

3rd November 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 9:58pm

PRESENT

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

IN ATTENDANCE

Amenities Officer (AO) – F Sleaford
Building & Grounds Officer (B&GO) – R Vincent
Cllr I Shepherd-Dubey
David Nash – Great Langborough Residents' Association

APOLOGIES FOR ABSENCE (Agenda Item 1)

Received and accepted from Cllr P Hornsby

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 Campbell-White and seconded by Cllr E Bishop and it was

**RESOLVED
30206**

that the minutes of the Amenities Committee meeting held on 15th September 2020 (pages 16144 to 16147) be received as a true and correct record and they be confirmed and signed by the Chairman.

Except for the following from page 16145:

'Currently there is no contractor wishing to quote for or complete the work.'

To be amended as:

'Currently there are four contractors preparing quotes for consideration.'

ACTION: AMENITIES OFFICER

LANGBOROUGH RECREATION GROUND LIME TREES (Agenda Item 6)

Councillors received a written and a verbal request from the Great Langborough Residents' Association, regarding the lime trees on Langborough Recreation Ground (LRG), with a request for the Amenities Committee to find £14,000 to save these iconic trees.

Councillors discussed the following:

- A rolling programme of remedial treatment.
- A further three trees to be treated in the next financial year.

CHAIRMAN'S INITIALS _____



- Continuous plan of replanting, continuing the second lime avenue.
- Investigation of financial support from local and national tree charities.
- Further tree management, removing dead wood.
- An intention to investigate further financing to be used at LRG for further treatments.

ACTION: BUILDING & GROUNDS OFFICER / AMENITIES OFFICER

RESTING BENCHES (Agenda item 5)

Councillors received and discussed a request from The Wokingham Society, for the siting of seven resting benches at open spaces managed by WTC.

Councillors discussed the following:

- Their general support for the proposition.
- Concerns about the placement of three of the benches, as they are close to residential properties.
- Concerns about the ongoing maintenance and upkeep of the benches.
- Cllr Lack was requested to speak with The Wokingham Society about these concerns.

It was proposed by Cllr Campbell-White and seconded by Cllr Forbes and it was

**RESOLVED
30207**

that WTC accept The Wokingham Society's offer, of providing and installing five benches at WTC managed open spaces, provided the Society install, maintain and treat the benches as necessary. WTC will provide the additional two benches, as requested, maintaining and treating the benches as necessary. Siting of the benches to be agreed between Cllr Lack, B&GO and The Wokingham Society.

ACTION: CLLR LACK / BUILDING & GROUNDS OFFICER

ELMS FIELD & HOWARD PALMER GARDENS (Agenda Item 7)

- a) Councillors received notes of the virtual Working Party meeting, held Thursday 24th September, from the Amenities Officer.
- b) Councillors received notes of the virtual Working Party meeting, held Wednesday 21st October, from the Amenities Officer.
- c) Councillors received and considered notes on the public engagement regarding the installation of safety chicanes, at the southern exits of Elms Field, and the Working Party recommendation to proceed with the installation.

Councillors discussed the following:

- No questions were raised from the Working Party meeting notes.
- The very detailed notes and analysis regarding the possible installation of safety chicanes at the southern exits of Elms Field, onto Wellington Road and Earle Crescent.
- The notes were discussed in detail particularly the many negative comments received from the online questionnaire, against the installation.
- Various options and their merits were discussed, including:
 - Deferring until the new Carnival pool space is completed,
 - To continue with installation at one or both exits,
 - To not proceed with the installation.

CHAIRMAN'S INITIALS _____



- The Committee noted the Working Party recommendation to proceed with the installation at both exits.
- Cllrs who attended the public engagement were thanked.

**RESOLVED
30208**

It was proposed by Cllr Campbell-White and seconded by Cllr Lack and it was that WTC will install safety chicanes at both the southern exits of Elms Field. This is subject to further engagement with local accessibility groups, to determine the required dimensions and confirm suitability for the visually impaired. Final design to be seen and approved, via email, by councillors before installation.

ACTION: AMENITIES OFFICER / BUILDING & GROUNDS OFFICER

ALLOTMENTS UPDATE (Agenda Item 8)

- Councillors received the Allotment Officer's notes, Binfield Road Allotments Site Update, dated 26th October 2020. Councillors noted that these allotments would not be accepted until adequate drainage is provided.
- Councillors received again the Allotment Officer's report 04/2020-21, dated 24th August 2020, regarding renaming Latimer Road allotments, following further investigation by Cllr Campbell-White.
- Councillors noted that the ALO is making a request for £45,000, through WBC S106 monies, to improve and expand the car park at WTC's Latimer Road allotments.

**RESOLVED
30209**

It was proposed by Cllr Campbell-White and seconded by Cllr L Forbes and it was that the Latimer Road allotment be renamed the John Herridge Latimer Road allotment.

ACTION: ALLOTMENT OFFICER

WOKINGHAM TOWN COUNCIL'S RISK REGISTER (Agenda Item 9)

- Councillors received and discussed the Risk Register. The Chairman requested that risk OS 03, Falling damaged trees at Open Spaces, be increased from probability category 1 to probability category 2.
- Councillors noted that the Risk Register will now be brought to the Committee twice a year, at the March and September meetings.

