This Council Meeting is open to the Public and Press
Please notify the Officer or Chairman if you wish to record the meeting

26th February 2020

Dear Councillor

You are hereby summoned to attend the meeting of the Amenities Committee to be held in the Council Chamber, Town Hall, Wokingham at 7.30pm on Wednesday 4th March 2020 for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Yours sincerely

[Signature]

J Nowecki
Town Clerk

Contact Officer  P Smith, Amenities Officer
Direct line: 0118 974 0886; mobile: 07954 250290; email: amenities@wokingham-tc.gov.uk

AGENDA

1 APOLOGIES FOR ABSENCE

2 MEMBERS’ INTERESTS
To receive any declaration of interests from members on the business about to be transacted.

3 QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC
The Chairman to answer questions raised by members of the council or public.

This is an opportunity for the people of Wokingham to ask questions of, and make comments to, the Town Council. Members of the public are requested to restrict their questions and comments to three minutes. Questions which are not answered at this meeting will be answered in writing to the person asking the question. To ensure an informed response, please send your questions to the Town Clerk at least three working days prior to the meeting.

4 MINUTES OF PREVIOUS MEETING
To receive and confirm the minutes of the proceedings at the meeting of this committee held on 14th January 2020 (pages 15996 to 16003, copy attached) as a true and correct record.

5 MONITORING REPORT
To receive and consider the monitoring report dated 25th February 2020 (copy attached).

6 GRAFFITI WORKING PARTY
(a) To receive and consider a verbal report from Cllr L Forbes. Copies of the notes from the Graffiti Working Party’s meeting held on 2nd March 2020 will follow.
(b) To receive, consider and resolve upon a verbal report from Cllr L Forbes. (Information from Huhtamaki, manufacturer of recyclable and compostable paper cups, is attached).
7 CLOSED CIRCUIT TELEVISION CAMERAS ON WOKINGHAM TOWN HALL
To receive and consider a verbal report from the Amenities Officer.

8 WOKINGHAM TOWN COUNCIL'S RISK REGISTER
To receive, consider and resolve upon the updated risk register. A copy of the relevant portion is attached.

9 UPDATE ON NEW ALLOTMENT SITES
To receive, consider and resolve upon a verbal report from the Amenities Officer with regard to sites at Montague Park and Keepatch Beech (Binfield Road).

10 ELMS FIELD/ HOWARD PALMER GARDENS WORKING PARTY
To receive, consider and resolve upon a verbal report from Cllr T Lack. A copy of Ms S Morgan's letter dated 21st February 2020 is attached.

11 WOKINGHAM IN BLOOM: ENTRY INTO THAMES AND CHILTERN S IN BLOOM 2020
To receive and consider information from Wokingham in Bloom. A copy of the notes from the Bloom steering group meeting 6th February 2020 and a sponsorship opportunities document are attached.

12 MARKET PLACE CLEANING
To receive and consider and resolve upon a verbal report from the Amenities Officer.

13 AMENITIES COMMITTEE INFORMATION
(a) To receive, for information, details about the Town Council's 'clean-up day'. A poster is attached.
(b) To receive for information, details about the allotments open day. A poster is attached.
(c) To receive for information, an update from Refill.org (copy attached).
(d) To receive for information, details of main sewer renovation at Ormonde Road allotments site, from the Amenities Officer.
(e) To receive information raised by members.

14 MATTERS TO PUBLICIZE VIA SOCIAL MEDIA FROM THIS EVENING'S MEETING
To receive, consider and resolve upon a verbal report from the Chairman.

15 EXCLUSION OF THE PRESS AND PUBLIC
To resolve 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

16 CHRISTMAS LIGHTS CONTRACT 2020-2023
To receive and consider and resolve upon report 08:2019-2020 dated 18th February 2020 from the Amenities Officer (copy attached). NB: pictures of suggested motifs will be available in the REME Room, Town Hall on 28th February and 2nd – 4th March inclusive.

Amenities Committee: Cllrs J Box, Ms E Bishop, N Campbell-White (Chairman), P Dennis (Vice-Chairman), Ms L Forbes, D Hinton, P Hornsby, T Lack, Ms M Malvern
Copy to: Cllr P Lucey, Cllr I Shepherd-DuBey, Mr E Undrell

In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting will be recorded. The purpose of recording proceedings is that it acts as an aide-memoir in assisting the clerk of the meeting in the compilation of minutes. The recordings are held in a secure location and deleted once it has been resolved that the minutes are a true and correct record.

In accordance with The Openness of Local Government Bodies regulations 2014, persons attending this meeting may make their own recordings of the proceedings subject to the Council's Policy on Filming, Recording & Reporting on Council and Committee Meetings (copy available on request).
DRAFT
14th January 2020

Minutes of the proceedings of the AMENITIES COMMITTEE meeting held on this day in the COUNCIL CHAMBER, TOWN HALL, WOKINGHAM from 7:31pm to 9:29pm.

PRESENT

Cllrs: N Campbell-White (Chairman), P Dennis (Vice-Chairman), L Forbes (The Mayor), D Hinton, P Hornsby, T Lack and M Malvern

IN ATTENDANCE

Amenities Officer (AO)
Buildings and Grounds Officer (B&GO)
Ethan Undrell, an Emmbrook school student

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received and accepted from:
Cllr E Bishop
Cllr J Box

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 members of the council or public.

MINUTES OF PREVIOUS MEETING (Agenda Item 4)

It was proposed by Cllr P Dennis and seconded by Cllr L Forbes and it was

that the minutes of the Amenities Committee meeting held on 5th November 2019 (pages 15949 to 15960) be received as a true and correct record and they be confirmed and signed by the Chairman.

ACTION: AMENITIES OFFICER

This was unanimously approved.

When asked, the B&GO said that he has not yet written to the proprietors of the Piccolo Arco and Courtyard restaurants, on behalf of Wokingham Town Council (WTC) to express WTC’s gratitude for their cooperation whilst the town hall boilers were replaced.

CHAIRMAN’S INITIALS ________________

Amenities Committee 14th January 2020 15996
He said that he intends to write this week.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

The Chairman thanked the B&GO for his diligent work in managing the complex gas boiler installation project and acknowledged the B&GO’s important role in bringing it to a successful conclusion.

The B&GO said that his job was made easier through the expertise of and personnel deployed by the contractor. The B&GO was asked to post photographs of the new boilers on WTC’s website and to write a short rationale describing the need to replace and upgrade the old boilers.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

**MONITORING REPORT (Agenda Item 5)**

The AO and B&GO updated the committee on how the work to deal with the items on the monitoring report dated 7th January 2020 is progressing.

Item 113: the B&GO said that he has raised the public kitchen refurbishment with the Events Coordinator once again. The latter is to re-engage with kitchen appliance providers.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

Item 126: the AO said that the high powered jet-washing of the Yorkstone, on and around Market Place, has been effective in cleaning off dirt and grime. However, it has been much less successful in removing oil, tar and rubber stains. He said that the six days per week cleaning and litter picking regime is now in place. Councillors acknowledged that litter picking across the space was significantly better but they reiterated their concern about the residue of oil, tar and rubber stains.

The AO said that with the Town Clerk he is meeting the business development manager of Premier Support Services Group to review the first month of this operation. How to effectively deal with the residual stains will be raised. In addition to this the AO is meeting with another company which claims to supply very effective cleaning liquids for all types of external paving.

**ACTION: AMENITIES OFFICER**

Councillors noticed that the removal of chewing gum from the pavements is proving to be slow. The AO confirmed that this will be discussed with Premier at the forthcoming review meeting.

**ACTION: AMENITIES OFFICER**

The AO reported that the jet-washing company said that an annual deep clean would, in its view, be required.

Cllr T Lack said that litter picking at Howard Palmer Garden and Elms Field was being discussed at length by the recently formed working party. He explained
that the Town Clerk has undertaken to raise the concerns of the working party with Wokingham Borough Council (WBC) officers as a matter of priority.

**ACTION: ELMS FIELD/HOWARD PALMER GARDEN WORKING PARTY/ TOWN CLERK**

Councillors registered their concern about the poor quality of the two sets of wooden gates at the play area on Elms Field. The B&GO said that these were installed as part of the coordinated design established for Elms Field and look visually pleasing but the hinges and closers may not be fit for purpose. He indicated that WBC Regeneration is aware of the issues with these gates and the Town Clerk is continuing to work for a long-lasting solution.

**ACTION: TOWN CLERK/ BUILDINGS AND GROUNDS OFFICER**

Item 130: the B&GO reported that WBC has indicated that it is considering some remedial work to counter the lack of proper drainage beneath WTC’s outside tap on the town hall building. However, it is understood that this will not involve any groundworks.

**ACTION: TOWN CLERK/ BUILDINGS AND GROUNDS OFFICER**

Item 132: Cllr P Hornsby confirmed that Costa Coffee does recycle used plastic lined paper beverage cups – those it uses and those from all other retailers. The AO said he is collecting these and returning them to Costa, Market Place. The AO was instructed to remove this item from the monitoring report.

