

19<sup>th</sup> May 2020

**In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting was held virtually.**

Minutes of the proceedings of the **AMENITIES COMMITTEE** meeting held on this day, **VIRTUALLY** from 7:30pm to 9:23pm.

**PRESENT**

Cllrs: J Box, N Campbell-White (Chairman), P Dennis (Vice-Chairman), L Forbes, D Hinton, P Hornsby, T Lack (The Mayor) and M Malvern.  
Cllr E Bishop joined at 7:55pm during Agenda item 5.

**IN ATTENDANCE**

Allotments Officer (ALO) – Paul Smith  
Amenities Officer (AO) – Fiona Sleaford  
Buildings and Grounds Officer (B&GO) – Rob Vincent  
Cllr I Shepherd-Dubey  
Ethan Undrell – Emmbrook school student

**APOLOGIES FOR ABSENCE (Agenda Item 1)**

No absences.

**MEMBERS' INTERESTS (Agenda Item 2)**

No declarations.

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

No questions.

**MINUTES OF PREVIOUS MEETING (Agenda Item 4)**

It was proposed by Cllr N Campbell-White and seconded by Cllr P Dennis and it was that the minutes of the Amenities Committee meeting held on 4<sup>th</sup> March 2020 (pages 16028 to 16036) be received as a true and correct record and they be confirmed and signed by the Chairman.

**RESOLVED  
30131**

**ACTION: AMENITIES OFFICER**

**MONITORING REPORT (Agenda Item 5)**

The committee received and discussed the report dated 12<sup>th</sup> May 2020.

Item 113: B&GO – no change due to Covid-19 lockdown, RFO is line manager.

**ACTION: RESPONSIBLE FINANCE OFFICER, EVENTS COORDINATOR &  
BUILDINGS AND GROUNDS OFFICER**

Item 126: AO – cleaning agent has improved the market place paving.

**ACTION: AMENITIES OFFICER**

CHAIRMAN'S INITIALS \_\_\_\_\_



B&GO – litter picking has continued throughout Covid-19 lockdown.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

B&GO – police called to Howard Palmer Gardens for excessive alcohol consumption, weekend of 16-17<sup>th</sup> May 2020.

Cllr Campbell-White – Town Clerk to request increased police patrols in Howard Palmer Gardens considering the worst times, 8pm-11pm.

**ACTION: TOWN CLERK**

Item 130: Cllrs accepted no external drainage will be provided, as neither WBC nor WTC want to excavate existing paving. Considerable discussion including, water damage to the Town Hall, potential standing water health hazard, freezing hazard. B&GO to investigate alternative internal drainage to the Courtyard restaurant or Mayor's Parlour once lockdown is over.

Cllr T Lack – the tap was not allowed to be attached to the building, it is unlikely we will be able to go through the brickwork or foundations.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

Cllr E Bishop joined.

Item 139: item on hold until the WTC strategic plan is clearly defined.

Item 140: Cllr P Hornsby – no positive response from retailers, item on hold.

**ACTION: CLLR P HORNSBY**

Cllr L Forbes – no change due to Covid-19 lockdown.

Targeting schools from autumn, as TerraCycle is revenue generating.

**ACTION: CLLR L FORBES**

Item 142: B&GO – ground preparation contract in negotiation, Holt Copse Volunteers will maintain area, expected that 2 years required until a meadow is established. Signage will be erected to inform the community.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

Item 143: Cllr D Hinton – potential vegan/craft market, externally run, within the Town Hall for the end of November, depends on Covid-19 lockdown restrictions.

**ACTION: CLLR D HINTON**

AO – new town centre baby clothes retailer is considered to be more upmarket and tends to be expensive.

Cllr L Forbes – will discuss with Marianna, market to be mainly second-hand items. Expected in the new year.

**ACTION: CLLR L FORBES**

Item 149: agenda item 9.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

Item 150: agenda item 9.

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

CHAIRMAN'S INITIALS \_\_\_\_\_



**AMENITIES COMMITTEE SPENDING 2019-2020 (Agenda item 6)**

Councillors received and discussed the 8 pages of year-end financial figures for 2019/2020 and the budget figures for 2020/2021.

Cllr N Campbell-White – referenced that income streams, especially from the Town Hall letting and Weddings, may be considerably reduced for 2020-2021 due to the current Covid-19 emergency.

**GRAFFITI IN WOKINGHAM (Agenda item 7)**

Councillors received and discussed the Amenities Officer's report 02/2020-21.

Cllr T Lack – Mill Mead Network Rail bridge, recently repainted by our contractor, remains graffiti free.

15 sites to visit and clean once Covid-19 lockdown measures allow.

New instances of graffiti will continue to be reported and collated.

**ACTION: AMENITIES COMMITTEE COUNCILLORS / AMENITIES OFFICER**

**UPDATE ON NEW ALLOTMENT SITES (Agenda item 8)**

ALO – verbal report:

No movement regarding new sites due to Covid-19 lockdown.

