



Wokingham Town Council

Town Hall, Market Place, Wokingham, Berkshire RG40 1AS
Tel: 0118 978 3185 www.wokingham-tc.gov.uk
Town Clerk: K. Hughes

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

Wednesday, 05 July 2023

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 **Tuesday 11th July 2023** for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Yours sincerely

K Hughes
Town Clerk

Contact Officer: F Sleaford, Amenities Officer
Direct line: 0118 974 0886; mobile: 07592 579112; 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 resolve the minutes of the proceedings at the meeting of this committee held on: 30th May 2023 (pages 16755 to 16757, copy attached) as a true and correct record.

5 AMENITIES SERVICE AREA - WOKINGHAM IN BLOOM

To receive the Wokingham in Bloom Portfolio 2013-2023, from the Grounds and Bloom Officer (copy attached).

6 E-BIKE EVENT

To receive the Amenities Officer's Briefing Notes - July 2023, dated 04th July 2023 (copy attached).

7 GRAFFITI UPDATE

- a) To receive an update from Cllr Lack regarding graffiti removal (photo report attached).
- b) To note that commercial graffiti removal has been requested and is due for completion on 10th July 2023.

8 SPENDING PRIORITIES 2024-2025

- a) For the Committee to note that spending priorities for 2024-2025 will need to be brought forward for consideration, prioritised and resolved upon at the September meeting.
- b) For the Committee to receive a list of Officer suggested items, discuss potential projects, and focus a list for further investigation by the AO in preparation for the September meeting (copy attached).

9 MONITORING REPORT

To receive and consider the monitoring report dated 04th July 2023 (copy attached).

10 AMENITIES COMMITTEE INFORMATION

To receive information raised by members for possible inclusion on a subsequent Amenities Committee agenda:

- a) WBC budgets, for graffiti clearing from WBC's building work's hoarding has been cut, and so there is reduced help available to keep their sites free of graffiti.
- b) The new (second phase) footpath and King George V playing field opened 05th June 2023, we have received positive feedback.
- c) World Refill Day was held on Friday 16th June 2023.
- d) The September Amenities Committee meeting will be held at Woosehill, please arrive at 7pm, to allow for a tour around the building before the meeting begins.

11 MATTERS TO PUBLICISE VIA SOCIAL MEDIA FROM THIS EVENING'S MEETING

To receive and consider a verbal report from the Chairman.

Amenities Committee: Cllrs R Bishop-Firth, S Cornish, A Fraser, M Fumagalli, T Lack (Chairman), M Malvern (Vice-Chair), A Medhurst, N Nagella and H Richards

Copy: Cllrs S Gurney and I Shepherd-Dubey

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

30th May 2023

Minutes of the proceedings of the **AMENITIES COMMITTEE** meeting held on this day in the **COUNCIL CHAMBER, TOWN HALL, WOKINGHAM** from 7:36 pm to 8:34 pm.

Prior to the meeting Councillors received a 30-minute tour, from Elms Field (EF) to Howard Palmer Gardens (HPG). Councillors were given an overview of these areas; this included: some of the difficulties of managing the spaces, especially shared space at EF; and maintenance work being undertaken during this financial year.

PRESENT

Cllrs: R Bishop-Firth, S Cornish, M Fumagalli, T Lack (Chairman), M Malvern (Vice Chair), N Nagella and H Richards

IN ATTENDANCE

Amenities Officer (AO) – Fiona Sleaford
Grounds and Bloom Officer (GBO) – Marianna Pentek

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllrs A Fraser and A Medhurst

MEMBERS' INTERESTS (Agenda Item 2)

None

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

None

AMENITIES COMMITTEE OVERVIEW (Agenda Item 4)

Cllrs received the Amenities Officer's report 01/2023-24, dated 22nd May 2023.

- The AO explained that Cllrs would be informed of any significant issues with assets, however, lots of the work is transactional.
 - The Chairman reminded that Cllrs could add issues to the monitoring report.
- Cllrs thanked the AO for the useful introduction and information.