**ACTION: AMENITIES OFFICER**

Item 139: this matter is to remain on the monitoring report until WTC’s overarching strategic direction is clearly delineated.

Item 140: Cllr P Hornsby said that he has engaged with several local groups about introducing TerraCycle schemes. He plans to extend this engagement to larger town centre retailers in the near future.

**ACTION: CLLR P HORNSBY**

Cllr L Forbes said that she has asked Morrisons supermarket, Woosehill, to consider launching its own TerraCycle scheme. Morrisons is interested in so doing if WTC will assist with publicizing it.

**ACTION: CLLR L FORBES**

She said that she will redouble her efforts to engage with local secondary schools about recycling from February 2020 onwards.

**ACTION: CLLR L FORBES**

Item 141: the B&GO confirmed that the additional signage for Elms Field is on order. It includes braille script which complicates the production process.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

Item 142: the B&GO said that £3,000 has been allocated for wildflower planting with effect from April 2020. He said that Holt Copse Conservation Volunteers has
Agreed to undertake planting at Joel Park. He said that a further 12m tranche of Viking Field will be sown with a mixture of wildflower seeds this year.

ACTION: BUILDINGS AND GROUNDS OFFICER

The Chairman asked the B&GO to consider planting some shrubs as well as sowing wildflower seeds. His view is that these can be equally effective in attracting pollinators and can look attractive all year round if properly cared for.

ACTION: BUILDINGS AND GROUNDS OFFICER

Item 143: Cllr D Hinton said that he is in discussion with the Markets and Bloom Officer to explore the possibility of including craft stalls in the Sunday vegan market. He has also raised the possibility of introducing a mother and baby market similar to that at Guildford street market.

ACTION: CLLR D HINTON/ MARKETS AND BLOOM OFFICER

Item 148: the AO said that the work to improve and expand the car parking area and haulage way at Ormonde Road allotments site is underway.

ACTION: AMENITIES OFFICER

Item 149: the independent safety report from Peninsula dated 9th January 2020, commissioned by WTC, about the exits from Elms Field, sent to councillors earlier in the day, was received and considered. Councillors expressed their disappointment that the report was not more definitive in declaring the exits either dangerous to use or not so.

The B&GO said that the three recommendations to mitigate the risk of unhindered access, particularly onto the busy Wellington Road, could all be introduced. He said that councillors will need to determine what level of risk they are prepared to accept.

Councillors want further reassurance that the design of the exits from Elms Field onto adjacent pavements and highway have been subjected to rigorous WBC safety audits.

ACTION: TOWN CLERK

It was decided to ask Cllr T Lack as chairman of the Elms Field/Howard Palmer Garden Working Party to work with the B&GO to provide indicative costs for:

1) the installation of two additional concrete blocks at the Wellington Road exit
2) the offset extension of the metal railed gateway at this exit
3) the installation of a piece(s) of public art at this exit

All of points 1-3 are to establish a more clearly defined barrier for users, especially children, to negotiate when leaving Elms Field, whilst still allowing ready access for people with disabilities, motorized disability scooters and parents with large buggies. All of these considerations are to be applied to the Elms Field exits.

ACTION: CLLR T LACK/ BUILDINGS AND GROUNDS OFFICER
GRAFFITI WORKING PARTY (Agenda item 6)

The notes from the 7th January 2020 meeting of the Graffiti Working Party were received and considered.

Cllr L Forbes reminded councillors that three secondary schools will present to them about litter and graffiti eradication prior to the Full Council meeting on Tuesday 28th January 2020, with a prompt 5:30pm start. She invited the councillors to come to this to support the students. She outlined the process and asked Ethan Undrell to help with the practical organization of the evening.

Cllr L Forbes said that with the possible expansion of the project from three to five schools in 2020 she felt it was the right time for her to step back. She asked if any of her fellow councillors wanted to take her place as the WTC lead but acknowledged that it required a significant amount of time and effort.

**ACTION: AMENITIES COMMITTEE COUNCILLORS**

It was suggested that she raises this at the impending Full Council meeting to offer this opportunity to all town councillors.

**ACTION: CLLR L FORBES**

The AO was instructed to invite local journalists to attend and report on the presentations evening.

**ACTION: AMENITIES OFFICER**

TOWN COUNCIL’S CHRISTMAS LIGHTS 2019 AND CONTRACT 2020-23 (Agenda Item 7)

Report 06:2019-20 from the Amenities Officer dated 3rd January 2020 was received and considered.

The AO said that 97% of WTC’s Christmas lights scheme was installed and illuminated for the duration of the season. He acknowledged that two significant problems in Broad Street detracted from the overall festive effect – lights on Tudor House and in the tree adjacent to Cote restaurant. He indicated that the cause of these problems was WBC’s street lighting infrastructure.

He told councillors that he will include a report about designs and quotations for the next WTC Christmas lights contract on the 4th March 2020 Amenities Committee agenda.

Cllr D Hinton said he understands that WBC has received a proposal to have solar powered water-fed plants attached to many town centre lamp-columns. He felt that in principle this could reduce the number of columns WTC could attach Christmas motifs to. The AO was instructed, as a matter of urgency, to contact the relevant WBC officers to investigate this.

**ACTION: AMENITIES OFFICER**
CLOSED CIRCUIT TELEVISION CAMERAS ON WOKINGHAM TOWN HALL
(Agenda Item 8)

Report 06:2019-20 from the Amenities Officer dated 3rd January 2020 was received and considered.

The Chairman noted that planning permission and listed building consent for the installation of five external closed circuit television cameras has been granted by WBC for a temporary period of five years.

Councillors discussed the need for and effect of these cameras in light of the vandalism and theft visited on the town hall over the recent Christmas period. It was decided that, on balance, this installation should be carried out.

ACTION: AMENITIES OFFICER

UPDATE ON NEW ALLOTMENT SITES (Agenda Item 9)

The AO said that Bellway Homes is very keen to handover responsibility for the Keephatch Beech, Binfield Road allotments site. He reminded councillors that it has been set up as specified in the planning accords agreed with WBC – with little or no input from WTC. Therefore, on behalf of the Amenities Committee, he has asked for Bellway to undertake remedial work and is awaiting a response. This is in conjunction with a soil condition analysis report commissioned by WBC.

The Chairman said WTC should not be bounced into taking on a site it did not think was properly set up or which required a good deal of costly remedial work to bring it into a lettable condition.

The AO said that at the turn of the year there were two names on the waiting list for this site. To gauge latent demand he has asked those on WTC’s existing sites waiting list to indicate if they would be interested in renting a plot at Keephatch Beech. To date 26 people have said they would be. The AO said that he intends to promote this site on a number of social media platforms.

ACTION: AMENITIES OFFICER

The AO said he is continuing to interact with WBC green infrastructure delivery officers about the set-up of the proposed allotment site at Montague Park.

ACTION: AMENITIES OFFICER

POTENTIAL PROJECTS AND FUNDING REQUESTS FOR FINANCIAL YEAR 2020-2021 (Agenda Item 10)

A copy of the relevant extract from the 5th November 2019 Amenities Committee minutes (p.15957) and pp.15970-71 from the Finance and Personnel Committee (F&PC) minutes dated 19th November 2020 were received and considered.

The Chairman said that the F&PC approved the funding requests made by the Amenities Committee with the exception of money for a ‘garden of reflection’ in Howard Palmer Garden. It was noted that three quotations are being sought for
the latter. It may be that a separate in-year funding request will then be considered appropriate.

The Chairman said that £80,000 for the improvement of the children’s play area at King George V playing field has been added to the amenities four year plan. ACTION: AMENITIES OFFICER

WOKINGHAM TOWN HALL FEASIBILITY LIGHTING STUDY (EXTERNAL)
(Agenda Item 11)

Report 000-01 from WSP/Parsons Brinckerhoff dated 03.05/2016 was received and considered.

The AO described the context in which this feasibility study was produced – as part of the recently concluded Market Place improvement works.

The existing roof line LED bulbs on the Town Hall are much valued by most councillors.

It was proposed by Cllr L Forbes and seconded by Cllr P Dennis and it was

RESOLVED 30080

that the external lighting scheme for the first floor of the Town Hall is considered to be too expensive to pursue at this time.

This was approved unanimously.

The AO was instructed to ensure this remains on the amenities four year plan. ACTION: AMENITIES OFFICER

Ethan Undrell left the meeting at 9pm.

ELMS FIELD/ HOWARD PALMER GARDEN WORKING PARTY (Agenda Item 12)

(a) The notes from 28th November 2019 meeting of the working party were received and considered. Cllr T Lack said a meeting of the working party was held earlier in the day and that the matters listed on the notes of 28th November 2019 were discussed. He said that drainage issues on Elms Field need to be addressed as a matter of urgency. He noted that efforts to increase the number of general litter and recycling bins is ongoing for both spaces as is improvement to the litter picking regimes.

(b) The safety audit was discussed under item 149 of the monitoring report.

