are handed over to Wokingham Town Council grass cutting requirements at them will have to be incorporated into the contract by separate negotiation.

**RENEWAL OF WOKINGHAM TOWN COUNCIL'S GROUNDS MAINTENANCE CONTRACT FOR 1<sup>ST</sup> APRIL 2018 TO 31<sup>ST</sup> MARCH 2021 (Agenda Item 23)**

Report 04: 2017-2018 from the AO dated 19<sup>th</sup> February 2018 was received and considered.

The AO reminded councillors that following the previous Amenities Committee meeting further quotations for WTC's grounds maintenance contract were sought via central government's Contracts Finder website. Five were received in addition to the original four. Councillors noted the wide variation between the least and largest quotations.

When asked, the B&GO said that companies A and B have previously worked for WTC. He said that both have performed well although on occasions he has had difficulty contacting company A.

It was proposed by Cllr C R George and seconded by Cllr S Odedra and it was

**RESOLVED  
29694**

to award WTC's triennial grounds maintenance contract for 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2021 to company B for £44,982.00 plus VAT.

**ACTION: AMENITIES OFFICER**

The AO said that company B is Nigel Jeffries Landscapes Ltd.



The meeting closed at 9:44pm.

**CHAIRMAN**