MINUTES OF PREVIOUS MEETINGS (Agenda Item 5)

It was proposed by Cllr Lack and seconded by Cllr Malvern, and it was

**RESOLVED
30648**

that the minutes of the Amenities Committee meeting held on:

- a) 23rd February 2023 (pages 16695 to 16698)
- b) 03rd May 2023 (page 16736)

be received as a true and correct record and they be confirmed and signed by the Chairman.

ACTION: AMENITIES OFFICER

COMMITTEE BUDGET (Agenda Item 6)

Cllrs received the Committee's budget, as of 30th April 2023.

- The AO confirmed that the budget is brought to committee no more than twice a year.

ACTION: AMENITIES OFFICER

CHAIRMAN'S INITIALS _____

Amenities Committee 23rd February 2023

16755



DRAFT

GRAFFITI UPDATE (Agenda Item 7)

Cllrs:

- a) Received an update from Cllr Lack regarding graffiti removal.
- b) Noted that commercial graffiti removal was completed on 27th April 2023.
 - Cllr Lack explained that:
 - A record of removal work is brought to each meeting.
 - The committee, and so the council, has taken the stance to remove graffiti in the first instance, considering any potential consequences afterwards.

ALLOTMENTS (Agenda item 8)

Cllrs received:

- a) The Allotment Officer's Briefing Notes May 2023 dated 12th May.
- b) The Town Clerk's letter dated 23rd March 2023, regarding the Tan House Lane rail bridge replacement.
 - For Cllrs new to the committee, the AO gave a short verbal overview.

MONITORING REPORT (Agenda Item 9)

Councillors received and discussed the report dated 23rd May 2023:

Item 151: HPG garden of reflection: This is no longer an active project. Item to be removed.

ACTION: AMENITIES OFFICER

Item 159: Defibrillator for Elms Field, FY 2021-2022: The defibrillator and cabinet were installed 21st March 2023. Item to be removed.

ACTION: AMENITIES OFFICER

Item 169: Hanging baskets and planters, FY2023-2024: Budget uplift, five-year contract with existing supplier, Windowflowers, agreed January 2023. Item to be removed.

ACTION: AMENITIES OFFICER

Item 170: Wokingham in Bloom, FY2023-2024: Budget uplift allocated. Item to be removed.

ACTION: AMENITIES OFFICER

Item 171: Christmas Lights, FY2023-2024: Budget uplift, four-year contract with existing supplier, LITE, agreed February 2023. Item to be removed.

ACTION: AMENITIES OFFICER

Item 172: E-bike event, FY2023-2024: Establishing budget for an annual event, on-going planning with WBC's My Journey team, for event on 1st July 2023.

ACTION: AMENITIES OFFICER

Item 173: Phase 2 footpath at KGV, FY2023-2024: Extending main footpath off Goodchild Road to Seaford Road, due to be completed 02nd June 2023. Item to be removed.

ACTION: AMENITIES OFFICER

Item 174: Defibrillator for Woosehill Community Hall, FY2023-2024: Equipment has been purchased, date of full installation to be confirmed.

ACTION: AMENITIES OFFICER

CHAIRMAN'S INITIALS _____



DRAFT

The relocation of the EF trampoline to be added to the monitoring report.

ACTION: AMENITIES OFFICER

AMENITIES COMMITTEE INFORMATION (Agenda Item 10)

Cllrs noted the following:

- a) WTC's contribution to the "Big Tidy Up", community litter pick event, was successfully held on Sunday 26th March. Thank you to Cllr Bishop-Firth.
- b) The lighting on the western side of Market Place was repaired by SSE on 15th April 2023. Subsequent remedial works were undertaken by Volker Highways. This had been an issue since September.
- c) A public engagement was held at Viking Field on 20th May 2023, regarding Wokingham in Bloom creating an orchard on site.
 - The GBO confirmed that:
 - Responses were largely positive.
 - Two objections related to potential noise, and loss of view
 - Approximately 20 volunteers have signed up to the project
 - This is a planned four-year project, using one-acre of land
- d) World Refill Day will be held on Friday 16th June 2023.
- e) Investigations into potential uses for Langborough Recreation Ground (LRG) changing rooms are continuing. There has been a basic asbestos survey (no asbestos at this level), and the five-yearly fixed wiring inspection (building considered "unsatisfactory"). Minimal electrical works have taken place.
 - Allowing for the safe use of the "ladies" toilets
- f) The new trampoline for Elms Field is expected to be installed, in its relocated position, before the school summer holidays. The existing trampoline to be removed and site made good. Dates TBC.
 - This item will be added to the monitoring report.
- g) The 2023 E-bike event will be held on Saturday 1st July, in WBC's Shute End car park, Cllr support on the day would be welcomed, 10 am – 2pm.
- h) That spending priorities, for financial year 2024-2025, need to be brought forward for consideration at the July meeting, and resolved at the September meeting.

ACTION: AMENITIES OFFICER

MATTERS TO PUBLICISE VIA SOCIAL MEDIA FROM THIS EVENING'S MEETING (Agenda Item 11)

- World Refill Day, 16th June 2023.
- Once completed, the new footpath at King George V playing field.
- E-bike event.

ACTION: AMENITIES OFFICER / MARKETING OFFICER

Meeting closed at 8:34 pm.

CHAIRMAN

CHAIRMAN'S INITIALS _____

Amenities Committee 23rd February 2023

16757





Wokingham Town Council

Amenities Officer's Briefing Notes - July 2023

To: Amenities Committee

Date: 04th July 2023

Subject E-bike Event 2023

To inform Councillors of the latest e-bike event.

- The event was held:
 - On Saturday 01st July 2023
 - At Wokingham Borough Council's Eastern Shute End car park
 - In collaboration with Wokingham Borough Council's My Journey team
 - With Dr Bike, from My Journey, providing free repairs and servicing of bikes
 - This is the third iteration of this event, having previously been run in 2021 and 2022
- Providers:
 - Initially the plan was to have two e-bike suppliers and two e-cargo bike suppliers
 - In March, one of the e-cargo bike suppliers declined to attend, the second supplier dropped out at the beginning of June
 - One of the e-bike suppliers was to step in and bring alternative e-cargo bikes, however, this supplier was subsequently unable to attend, pulling out on the Thursday prior to the event
- Attendance:
 - Booking was requested for the initial eight Dr Bike sessions
 - The e-bike event was a drop-in event (no booking required, differing to how the event had previously been run in 2021 & 2022)
 - This was the most well attended event, with at least 70 attendees
 - Six councillors and the Mayor attended the event to provide support
- Costs:
 - Car park closure £153.35 (will increase next FY, with parking charge increases)
 - Barrier hire provided free of charge (saving £260, via community help scheme)
 - Refreshments £125 max (Brown Bag invoice to be received)
 - Staff, time for attendance
- Feedback:
 - Positive feedback was received on the day from attendees, the supplier, and My Journey team