AMENITIES COMMITTEE SPENDING (Agenda Item 13)

The relevant extract from the budget detail dated 31st December 2019 was received and considered.
The Chairman invited councillors to ask the officers about year to date spending and spend to budget.

The AO said the overspend on the Christmas lights budgets was in part due to the purchase of additional icicle lights for Peach Place. WBC has been invoiced for this expenditure of £4,250 and payment is awaited.

**WOKINGHAM BOROUGH COUNCIL’S ANNUAL LITTER PICK 2020 (Agenda Item 14)**

Ms V Harper's email dated 25th October 2019 was received and considered.

Councillors decided to support WBC’s litter pick on Saturday 28th March 2020. Muster time at the town hall is 10am. The AO was instructed to promote this event on social media platforms and elsewhere.

**ACTION: AMENITIES OFFICER**

**AMENITIES COMMITTEE INFORMATION (Agenda Item 15)**

The Chairman thanked the AO for attending Ormonde Road allotments site on New Year’s Day to assess and deal with the aftermath of a break-in at an adjacent Ashville Way commercial unit. The criminals used the allotment site as their route to and from the unit.

The Chairman encouraged councillors to attend the forthcoming meeting about reorganization of local health services into ‘neighbourhoods’.

He re-emphasized Cllr Forbes’ earlier request for Amenities Committee councillors to attend the schools’ graffiti and litter eradication presentations on 28th January 2020.

The meeting closed at 9:29pm.
<table>
<thead>
<tr>
<th>Date Action Agreed</th>
<th>Item for Action</th>
<th>Action by</th>
<th>Proposed Completion Date</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>07.11/17 - 14.01/20</td>
<td>Revamp Town Hall public kitchen</td>
<td>B&amp;GO</td>
<td>ASAP</td>
<td>On hold awaiting decision from Council re use of Office 3 Events Coordinator considering what new equipment is required – ongoing quotations being sought. EC chasing. Supplier meeting 5th February 2020. BGO awaiting request for any new equipment required from Events Coordinator.</td>
</tr>
<tr>
<td>06.11/18 - 14.01/20</td>
<td>Improve the cleaning and litter picking of Market Place around Town Hall building</td>
<td>TC/OO</td>
<td>ASAP</td>
<td>Agenda item 04.03/20</td>
</tr>
<tr>
<td>05.11/19 - 14.01/20</td>
<td>Howard Palmer Garden/ Elms Field litter picking</td>
<td>B&amp;GO</td>
<td>ASAP</td>
<td>Referred to Elms Field/HPG Working Party.</td>
</tr>
<tr>
<td>17.01/19</td>
<td>Contact Balfour Beatty drainage improvement beneath outside tap on Town Hall WBC to be chased</td>
<td>TC</td>
<td>Aug 19</td>
<td>Town Clerk to update</td>
</tr>
<tr>
<td>17.01/19 - 14.01/20</td>
<td>Contact Wokingham Business Group re TerraCycle Discuss TerraCycle with W’ham secondary schools</td>
<td>Cllr P Hornsby, Cllr L Forbes</td>
<td></td>
<td>Cllr P Hornsby to engage with larger town centre retailers Cllr L Forbes to work with Morrisons re TerraCycle (WTC support)</td>
</tr>
<tr>
<td>29.07/19 - 14.01/20</td>
<td>Notices Elms Field: ‘Please consider not smoking in this playground...’</td>
<td>B&amp;GO</td>
<td>ASAP</td>
<td>Signage fitted 18/02/2020</td>
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<tr>
<td>29.07/19 - 14.01/20</td>
<td>Sow wildflowers on WTC land Approach Wokingham Green Group Approach Wokingham in Bloom volunteers to assist with this</td>
<td>B&amp;GO, M&amp;BO</td>
<td>As appropriate</td>
<td>£15-£23 per sqm. Insufficient funding in parks maintenance budget. In discussion with Holt Copse Volunteers for wild flower area. Budget agreed for 2020/2021. Consider shrubs as well as wildflowers? Under review at Elms Field with WBC Ongoing with HCVG and Bloom</td>
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C:\My Docs\Template\Monitoring Report
Wokingham Town Council's vision:

To enhance Wokingham town for all current and future residents and businesses

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<th>Date</th>
<th>Description</th>
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<tr>
<td>143</td>
<td>29.07/19-14.01/20</td>
<td>Cllr D Hinton and Market and Bloom Officer are in discussion re craft market</td>
</tr>
<tr>
<td></td>
<td>14.01/20</td>
<td>Cllr D Hinton: consider a mother and baby market as per Guildford?</td>
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<tr>
<td>147</td>
<td>25.07/19-14.01/20</td>
<td>CCTV on Town Hall building</td>
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<tr>
<td>148</td>
<td>25.07/19-14.01/20</td>
<td>Ormonde Road allotments car park expansion</td>
</tr>
<tr>
<td>149</td>
<td>14.01/20</td>
<td>Safety audit exits from Elms Field</td>
</tr>
<tr>
<td>150</td>
<td>14.01/20</td>
<td>Repair/replace damaged Elms Field play area gates</td>
</tr>
</tbody>
</table>

Cllr D Hinton in discussion with M&BO for craft stalls at vegan market
Craft stall attending vegan market

Paused due to prospect of similar niche retailer coming to town centre unit

Completed mid-January 2020

Peninsular safety check and recommendations received. Councillor T. Lack & BGO carried out site visit. Committee’s decision on “chicane type barriers” relayed to WBC awaiting response from WBC, Local contractor engaged to provide concept design and budget costings. In progress
Recycling coffee cups

Becci Eplett <becci.eplett@huhtamaki.com>  
To: Paul Smith <psmith@wokingham-tc.gov.uk>   
Cc: Clare Moulson <Clare.Moulson@huhtamaki.com>

Hi Paul

Thank-you for your email. Apologies for the late response.

Huhtamaki is a manufacturer of recyclable and compostable paper cups and we have two manufacturing sites in Gosport.

In 2018 we approached Gosport Borough Council and worked with them to set up a cup recycling system in the Borough. We did not collect and recycle the cups ourselves, rather we introduced a business called Simply Cups to the Gosport council and to their waste contractor Urbaser, and an agreement was reached whereby Urbaser would manage the on-street recycling bins but the cups would be ultimately collected and recycled by Simply Cups.

Two years on and there are now many waste management companies who operate cup recycling schemes, in fact almost all of the large waste contractors can offer the service so there is much more choice for businesses and local authorities looking to set up cup recycling. You will find more information and details on this on our website at https://www.huhtamaki.com/en-gb/foodservice-uk/uk-cup-recycling/

Best regards

Becci Eplett
UK Marketing & Communications Manager

Huhtamaki
Huhtamaki (UK) Ltd
Rowner Road, Gosport, Hampshire, PO13 0PR
Office: DDI: +44 (0) 2392512347
Mobile: +44 (0) 7515 502513
Email: becci.eplett@huhtamaki.com

From: Paul Smith <psmith@wokingham-tc.gov.uk>   
Sent: 24 January 2020 11:47
To: Becci Eplett <becci.eplett@huhtamaki.com>    
Subject: Re: Recycling coffee cups

[External email]

Hello Becci,
Agenda Item 6b

Are you able to reply to my 10th Jan 2020 email re recycling coffee cups?

On Fri, 10 Jan 2020 at 14:04, Paul Smith <psmith@wokingham-tc.gov.uk> wrote:

Good afternoon,

I understand from Gunwharf Quays that you collect and recycle used plastic/card coffee cups. Our town councillors are interested to learn more about the process. Best regards,

Paul Smith, Amenities Officer, Wokingham Town Council, Town Hall, Market Place, Wokingham, RG40 1AS
T: Direct line: 0118 974 0886; Mobile: 07954 250290
E: amenities@wokingham-tc.gov.uk

Visit www.lowewokingham.co.uk for information about events in Wokingham

The Mayor's chosen charity for 2019/2020 is Diana Brimblecombe Animal Rescue Centre

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Wokingham Town Council is a public authority and most personal data is processed for compliance with a legal obligation or statutory duty. Where there is no legal or statutory duty we rely on the consent from the individual. Your personal data is held in accordance to our privacy notice which is kept under regular review.