ACTION: BUILDING & GROUNDS OFFICER / AMENITIES OFFICER

GRAFFITI UPDATE (Agenda Item 10)

Councillors received a photo montage of graffiti removed by Cllr T Lack during September and October. Councillors expressed many thanks to Cllr T Lack for his great work removing graffiti.

MONITORING REPORT (Agenda Item 11)

Councillors received and discussed the report dated 28th October 2020.

Item 113: Town Hall Kitchen: Four contractors have visited; no quotes have been submitted.

ACTION: RESPONSIBLE FINANCE OFFICER / EVENTS COORDINATOR / BUILDINGS & GROUNDS OFFICER

CHAIRMAN'S INITIALS _____



Item 139: Strategic objectives: Further information to be made available for a future meeting.

ACTION: AMENITIES OFFICER

Item 140: Terracycle: Items remain paused due to Covid-19 restrictions.

ACTION: CLLR P HORNSBY / CLLR L FORBES

Item 143: Market stalls: Items removed due to Covid-19 restrictions, will be revisited once restrictions are eased, or around March.

ACTION: CLLR D HINTON / CLLR L FORBES

Item 149: Elms Field chicane exits: Discussed under agenda item 7.

ACTION: AMENITIES OFFICER / BUILDINGS & GROUNDS OFFICER

Item 151: HPG Garden of Reflection: Remains paused while the Working Party continue to monitor the situation. Detailed draft plans have been received.

ACTION: TOWN CLERK / BUILDINGS & GROUNDS OFFICER

Item 153: Air Quality (AQ): Ongoing follow up, including requests for access to reports, expected for January's meeting

ACTION: AMENITIES OFFICER

AMENITIES COMMITTEE INFORMATION (Agenda Item 12)

- a) Councillors noted that the contract for the repair of the Courtyard roof has been awarded to a local company, Valley Roofing. It is estimated that the work should take approximately six days and could be commenced within the next three to four weeks. However, this is dependent on the scaffolding licence and the weather conditions.
- b) Councillors noted that Wokingham District Veteran Tree Association (WDVTA) are to apply for one of 30 disease resistant elm trees being offered by The Tree Council, in celebration of this national organisation's 30th anniversary; and if WDVTA are successful they are to donate it to WTC for planting on Elms Field.
- c) Councillors noted that F&P have agreed a playpark reserve, to be discussed fully at a future meeting.

MATTERS TO PUBLICISE VIA SOCIAL MEDIA FROM THIS EVENING'S MEETING (Agenda Item 13)

- The installation of safety chicanes at the southern exits of Elms Field.
- The renaming of the Latimer Road allotment as the John Herridge Latimer Road allotment.
- The treatment of lime trees at Langborough Recreation Ground.

ACTION: AMENITIES OFFICER / MARKETING OFFICER

EXCLUSION OF THE PRESS AND PUBLIC (Agenda Item 14)

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

**RESOLVED
30210**

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.

CHAIRMAN'S INITIALS _____



PART II

MARKET PLACE CLEANING (Agenda Item 15)

Councillors received, considered and discussed report 05/2020-21, dated 28th October 2020, from the Amenities Officer, detailing the five quotations received.

Councillors discussed the following:

- All quotations were considered to be too expensive, averaging three times the amount currently paid.
- That WBC have withdrawn future support once the current contract ends.
- As the current contract ends on 8th December, to give time to seek other options, requesting the current contractor continues for the financial year.
- Requesting WBC to support for the remainder of the financial year.
- Cleaning only once a week, potentially on a Monday, after the markets.
- Alternative cleaning schedules and their potential effectiveness.
- Leasing a machine and recruiting an additional employee.
- The supervision required, leave and sickness cover for an employee.
- The potential storage issues of leasing a machine, could WBC help?
- The difficulties of making a consideration without specialist knowledge.
- Approaching the tenderers with a tiered financial request, to consider the options they can propose.
- Financing to remain in line with WTC's SFRs, as per the AO's proposed potential options.
- The possibility the Market Place will not be cleaned, if the current contractor declines to continue, until an alternative solution is found.

Cllr Bishop left the meeting at 9:27pm.

**RESOLVED
30211**

It was proposed by Cllr Campbell-White and seconded by Cllr Forbes and it was

that:

1. WTC do not accept the current quotations based on the cost.
2. WTC to approach the current contractor to investigate whether they would consider continuing the contract on the same terms for up to three months.
3. Investigate with the tenderers their proposal for an effective reduced cleaning regime.
4. Negotiate with the tenderers for a reduced clean and a commensurate reduced cost, based on a tiered financial proposition.
5. Investigate the most appropriate cleaning machine and the associated leasing costs, alongside the employment of an operative.

ACTION: AMENITIES OFFICER / TOWN CLERK

Meeting closed at 9:58pm.

CHAIRMAN

CHAIRMAN'S INITIALS _____