Graffiti cleared TL 2023_06_20

Wellington Road - Outfield Crescent



Holt Lane - The block



Langborough Road - Cabinet outside old library



Graffiti cleared TL 2023_06_20

Reading Road - Cabinet outside Masonic Hall



Station - Phone Box



Milton Road - Bus stop Milton/Jubilee



Graffiti cleared TL 2023_06_20

Woosehill – Cabinet at entrance to Emmview Close



<u>What</u>	<u>Where</u>	<u>Funding</u>	<u>Expected Cost</u>	<u>Principle</u>	<u>Notes</u>
BUDGET UPLIFTS:					
New grounds maintenance contract	-	Ongoing	£15,000*	Service, sustainability and distinctiveness	A requirement as new contract will start in April 2024
Graffiti budget	-	Ongoing	For discussion	Service and distinctiveness	
PARKS:					
Park Yoga	HPG	Ongoing	£1,400	Financial accessibility - health, fitness and wellbeing	(As per RESOLUTION 30585 / 23 Feb 23) 2,056 attendees for the 2022 season of 20 weeks, with an average 103 per week
Utility vehicle - golf cart style	EF & HPG	Purchase and ongoing	£15,000*	Improve efficiency of work	John Deere, or similar, looking for second hand vehicle
Resurfacing HPG for DDA compliance	HPG	One off	TBC	Accessibility, safety and security	To update from the very poor current flagstone installation, requiring ongoing costly repairs and shutting of the gardens
Communication play boards	Play parks	One off	£500* - on fence £1,200* - on posts	Inclusivity, learning and community engagement	As installed by Fareham BC - BBC South Today To enable children to engage with learning communication in a different way (see attached image)
Garden of Reflection	HPG	One off	£10,000 (pre approved)	Distinctiveness, inclusivity, service and sustainability	Volunteer led design, with WIN (Wokingham in Need) to provide funding for a piece of focal artwork
Second footpath in Leslie Sears	LS	One off	£17,000*	Inclusivity, service and sustainability	Community resident requests - Linking Viking Field footpath to the footpath to Crail Close
BUILDINGS:					
Town Hall - capital expenditure	Town Hall	Capital expenditure	-	Service, safety and asset protection	
• Lift - major survey and full refurbishment		One off	£20,000*		Plenty of officer time spent during 2021-2023 with repeated issues, and now parts becoming obsolete
• Window replacement, continuation of works		One off	TBC		
• Roof repairs		One off	TBC		
Defibrillator within the town hall		One off	£1,300	Inclusivity and service	
Woosehill - capital expenditure	Woosehill	Capital expenditure	-	Service, safety and asset protection	
• Fire doors replacement for compliance		One off	TBC		
• Kitchen roller shutter		One off	TBC		Roller shutter is not fire safety compliant
• Access control - for DDA** compliance		One off	TBC		Entrance keypad is not accessibility compliant
• Roof repair		One off	TBC		
• Fire alarm upgrade		One off	TBC		System doesn't dial out - health and safety issue
ALLOTMENTS:					
Waterless toilet cleaning	Allotments	Ongoing	£8,000*	Service - Health, safety and hygiene	Active times on allotments, could be 9 months + 3 months reduced service
MARKET:					
Market parking permits	Market	Ongoing	£1,050	Distinctiveness, inclusivity, service and sustainability	To support new and occasional traders, expand the provision of the market, without disadvantaging those traders

* = Prices are approximate, to be investigated and confirmed

** = Disability Discrimination Act

COMMUNICATION BOARD



Wokingham Town Council Strategic Principles 2019-2023

Distinctiveness

Wokingham Town is proud of its distinctive nature as a modern market town with an ancient heritage

Inclusivity

Wokingham Town will be welcoming to all

Service

All residents of Wokingham Town deserve high quality services

Sustainability

Wokingham Town will aim to be a sustainable community

While not exclusively, the prime contribution of the Amenities Committee is towards the sustainability principle

- **Amenities**
- **Grounds & Bloom**
- **Buildings & Market**
- **Allotments**

Ref	Date Active	Item for Action	Action by	Proposed Completion Date	Status
					Previous Progress Progress Update
172	30.05/23	E-bike event	AO	01 July 2023	FY23-24 Budget: £1,000 – Establishing budget for an annual event On-going planning, in conjunction with WBC's My Journey team Agenda item 6
174	30.05/23	Defibrillator for community use at Woosehill Community Hall	AO / BMO	End June 2023	FY23-24 Budget: £3,000 Defibrillator and external heated cabinet purchased Full installation was expected to be complete on 23 May 2023, to be rebooked Now expected to be installed 25 July 2023
175	30.05/23	EF trampoline relocation and reinstatement	AO	End July 2023	New equipment is ETA, with contractors, w/c 26th June 2023 Removal, with relocation and installation began Tuesday 04 July 2023, work expected to be completed by Friday 07 July 2023

Wokingham Town Council's vision:

To encourage the life and vibrancy of Wokingham Town for its existing and future residents, and businesses.