Best regards,

Paul Smith, Amenities Officer, Wokingham Town Council, Town Hall, Market Place, Wokingham, RG40 1AS
T: Direct line: 0118 974 0886; Mobile: 07954 250290
E: amenities@wokingham-tc.gov.uk
## SUMMARY OF RISK AREAS

<table>
<thead>
<tr>
<th>Risk area</th>
<th>High</th>
<th>Medium</th>
<th>Low</th>
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<td><strong>Strategic Register</strong></td>
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</tr>
<tr>
<td><strong>Totals</strong></td>
<td>3</td>
<td>19</td>
<td>6</td>
</tr>
</tbody>
</table>

Draft as at January 2020

See Risk Management Strategy for key
<table>
<thead>
<tr>
<th>Risk</th>
<th>Risk No</th>
<th>Responsible Officer / Committee</th>
<th>Impact and effect on deliverables</th>
<th>Probability</th>
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<th>Total</th>
<th>Controls in place</th>
<th>Risk Response</th>
<th>Actions</th>
<th>Cost Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allotments / Amenities Committee</td>
<td>Tenancy agreements not in place or adhered to</td>
<td>A 01 AO</td>
<td>Lack of control and potential lack of income</td>
<td>1 2 2</td>
<td>Tenancy agreements to be signed before taking up plot, Agreements in line with various allotment Acts and local requirements are renewed every year, Robust program of inspections to prevent eg unworked plots, fire hazards and contamination</td>
<td>Treat/Monitor</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Contamination of 'spring clean' skips and fly tipping</td>
<td>A 02 AO</td>
<td>High increased costs if skips contaminated with dangerous waste (eg Asbestos)</td>
<td>2 3 6</td>
<td>Skips provided, Clear notices to advise on acceptable waste, Sites secured with coded padlocks, Monitored by AO.</td>
<td>Treat/Monitor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vermin/Deer</td>
<td>A 03 AO</td>
<td>Risk of inundation, disease possible claims against the Council by tenants and local residents who live near allotments. Poor public image.</td>
<td>3 2 6</td>
<td>Regular programme of inspections by AO raises any concerns about untidy plots, potential for vermin etc. Proactive notification by tenants. Prompt action re vermin control carried out when required. Boundary fences to be maintained in sound condition without gaps or breaks</td>
<td>Treat/Monitor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vandalism</td>
<td>A 04 AO</td>
<td>Damage to infrastructure and crops, Possible additional expenditure. Tenants unhappy</td>
<td>2 2 4</td>
<td>Site to be as secure as possible. All incidents reported to police.</td>
<td>Treat/Monitor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Water - Supply and Casual</td>
<td>A05 AO/BO</td>
<td>Damage to crops and potential legionella risk.</td>
<td>2 2 4</td>
<td>Water tanks maintained, regular monitoring and proactive response to any issues.</td>
<td>Treat/Monitor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Security</td>
<td>A 06 AO</td>
<td>Possibility of damage to plots and tenants' property or theft of property and crops</td>
<td>2 1 2</td>
<td>Fencing monitored by AO and tenants and repaired as and when necessary, gates locked by tenants on entering and leaving. Liaison with tenants.</td>
<td>Treat/Monitor</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Poor site management</td>
<td>A07 AO</td>
<td>eg Tree and ditch maintenance, Japanese Knotweed - Expensive remedial work required; some plots become unusable with consequent loss of rental income</td>
<td>2 3 6</td>
<td>Vigilant monitoring by AO &amp; tenants. Use of approved contractors to address any issues chemicals by approved qualified staff member.</td>
<td>Treat/Monitor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk Areas / Amenities</td>
<td>Risk No.</td>
<td>Responsible Officer / Committee</td>
<td>Impact and effect on deliverables</td>
<td>Probability</td>
<td>Impact</td>
<td>Total</td>
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<td>Cost Effect</td>
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</tr>
<tr>
<td>Potentially unsafe play areas</td>
<td>PA 01</td>
<td>B&amp;GO</td>
<td>Risk of accidents due to vandalism or inadequate inspection regime. Possible claims against the Council</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td>Recorded inspection of play areas carried out weekly via ROSPA trained WTC staff. Play equipment purchased from companies EU176/77 Industry approved. Equipment made safe as soon as possible. Yearly annual independent play area inspection carried out. Incidents reported to Police.</td>
<td>Treat/Monitor</td>
<td>New groundperson to be fully H&amp;S and ROSPA trained</td>
<td>£2,000</td>
</tr>
<tr>
<td>Loss of park facilities</td>
<td>PA 02</td>
<td>TC</td>
<td>Not providing expected services.</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td>Repairs and Maintenance budgets reviewed annually. Rolling programme of review within Amenities plan.</td>
<td>Treat/Monitor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal injury</td>
<td>PA 03</td>
<td>TC</td>
<td>Injuries to staff or public resulting in claims against the Council, legal proceedings, loss of reputation.</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td>See PA 01 controls and SR01</td>
<td>Treat/Monitor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Litter/Dog mess</td>
<td>PA 04</td>
<td>AO/B&amp;GO</td>
<td>Unsightly, health and safety issue resulting in complaints and poor image, time consuming to check and remove</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>Play areas fenced off and dogs not allowed in. Dog mess bins provided in parks with regular collection.</td>
<td>Treat/Monitor</td>
<td>Review signage</td>
<td></td>
</tr>
<tr>
<td>Play areas not inclusive</td>
<td>PA 05</td>
<td>AO</td>
<td>Lack of inclusive facilities resulting in possible contravention of DDA.</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>New play equipment tenders to include requirement for design to be inclusive.</td>
<td>Treat</td>
<td>On renewal of playparks consider inclusion of accessible play equipment.</td>
<td></td>
</tr>
<tr>
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<tr>
<td>Municipal buildings / Amenities</td>
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<tr>
<td>Vandalism</td>
<td>MB 01</td>
<td>BGO</td>
<td>Loss of bookings, additional expenditure, poor image.</td>
<td>2</td>
<td>3</td>
<td>6</td>
<td>Treat</td>
<td></td>
<td></td>
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<tr>
<td>Inadequate budget provision</td>
<td>MB 02</td>
<td>TC</td>
<td>Failure in custodian responsibilities resulting in deterioration in grade 2 listed building. Routine and essential maintenance not undertaken resulting in reduced bookings and health and safety issues.</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td>Treat</td>
<td></td>
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<tr>
<td>Increased competition/economic downturn</td>
<td>MB 03</td>
<td>TC</td>
<td>Reduced bookings resulting in reduced income.</td>
<td>3</td>
<td>2</td>
<td>6</td>
<td>Treat/Monitor</td>
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<td></td>
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<tr>
<td>Asbestos Management</td>
<td>MB 05</td>
<td>TC/BGO</td>
<td>Danger to health. Disruption to services. Loss of income. Possible injury claims</td>
<td>2</td>
<td>4</td>
<td>8</td>
<td>Asbestos Management Plan updated in 2015/2016/2019</td>
<td>Treat/Monitor</td>
<td>Keep plan under review particularly before/after/during any major works; staff training - Asbestos awareness management</td>
<td></td>
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<td>Risk</td>
<td></td>
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<tr>
<td><strong>Open Spaces / Amenities</strong></td>
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</tr>
</thead>
<tbody>
<tr>
<td>OS 01</td>
<td>BGO</td>
<td>Loss of provision for residents, unable to gain access additional expenditure and poor image.</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>Difficult to control in this area, physical barriers in place, weekly inspection regime, effective liaison with local police and relevant partners.</td>
<td>Treat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OS 02</td>
<td>BGO</td>
<td>Health and safety issue, resulting in potential reputational damage.</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>Robust inspection regime, dedicated staffing provision</td>
<td>Treat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OS 03</td>
<td>BGO</td>
<td>Disruption to services, highway, damage to property and personal injury resulting in legal claims etc.</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>Weekly inspection, annual independent tree inspection. All trees registered by GPS. Specialist tree consultants brought in where necessary. Annual budget in place and reviewed annually.</td>
<td>Treat/Monitor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Wokingham Town Council**

**Operational Register**

**- Open Spaces**

**Jan-20**
Dear Jan,

**ELMS FIELD ENTRANCES**

Thank you for your letter dated 10 February 2020 regarding the extension of fencing at the park entrances onto Wellington Road and at the junction of Wellington Road and Earle Crescent.

Through the design stage of the Elms Field project significant thought and design expertise was given to the design of the park, and the entrance points from it. In particular the safety of users was paramount, as was ensuring that the park was easily accessible to all and connected well with other development projects (namely the Carnival redevelopment area) and other parts of the town centre. Our view is that the park is working well and is being enjoyed by many residents and the wider community.

We have considered the proposals put forward by WTC for extended fencing at the entrance onto Wellington Road (adjacent to the signalised pedestrian crossing) and agree that this can be installed in line with the proposals attached to your letter of 10 February.

We also agree to the installation of extended fencing at the entrance onto the junction of Wellington Road and Earle Crescent if deemed necessary by WTC. However, we would ask that WTC reconsider the necessity of this due to the reduced gradient, the limited traffic and anecdotally a lower number of pedestrians in this location. If WTC do deem installation is necessary we require that any fencing can be openable so that vehicles can exit the park at this location.

Agreement to the installation of extended fencing is subject to the following in advance of installation:

- Consultation on the design and usability of the additional restrictions with users of the park is undertaken, particularly with users who have or represent those with mobility and/or accessibility issues, to ensure that any such restrictions do not impede or negatively impact on their ability to access and use the park. This consultation should
ensure that the Town Council’s responsibilities under the Equalities Act 2010 are fully met.

- Consultation with the local public art group that the Borough Council has been working with looking at the introduction of public art on the three small blocks which sit immediately outside the entrance of the park on Wellington Road, is undertaken. This is to ensure that the extended fencing and any public art installation are designed in a way which complement each other and ensure a coordinated approach to street furniture and public art in this location.
- Any additional fencing installed is the same material and colour as the fencing already installed at these locations in the park.
- The cost of installation and maintenance is borne in full by Wokingham Town Council.