Once measures ease discussions will resume with the house builders.

**ACTION: ALLOTMENTS OFFICER**

ALO – a significant increase in requests for allotments since Covid-19 lockdown. 216 residents on the waiting lists, expected 18 months wait.

**ELMS FIELD/HOWARD PALMER GARDENS WORKING PARTY (Agenda Item 9)**

Councillors received and discussed the Amenities Officer's report 03/2020-21.

Cllr T Lack – work is ongoing and positive.

Add the garden of reflection, play park exit gates and Elms Field drainage issue to the monitoring report.

**ACTION: AMENITIES OFFICER**

B&GO – RoSPA unable to inspect the playpark gates as they were sealed due to Covid-19 lockdown.

WBC require public consultation for chicane exits to Wellington Road, contractor unable to complete site inspection due to Covid-19 lockdown.

Cllr N Campbell-White – this must be completed.

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

B&GO – continue to engage with WBC regarding the drainage issues on Elms Field, hand over meeting with WBC at Elms Field on 17<sup>th</sup> June 2020.

Cllrs L Forbes & I Shepherd-Dubey – documented historic waterway and pond cross Elms Field.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

Cllr T Lack – no positive feedback from Aldi or Savills regarding carpark litter.

Cllr L Forbes – offered to follow up.

**ACTION: CLLR L FORBES**

CHAIRMAN'S INITIALS \_\_\_\_\_



B&GO – garden of reflection final detailed design to be provided and then costed.  
AO – design completion once Covid-19 lockdown measures allow.  
Cllr N Campbell-White – may need to be put on hold if income is reduced.

**ACTION: BUILDINGS AND GROUNDS OFFICER**

**WOKINGHAM TOWN COUNCIL MARKETS AND GARDENING  
COMPETITIONS (Agenda item 10)**

Councillors received and discussed notes from the Market and Bloom Officer.  
AO – confirmed typos on advert this were fixed during the day.  
Cllrs – digital advert and a link to the online adverts requested for sharing.

**ACTION: AMENITIES OFFICER / MARKETING OFFICER**

**TOWN HALL EXTERIOR BRICKWORK REPOINTING WORKS (Agenda item 11)**

Councillors received and discussed report 1/2020-2021 dated 5<sup>th</sup> May 2020 from the Buildings and Grounds Officer.

Cllr L Forbes – significant concern regards awarding the contract without the committee involvement and any change in protocol, no issue regards the B&GO.  
Cllr P Dennis – understood regarding the extraordinary circumstances, clarity regarding the communication and oversight required.

B&GO – preference for the committee to decide, avoids thoughts of impropriety.  
Expected to complete within two weeks, weather permitting, w/e 5<sup>th</sup> June 2020.  
Additional £1500 committed to include the buttresses. Remaining within capital spend budget.

Cllr N Campbell-White – to discuss with Town Clerk for clarification on the contract awarding policy for the future.

No concern over the decision, just how it came about.

**ACTION: CHAIRMAN / TOWN CLERK**

**TOWN HALL CLOCK TOWER PAINTING WORKS (Agenda item 12)**

Councillors received and discussed report 2/2020-2021 dated 5<sup>th</sup> May 2020 from the Buildings and Grounds Officer.

Cllrs – concerns regards awarding the contract (as per agenda item 11).  
No concern over the decision.

B&GO – expected to start shortly, two weeks required weather permitted.

**ACTION: CHAIRMAN / TOWN CLERK**

**AIR QUALITY MONITORING IN TOWN OF WOKINGHAM (Agenda item 13)**

Councillors received and discussed report 01/2020-2021 dated 6<sup>th</sup> April 2020 from the Amenities Officer.

Cllr P Dennis – requests locations of the 10 lamp column diffusion tubes, requests WBC provide WTC with the quarterly TRL monitoring report and consider measuring near schools.

Cllrs – suggested St. Crispin's, Bohunt, and Evendons School on Finchampstead Road, as well as Toutley Road at Old Forest Road end and Star Lane Rail Crossing.

Cllr N Campbell-White – item to be added to the monitoring report.

**ACTION: CLLR P DENNIS / AMENITIES OFFICER**

CHAIRMAN'S INITIALS \_\_\_\_\_



**AMENITIES COMMITTEE INFORMATION (Agenda Item 14)**

Cllr Forbes – signage to be considered before playparks are reopened, when Covid-19 lockdown rules allow.

Cllrs – widely agreed that it is not expected imminently.

**ACTION: AMENITIES OFFICER**

**MATTERS TO PUBLICIZE VIA SOCIAL MEDIA FROM THIS EVENING'S MEETING (Agenda Item 15)**

- Wokingham in Bloom virtual gardening competition
- Town Hall exterior brickwork repointing work
- Town Hall clock tower clock painting work

**ACTION: AMENITIES OFFICER / MARKETING OFFICER**

Meeting closed at 9:23pm.

**CHAIRMAN**

CHAIRMAN'S INITIALS \_\_\_\_\_