WBC remains fully committed to working with the Town Council on the on-going management and maintenance of the park and ensuring that it continues to be a great asset for our community and residents going forward.

Yours sincerely,

SL Morgan

Sarah Morgan
Head of Development
Commercial Property

cc: Cllr Charlotte Haitham Taylor, Executive Member for Regeneration, Wokingham Borough Council
Cllr Dianne King, Deputy Executive Member for Regeneration, Wokingham Borough Council
Jo Lovell, Construction Project Manager, Wokingham Borough Council
## Wokingham in Bloom - Steering Group Meeting

**3rd Meeting: 6th February; Council Chamber, Town Hall, 10.00 am - 11.30 am**

### Meeting Dates in 2019-2020
- All on **Thursdays**:
  - 7th November
  - 5th December

<table>
<thead>
<tr>
<th>Welcome</th>
<th>Tony Hewetson</th>
</tr>
</thead>
</table>
| Apologies | Morag Malvern  
|           | David Hare  
|           | Pauline MacBrayne |
| Future planning | Discussion of new entry sites:  
|                 |  - Holt Copse and Joel Park  
|                 |  - Elms Field  
|                 |  - Holt School  
|                 |  - Holme Grange School  
|                 |  - Hawthorne School  
|                 |  - Wescott School  
|                 |  - High close School  
| It's Your Neighbourhood |  
|                 |  - Cockpit Path Community Garden  
|                 |  - Library  
|                 |  - Langborough Park Community Garden  
|                 |  - Community payback team booking agreements  
|                 |  - Agree on 2020 theme for Bloom  
| Ongoing projects |  
|                 |  - Rose Street  
|                 |  - Cockpit Path Community Garden  
|                 |  - Library Project  
|                 |  - Gipsy Lane Patch  
|                 |  - Wokingham in Bloom Gazebo  
|                 |  - Holt Copse  
|                 |  - Station  
|                 |  - Langborough Community Garden  
|                 |  - Elms Field  
|                 |  - WHT – Ormond Road  
|                 |  - Link Visiting Scheme  
|                 |  - Bee Highways  
|                 |  - Hanging Baskets  
|                 |  - WADE  
| AOB |  
|     |  Everyone  

---

S: Michael & Bloom  
Marianna  
Bloom in Bloom 2020  
Meetings Minutes  
06.02.2020  
Wokingham in Bloom Meeting Minutes.doc
Wokingham in Bloom - Steering Group Meeting
3rd Meeting: 6th February; Council Chamber, Town Hall, 10.00 am - 11.30 am

Agenda Item 11

Attendees:
(TH) Tony Hewetson (Chairman)
(TL) Tony Lack
(JG) Jenny Gilbert
(AJ) Alan Jeffries
(SF) Susan Farrington
(MS) Mike Saynor
(JN) Jan Nowecki
(MP) Marianna Pentek
(MP) Mary Paul

MEETING MINUTES

Mentioned in minutes but not attending:
➢ RV – Robert Vincent
➢ PS – Paul Smith

Attachments:
• Sponsorship Proposal 2020

Notes / Reminders
• Tony welcomed everyone thank everyone to the great work completed this year

• Hanging baskets – The committee requested the Option 2 type of hanging baskets for 2020, with Bidens. The request was sent to Windowflowers Ltd on 08.02.2020
Wokingham in Bloom - Steering Group Meeting
3rd Meeting: 6th February; Council Chamber, Town Hall, 10.00 am - 11.30 am

Wokingham in Bloom

The final hanging basket and flower tower design will be subject to availability of plants.

- **Theme for 2020**
  The committee suggested the following possibilities for 2020 these:
  
  “Championing Pollinators”
  “Growing together”
  “The brighter vision”
  “Blooming marvellous”
  Along the lines of “historic”
  “Wild”
  “Still growing”
  “Growing together”
  “Pollinating our community together”
  “Community pollinators”
  “Pollinating people”

  All members agreed the suggestions need to be taken to discuss with the Marketing Officer to finalise one or two possibilities.

- **Track volunteer hours**
  As per the request from RHS we need to register the days we are having any volunteering work done. Please supply Marianna with the following detail weekly or monthly, whichever is more convenient:
  
  - Date the work was carried out
  - How many volunteers you had for how many hours

- **Volunteer Recruitment Fair**
  (AJ) stayed 2 hours on the event and signed up 2 volunteers. It is a good event, worthwhile attending.

- **Route 2020**
  The following areas need to be included in the route this year:
  
  - Langborough Community Garden (2nd year)
  - One school – TBC
  - Elms Field (0 year)
Wokingham in Bloom - Steering Group Meeting
3rd Meeting: 6th February, Council Chamber, Town Hall, 10.00 am - 11.30 am

- Cockpit Path Community Garden (5th year)
- St Paul’s Churchyard
- Trading Shed (67th year)
- Men’s shed (1st year – mental health)
- Market / Peach Place

Please find attached map – all items TBC, and final route agreed in June.

- **Hedgehog Highway**
  MP has set aside £300 to buy 50 hedgehog “gates”. The first 50 people taking part will receive a free hedgehog gate. The initiative will be advertised through social media. Order will be placed in April, advertisement starts in May 2020.

- **Rectory Road**
  SF made great progress at Rectory Road with her neighbour’s help. She requested High-Viz vest with Bloom logo to be safe on the pavement.

- **Sponsorship**
  MP to finalise sponsorship booklet and send to committee to comment. Following observations received:
  - Should be shorter or on A4 size
  - Focus on sustainability
  - To be sent out to people who already supporting our cause
  - Be part of the portfolio when submitted

- **Station Approach and Willow fence**
  JN updated the committee on the latest meeting she attended regarding the handover of the station. The annual support is £500 from Network Rail which will not cover the expenditure for the works required. JN to explore alternative options.

  70% of the willow fence died back, MS would like to repopulate the fence. MP and JN will pick up the conversation with WBC to get to the details.

- **Polytunnel**
Wokingham in Bloom - Steering Group Meeting
3rd Meeting: 6th February; Council Chamber, Town Hall, 10.00 am - 11.30 am

Wokingham in Bloom

MP and LN met with Rose Buddies to discuss the possibility of using the polytunnel at Oakwood Court. As per the following agreement we will gain access:

- All personnel have a clean enhanced DBS check
- Need to report in and out of reception
- Min of 24 hours’ notice before entering the site
- Help, advice given to planting schemes and allotment on site
- If possible some plants will be shared with the site residents

Task – set up DBS checking and protocol to enter site

- Jenny Gilbert update
  All areas are well kept thanks to Jenny, however the Raglan has a new owner and they have started to renovate the building. Due to the erected scaffolding some of the planting was damaged.

  MP to approach new owners regarding sponsorship option and helping to restore the damage in the bed.

- Tony Lack update
  Worked hours submitted
  Requested plants for Sadero lounge area – TBC by Mp/MP
### Agenda Item 11

**Wokingham in Bloom - Steering Group Meeting**  
3rd Meeting: 6th February; Council Chamber, Town Hall, 10.00 am - 11.30 am

<table>
<thead>
<tr>
<th>Name of project</th>
<th>Progress Update</th>
<th>How does it support this year theme?</th>
<th>Need any help?</th>
<th>Action Points</th>
<th>What / Who?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holt Copse</td>
<td>Everything is working very well, organised as previous years.</td>
<td>TBC</td>
<td>Currently no need identified</td>
<td>No</td>
<td>JN</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Video to strengthen the portfolio</td>
<td></td>
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</tr>
<tr>
<td>Hanging Baskets</td>
<td>Agreed the planting colours by committee</td>
<td>TBC</td>
<td>No</td>
<td>MP</td>
<td>COMPLETE Order placed with Windowflowers</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>To reach local businesses to sponsor</td>
<td>TBC</td>
<td>COMPLETE</td>
<td>COMPLETE</td>
<td></td>
</tr>
<tr>
<td>New Planters</td>
<td>To approach the Men's Shed to create new further planters</td>
<td>TBC</td>
<td>COMPLETE</td>
<td>COMPLETE</td>
<td></td>
</tr>
<tr>
<td>Cockpit Community Garden</td>
<td>Everything is working very well, organised as previous years.</td>
<td>TBC</td>
<td>Tracking the usage of garden, therefore would like some sort of device</td>
<td>MP / AJ</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>Everything is working very well, organised as previous years.</td>
<td>TBC</td>
<td>Currently no need identified</td>
<td>MP / AJ</td>
<td></td>
</tr>
<tr>
<td>Jenny</td>
<td>Everything is working very well, organised as previous years.</td>
<td>TBC</td>
<td>To approach Raglan new owners</td>
<td>MP</td>
<td></td>
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<thead>
<tr>
<th>How does</th>
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<th>Action</th>
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### Wokingham in Bloom - Steering Group Meeting

3rd Meeting: 6th February; Council Chamber, Town Hall, 10.00 am - 11.30 am

#### Agenda Item 11

<table>
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<tr>
<th>Name of project</th>
<th>Progress Update</th>
<th>it support this year theme?</th>
<th>- financial - marketing - in kind - labour</th>
<th>Points What / Who?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Langborough Community Garden</td>
<td>1st session of the year completed: In progress of laying the weed suppressant sheets under the footpath</td>
<td>TBC</td>
<td>Footpath cover</td>
<td>Bark Chip MP</td>
</tr>
<tr>
<td>Ship Inn Sedor Lounge</td>
<td>Ad hoc maintenance carried out on these areas Removal as usual</td>
<td>TBC</td>
<td>Need planting for area Currently no need identified</td>
<td>MP / MP TL</td>
</tr>
<tr>
<td>Graffiti</td>
<td>Stopping for the winter</td>
<td></td>
<td>Currently no need identified</td>
<td></td>
</tr>
<tr>
<td>Litter Heros</td>
<td></td>
<td>TBC</td>
<td>£75.00 for garden vouchers</td>
<td>MP</td>
</tr>
<tr>
<td>New Logo</td>
<td></td>
<td>TBC</td>
<td></td>
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</tbody>
</table>

**Next Meeting:** 5th March 2020, between 10.00 am to 11.30 am
Agenda Item 11
Continuous project

- Library – front entrance
- Cockpit Path Community Garden
- Garden share
- Areas Jenny is looking after: library back entrance, Raglan, British Cross, Hospital
- Allotments (old & new)
- Langborough Community Garden
- Holt Copse
- Planters / Hanging baskets
- Competitions
- Train station / guerrilla gardening
- Litter Heroes
- Rose street society

New projects

- Man shed
  - To work with Langborough Group to create planters
  - To work with WADE for disability friendly troughs
  - To work with Rose Buddies to create a potting table
- WADE – poppy seeding, new troughs and planting
- Link Visiting Scheme – 600 plants to send out
- Elms Field
- Uniformed Organisations – 3 different (2 in LCG + 1 CPCG)
- Polytunnel – Rose Buddies
- New bloom logo
- Green finger comp – new format
- Art project *2
- Bee Highways
- Green & Tidy
- War memorial – Red Cross Building
- Hedghog Highway
- Barn Owl project (?) – to investigate, email sent to WBC
- Wild Acers Care Home – Seed Bomb Project
- All bloom logo drawings to be included in the portfolio in full or in parts
  (scanned to and utilised for graphical elements)
- Vegan Market
- Bus shelter greening – SEDUM BLANKET
- Sponsorship Booklet
- Robert Hewitt – Garden of reflection (?)
- Compost :
  - Peat free
  - RE3
  - Normal
  - H2Gro
Wokingham in Bloom has been running for seven years and is now the town’s most established community project. Bloom brings together residents, businesses, community groups, schools, amateur and professional gardeners on imaginative projects which help make the town and surrounding areas look their best and promote Wokingham’s natural environment.

As a testament to those involved, Wokingham in Bloom has developed in scale and quality each year and regularly wins top awards in the regional Thames and Chiltern in Bloom competition.

So why sponsor us? Getting involved with Wokingham in Bloom directly supports the town and really does contribute to making Wokingham a wonderful place to live and work. Uninspiring or forlorn areas of town are rejuvenated, projects that help create a healthy environment or support nature and wildlife can be implemented, children are able to learn and have fun and our community can come together and see that they really are able to make a difference.

Wokingham in Bloom offers a highly flexible range of sponsorship opportunities from varying levels of financial support to sponsorship-in-kind and team building opportunities through volunteering. Whichever sponsorship route you choose, your support will enable us to continue and grow Wokingham in Bloom every year. Because we greatly value your support, we will ensure your company gets as much exposure and as many promotional opportunities as possible.

In 2020, Wokingham Town Council will be supporting the project through staff time and match funding, contributing over £8,000.

Please take a look at the sponsorship opportunities available and get in touch if you’d like to be involved.
### Summary of opportunities

*per item per annum*

<table>
<thead>
<tr>
<th>Sponsorship</th>
<th>Cost</th>
<th>Plaque (240 x 160mm)</th>
<th>Plaque (160 x 120mm)</th>
<th>Plaque (80 x 120mm)</th>
<th>Website</th>
<th>Bloom Map</th>
<th>Display Cabinet</th>
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<tr>
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<td>£1,000</td>
<td>1 year</td>
<td>1 year</td>
<td>1 year</td>
<td>YES</td>
<td>YES</td>
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<tr>
<td>Three Tier Planter</td>
<td>£350</td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extra Large Pot</td>
<td>£350</td>
<td>YES</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Flower trough</td>
<td>£150</td>
<td></td>
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<td>Summer Hanging Basket (each)</td>
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<td></td>
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<tr>
<td>Bulb Planting 10m²</td>
<td>£300</td>
<td>*5 years</td>
<td></td>
<td></td>
<td></td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Perennial flower bed 10m²</td>
<td>£500</td>
<td>*5 years</td>
<td></td>
<td></td>
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<tr>
<td>Tree planting per each</td>
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<td>*5 years</td>
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</table>

*5 year at the planting location

<table>
<thead>
<tr>
<th>Your company name or logo can be displayed on the following ways:</th>
<th>Length of display</th>
<th>1 year</th>
<th>1 year</th>
<th>1 year</th>
<th>1 year</th>
<th>1 year</th>
<th>1 year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Sponsorship (1 per annum)</td>
<td>£1,000</td>
<td>1 year</td>
<td>1 year</td>
<td>1 year</td>
<td>1 year</td>
<td>1 year</td>
<td>1 year</td>
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<tr>
<td>See notes on page No 3</td>
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</tr>
</tbody>
</table>

Agenda Item 11
**Principal Sponsor**

Cost: £1,000 + VAT per annum

Principal Sponsor Benefits:

To announce your sponsorship, you will be asked to attend a launch photo call and asked to provide a quote for the launch press release published by local media and Town Council Social Media.

To promote your involvement, your logo will appear on the following for 12 months from 1st May 2020 until 30th April 2021:

- All Bloom literature and publicity material, final Bloom portfolio and map & Town Council website
- Gardening Competition entry forms
- Bloom updates on Town Centre notice board
- The Town Council annual newsletter going to over 3,000 homes

A description of your business, logo and link to your website will appear on the Wokingham in Bloom website page

Social Media posts about your support and involvement will be put out on the Town Council social media platforms.

**Opportunities to Sponsor Particular Elements of Wokingham in Bloom’s Offering:**

**Three Tier Planter or Extra Large Planter**

Cost: £350 + VAT each per season

Sponsorship includes:

- A fully maintained planter in one of the following prominent locations:
  - Wokingham Railway Station (6 three tier planters and 3 extra large planters)
  - Wokingham Elms Field (6 planters)
  - Library at Denmark Street (1 planter)

The plants and planting scheme are chosen by the Bloom Committee to enhance the local biodiversity and help our declining pollinator population

If you choose more than one planter 10% discount will be applied, more than 2, 15% discount will be applied

To promote your involvement, your logo and/or company name will appear on the following for 12 months from 1st May 2020 until 30th April 2021:

- A plaque on the planter (max size 160 x 120mm)
- Town Centre notice board (within the following limits: 160 x 120mm)
- All related social media posts on the Town Council social media platforms

A description of your business, logo and link to your website will appear on the Wokingham in Bloom website page
**FLOWER TROUGH**

Cost: £150 + VAT each per annum

Sponsorship includes:

- A Fully maintained display planter in one of the following locations:
  - by NatWest, at Rose Street
  - Central Walk
  - Cockpit Car Park
  - Joel Park and Milton Road cross section

The plants and planting scheme are chosen by the Bloom Committee to enhance the local biodiversity and help our declining pollinator population.

If you choose more than one planter 10% discount will be applied, more than 2, 15% discount will be applied.

To promote your involvement, your logo and/or company name will appear on the following for 12 months from 1st May 2020 until 30th April 2021:

- A plaque on the planter (max size 80 x 120mm)
- Town Centre noticeboard (within the following limits: 80 x 120mm)
- All related social media posts on the Town Council social media platforms

A description of your business, logo and link to your website will appear on the Wokingham in Bloom website page.

(Picture above only illustrative, final planter to be confirmed by May 2020)

---

**SUMMER HANGING BASKET**

Cost: £70 + VAT each per annum

Sponsorship includes:

- A fully maintained flower hanging basket from May until October

The plants and planting scheme are chosen by the Bloom Committee to enhance the local biodiversity and help our declining pollinator population.

If you choose more than one planter 10% discount will be applied, more than 2, 15% discount will be applied.

To promote your involvement, your logo and/or company name will appear on the following for 12 months from 1st May 2020 until 30th April 2021:

- Town Centre noticeboard (within the following limits: 80 x 120mm)
- All related social media posts on the Town Council social media platforms

A description of your business, logo and link to your website will appear on the Wokingham in Bloom website page.
**WINTER HANGING BASKET**

*Cost: £40 + VAT each per annum*

**Sponsorship includes:**
- Supply a fully maintained flower hanging basket in October and display it until May

**To promote your involvement,** your logo and/or company name will appear on the following for 12 months from 1st May 2020 until 30th April 2021:
  - Town Centre noticeboard (within the following limits: 80 x 120mm)
  - All related social media posts on the Town Council social media platforms

*A description of your business,** logo and link to your website will appear on the Wokingham in Bloom website page

*PLEASE NOTE IF WE ARE SUPPLYING HANGING BASKETS ONTO YOUR EXISTING BRACKETS IT IS YOUR RESPONSIBILITY TO CHECK THE BRACKETS ARE SECURE AND FIT FOR PURPOSE. OUR CONTRACTOR CANNOT ACCEPT ANY RESPONSIBILITY FOR ANY DAMAGE TO PROPERTY OR PERSONAL INJURY DUE TO UNSUITABLE/UNSAFE EXISTING BRACKETS.

**BULB PLANTING**

**Cost: £300 + VAT (for 10m2)**

**Sponsorship includes:**
- Various bulbs to cover 10m2 of area, flowering between January and June, in one of the following parks:
  - Langborough Park
  - Elmsfield
  - Joel Park

The bulb mixture is selected to deliver maximum biodiversity value and support our pollinator population, and form part of the Bee Highways between Bracknell, Earley and Wokingham

**To promote your involvement,** your logo and/or company name will appear on the following for 12 months from 1st May 2020 until 30th April 2021:
  - Town Centre noticeboard (within the following limits: 80 x 120mm)
  - All related social media posts on the Town Council social media platforms

*A description of your business,** logo and link to your website will appear on the Wokingham in Bloom website page.

**To promote your contribution,** your logo and/or company name will appear at the planting site for 5 years (within the following limits: 80 x 120mm).
PERENNIAL FLOWER BED

Cost: £500 + VAT (10m²)

Sponsorship includes:

- Planting to cover 10m² of area in one of the following parks perennial beds:
  - Elmsfield
  - Howard Palmer Park
  - Cockpit Carpark
  - Station, by the taxi rank

The perennial mixture is approved by the RHS and selected to deliver maximum biodiversity value and support our disappearing pollinator population.

To promote your involvement, your logo and/or company name will appear on the following for 12 months from 1st May 2020 until 30th April 2021:

- Town Centre noticeboard (within the following limits: 160 x 120mm)
- All related social media posts on the Town Council social media platforms

A description of your business, logo and link to your website will appear on the Wokingham in Bloom website page.

To promote your contribution, your logo and/or company name will appear at the planting site for 5 years (within the following limits: 160 x 120mm).
TREE PLANTING

Cost: £400 + VAT each

Sponsorship contains:

- To purchase a semi mature Common Lime tree (Tilia x euchroea) for Langborough park to
  replace 12 trees over time.

Specification of the trees:

- 18-20 cm girth
- Height 220 – 260 cm

The Common Lime supports the local pollinator population and is excellent in capturing CO2 and effectively reducing smog.

To promote your involvement, your logo and/or company name will appear on the following for 12 months from 1st May 2020 until 30th April 2021:

- Town Centre noticeboard (within the following limits: 160 x 120mm)
- All related social media posts on the Town Council social media platforms

A description of your business, logo and link to your website will appear on the Wokingham in Bloom website page as well as on our Bloom map

To promote your contribution, your logo and/or company name will appear at the planting site for 5 years (within the following limits: 160 x 120mm).

THE WAYS YOU CAN PAY

Electronic Payments paid to Wokingham Town Council Account number 30017531 Sort Code 20-11-74 Please quote invoice number.

In Person: Payments may be made by debit card, credit card or by cash and cheque at the Information Centre, at the TOWN HALL. The Information Centre is open between 10.00am and 2.00p.m. Monday to Saturday

By Post: Cheques made payable to WOKINGHAM TOWN COUNCIL can be sent to: Town Hall, Market Place, Wokingham RG40 1AS. Please quote invoice number on the reverse of the cheque.

CONTACT INFORMATION:

Marianna Pentek
Market and Bloom Officer

WORKING HOURS: 7am - 5pm on Tuesday, Thursday, Friday, Saturday

P: 0118 207 2258 M: 07934 297 259
A: Town Hall, Market Place, Wokingham RG40 1AS
E: marketandbloom@wokingham-tc.gov.uk
## SPONSORSHIP FORM

<table>
<thead>
<tr>
<th>Sponsorship opportunities</th>
<th>Cost of each</th>
<th>Number of Items</th>
<th>Location(s)</th>
<th>Final Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logo on competition application forms and sponsorship booklet</td>
<td>£500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three Tier Planter</td>
<td>£350</td>
<td></td>
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<tr>
<td>Extra Large Pot</td>
<td>£350</td>
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</tr>
<tr>
<td>Perennial flower bed 10m2</td>
<td>£500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

## ORDER DETAILS

Business Name: 

Business Address: 

Order is placed by: 

Telephone: Email Address: 

Signed: Name: 

Date: PO Number: 

**Terms of Sponsorship**

1. All prices quoted ex VAT
2. Charges payable in full within 15 days.
3. All hanging baskets supplied by Wokingham in Bloom remain the property of the contacted Company and will be removed at the end of the season.
Wokingham Town Council
Clean Up Day 2020

Meeting at Wokingham Town Hall on Saturday 28 March 2020 at 10am.

Please come along and lend a hand but remember to wear gloves, strong footwear and suitable clothing.

Refreshments will be provided.

Just turn up on the day or for further details please contact: Wokingham Town Council on 07954 250290, email: amenities@wokingham-tc.gov.uk or visit: www.wokingham.gov.uk/litterpick.
National Allotments Week

Allotments Open Day

If you are thinking of renting an allotment plot come and look round the Ormonde Road site on

Saturday 15th August 2020

2pm - 4pm

- Guided tours of the site
- Parking is available at Wokingham Hospital opposite Ormonde Road
- Wokingham Horticultural Association trading store open for plant and local honey sales
- Refreshments available - proceeds go to Town Mayor's charity
- Bring your gardening questions to our panel of experts
- Entertainment throughout the afternoon from “No Strings Attached” Ukelele Band
- Photograph from the Allotments - unchain your imagination. Prizes for 8 to 14, 15 to telegram from the Queen
- Gipsy Lane, Latimer Road, Mulberry Grove and St. Paul’s Gate allotment sites: guided tours by appointment

For more information contact:
Paul Smith, Amenities Officer
psmith@wokingham-tc.gov.uk 07954250290

For more events visit:
www.lovewokingham.co.uk
And what a 2019 it has been for us and the Refill campaign.

The Refill wrap-up!
THANK YOU FROM all of us - you made all of this happen! We couldn't do what we do without the support of each and every one of you, so a massive course our incredible partners.

None of this would be possible without our dedicated volunteers, supporters and of year. Before we pack up for Christmas, it's time to reflect on how far we've come together this year. Together, we are creating a wave of positive change so powerful that it's washed this over the entire nation and continues to spread across the globe.

I think it's fair to say we showed the world we've #GotTheBottle to prevent plastic pollution. We've totally #GotTheBottle
bottles from entering our waste stream.

Schemes across the UK and together, we're on track to have prevented more than 100 million new ReFill stations, taking the total to almost 30,000! There are now more than 350 ReFill

This year, our app hit a whopping 250,000 downloads and we welcomed a massive 1.3 million bottles saved.
Our second National Refill Day reached millions of people across the UK (doubling last year's impact) as we were trending on Twitter all day and had over 30,000 new refill app downloads.
Morning, on Plastic and just last week our beautiful Refill X Chilli's bottle got a shout out on This War Water fountains across the UK. Earlier this year the campaign was featured on Hugh Fearnley-Whittingstall's BBC series War on Plastic, and it has been included in The Metro and The Guardian and we've been recognised for our work with airports and train stations and for encouraging the installation of free drinking fountains across the country.

Refill has been named as one of the 27 apps to change your life, 'Sustainability' and 'Mans Health' with theUK Telegraph highlighted Refill as one of six apps to help you shop, eat and drink. Vogue named us one of the 10 best apps to help you live more sustainably, The Radio, reaching millions and creating unstoppable waves across the country.

This year campaign was featured almost 300 times in the media - online, on the TV and on our local radio.

Making a splash in the media

As more of us choose to refuse single-use, we have the potential to create a tipping point to increase the accessibility of drinking water and provide 50 public drinking fountains across their local area.

Challenges. Together, we're calling on local communities, organisations, partnerships to work with local food and farming charities sustainably to launch the 50 fountains we also joined forces with food and farming charities sustainably to launch the 50 fountains.
Agenda Item 13c

Refill Scheme in Wimbslow.

Refill Scheme in Wimbslow

Read our latest blog for some of our highlights!

There are now more than 350 Refill Scheme in the UK, who have been doing some amazing things this year.

Every event - all of these actions are essential to power the revolution.

Every sticker added to a shop window, every conversation about plastic pollution, every pop up event - working together to drive change in communities.

Refill is a truly grassroots campaign, driven by dedicated individuals creating momentum in

Fuelled by people power
Agenda Item 13c

Launching across Europe in 2020, keep up to date with the latest here.

We already have Refill schemes in Japan, Italy, Chile, Ecuador and Australia and will be

Goodbye to single-use plastic and join the Refill Revolution.

Refill the go-to app for drinking free drinking water on the go so everyone, everywhere can say

in 2020 Refill is planning world domination... or something close to at least we want to make

The Refill Revolution goes global
The Future of ReFill

Agenda Item 13c

We are also insanely excited to be expanding the ReFill campaign beyond drinking water -
toiletries, your coffee cup, lunchbox, groceries and even cleaning products and
you'll soon be able to use the free ReFill app to find out where to fill up not just your reusable
water bottle, but also your coffee cup, lunchbox, groceries and even cleaning products and
We can't wait to roll the campaign our nationally next year and help make life with less plastic

pollution caused by single-use packaging.

Morrisons, ASDA and Waitrose who are all championing refillable solutions in a bid to cut
independent and high-street chains including Leon, Neals Yard Remedies, Pret, Costa,
The pilot is live at the moment in Bristol and Oxford with support from hundreds of retailers,

own containers.

offering refillable options and will also highlight discounts that reward them for bringing their
looking to reduce their use of single-use plastic, with all the locations across the UK that are
The expanded refill campaign will, for the first time, connect conscious consumers that are
Campaign at the Plastic Free Awards and the prestigious Energy Globe Awards. We've over the moon to have won a number of awards this year - the best prize we received!
And just last night, our 2019 #NationalRefillDay won best Consumer Marketing

Some of our 2019 highlights:

In 2019, we really made a splash across the country. There's a reminder of powerful at preventing single-use plastic at source than ever before.

The #RefillRevolution is back for 2020 with plans to be bigger, better and more

To: amenities@wokingham-west.uk
Reply-To: Refill HQ marketing@refill.org.uk
Refill HQ marketing@refill.org.uk

Paul Smith <psmith@wokingham-west.uk>
Agenda Item 13c

Get the number of your nearest ReFill campaign and your role in it. The ReFill campaign is changing the landscape of the UK for all of you. We really want to understand the positive and plastic-free year.

But none of this happens without you, so thank you and here's to another year of ReFill following our pilot in Bristol and Oxford.

Now, 2020 is going to be the year we go BIG! The ReFill campaign is going global and we'll be powering the #RefillForward movement to cover more than just water. ReFill is real and we need you to help us make it a reality.

Thank you from the bottom of our hearts.
Agenda Item 13c

Simple HYDRATION STATION

Download your guide here.
You're making a smart choice.
Look for our logo, so you can be sure of the quality packaging and product,
with all of disposables and reusables.
We've developed to plastic packaging.
Our approach to plastic packaging.
Our approach to plastic packaging.

There's a lot of confusion around resusables vs. disposables.
You're now helping to make a difference.
Where the Sir David Attenborough was once considered important.
Even more important.
Plus, it's more sustainable.
And it's been shown that we can make a difference.
Vote for Refill.

Have your say.
Agenda Item 13c

As always, THANK YOU for being a part of the REFill Revolution to prevent millions of

Take a look here:

Revolution

show about being a part of the REFill
across your social media accounts
and branded content for you to use
There’s also digital content with logos
posters, stickers and pull up banners to
market the REFill Revolution.
Remember there are loads of free REFill

MARKETING ASSETS

SIPPLE

in touch with @plasticpollution org uk
is completely free! Find out more at get
best part - installation and maintenance
into your reusable bottle instead! The
bottle comes in plastic bottles straight
chilled water for just £0.35 (for 500ml).
You can get refilled, take it with you.

Thanks to our partners Sipple, you can
Amenities Officer’s Report 08/2019-20

To: Amenities Committee
Date: 18th February 2020
Subject: Renewal of Wokingham Town Council’s Christmas lights and motifs contract for 2020-2023

1. REASON FOR REPORT

1.1 To advise the Amenities Committee at its 4th March 2020 meeting on the results of the tendering process for the renewal of Wokingham Town Council’s (WTC) Christmas lights and motifs contract for 2020-2023.

2. BACKGROUND INFORMATION

2.1 From its inception until 2013 this contract has been based on a purchase model. All of the lights and motifs were bought by WTC. A contractor was paid to put them up, take them down and store them. Repairs to the lights, decorations and electrical infrastructure were, therefore, an additional cost to the council each year.

2.2 Until 2013 two local electrical companies were awarded WTC’s Christmas lights contract. They undertook the work to a high standard. However, because the installation of Christmas lights was not their main business they did not have the expertise to engage with WTC to offer advice on how the town could appear from a Christmas lights perspective. Nor to advise WTC about developments and technological advances within the festive lighting industry.

2.3 In 2013 the Amenities Officer (AO) was advised that many towns were moving to a hiring model for Christmas lights. Under such an arrangement the Christmas lights are hired by WTC from the provider who undertakes to put them up, and where necessary, take them down and store them.

2.4 One significant advantage of a hiring contract is that the responsibility for maintaining the lights in full working order rests with the provider. However, councillors must be aware that this responsibility does not extend to the electrical equipment in the lamp-columns nor the light strings in trees: these all remain the property and responsibility of WTC. A hiring contract does allow for the motifs to be changed on a regular basis, a significant advantage over the purchasing model.

2.5 The intention with the 2020-2023 contract is to continue to use WTC’s two cross-street motifs and the three ‘Merry Christmas’ signs as well as the light strings affixed in trees.
2.6 All of the lighting included in the quotations utilises LED technology. Compared with traditional lighting LED lamps use around 85% less electricity, emit less carbon dioxide, radiate little heat, cost less to run and maintain and last much longer. However, it should be noted that in regard to the latter point it is recognised that this benefit is fully realised when the lights run continuously.

2.7 The current triennial contract expires on 31st March 2020. The new contract will run from 1st April 2020 until 31st March 2023. WTC’s standing financial regulations require that for a contract valued in excess of 2.5% of the council’s budget at least three companies are invited to provide a quotation.

2.8 The AO contacted five companies which have the necessary level of technical expertise and operational capability. The tender was also publicized on WTC’s website and two other companies requested the tender documentation. Each of these was sent the necessary documentation in early December 2020. Subsequently one of the prospective tenderers declined to take part on the grounds that the monetary value of the existing contract was significantly less than they could contemplate undertaking the work for. Five completed tenders have been received.

3. SUPPORTING EVIDENCE

3.1 Each company was sent a copy of WTC’s supplier’s contract, a specification and tender, an inventory of WTC’s current lights/motifs, a photograph of the existing cross-street motif ‘arch of snowflakes’, a health and safety questionnaire and a covering letter. A copy of the aforementioned is attached.

3.2 In the interests of reducing the quantity of backing papers the usual information will not be sent out.

3.3 A display of the designs suggested by each company will be available for councillors to study in the REME room at the Town Hall from Friday 28th February until Wednesday 4th March inclusive. Copies of the information the companies provided regarding their environmental, equality and diversity, and sustainability policies will also be available.

4. FINANCIAL IMPLICATIONS

4.1 The overall cost of the 2017-2020 contract is £54,000 nett. The projected budget for the 2020-2023 contract is £69,000 nett over the three years.

4.2 The specification for 2020-23 includes additional lights on a tree on London Road and more lamp column motifs by Wokingham Railway Station.

4.3 The quotations received are:
<table>
<thead>
<tr>
<th>Company</th>
<th>£ 01.04/20 to 31.03/23</th>
<th>£ Hourly rate repairs office hours</th>
<th>£ Hourly rate repairs out of office hours</th>
<th>£ Collecting WTC motifs from previous contractor</th>
<th>Kms from Wokingham</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>56,760</td>
<td>60</td>
<td>90</td>
<td>350</td>
<td>19</td>
</tr>
<tr>
<td>B</td>
<td>56,260</td>
<td>85</td>
<td>125</td>
<td>485</td>
<td>18</td>
</tr>
<tr>
<td>C Option A</td>
<td>50,085</td>
<td>112</td>
<td>136</td>
<td>50</td>
<td>281</td>
</tr>
<tr>
<td>C Option B</td>
<td>64,440</td>
<td>112</td>
<td>136</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>C Option C</td>
<td>65,370</td>
<td>112</td>
<td>136</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>53,610</td>
<td>30</td>
<td>60</td>
<td>200</td>
<td>40</td>
</tr>
<tr>
<td>E Option A</td>
<td>62,779</td>
<td>440 2 hrs, 93 each additional hour</td>
<td></td>
<td>150</td>
<td>173</td>
</tr>
<tr>
<td>E Option B</td>
<td>61,252</td>
<td>As above</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E Option C</td>
<td>65,734</td>
<td>As above</td>
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<td></td>
</tr>
</tbody>
</table>

All prices exclude VAT.

5. CONCLUSION

5.1 It is recommended that councillors decide upon a contractor and motif design(s) at their 4th March 2020 meeting to remove the need for additional storage costs from the current contractor.