



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

Tuesday, 05 March 2024

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 12th March 2024** for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'K Hughes'.

K Hughes
Town Clerk

Contact Officer: K Hughes, Town Clerk
Mobile: 07557 950741; email: townclerk@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: 07th November 2023 (pages 16858 to 16860, copy attached) as a true and correct record.

5 GROUNDS MAINTENANCE CONTRACT

To receive, consider and resolve upon the appointment of a grounds maintenance contractor to undertake grounds maintenance for the town council from April 2024 to March 2029. (Note: details to follow)

6 AMENITIES SERVICE AREA – CHRISTMAS LIGHTS

To receive comments from members on the 2023-24 Christmas lights.

7 BENCH ON WOOSEHILL

- To receive and consider a report from the Town Clerk (report TC/06) on a proposal for the installation of a public bench along Meadow Way in Woosehill
- To consider and resolve upon an in-year request to the Finance and Personnel Committee for costs for the purchase and installation of a bench.

8 TREE CULTIVARS – GIPSY LANE ALLOTMENTS

To receive a report from the Allotment Officer on the apple tree cultivars at Gypsy Lane allotment site.

9 GRAFFITI UPDATE

- a) To receive an update from Cllr Lack regarding graffiti removal (photo report attached).
- b) To note commercial cleaning of graffiti in the town 26-29th February (photo report attached)

10 RISK REGISTER

- a) To note recommended changes / additions to the risk register (copy of the relevant sections attached).
- b) To note for information that WTC's Health & Safety policy is being reviewed (see bullet points below)
 - Risk assessment revisions are completed for Town Hall and Woosehill
 - Safe System of Works have been updated (draft v3), and final workings are underway.
 - The H&S Policy statement has been updated.

11 COUNCIL'S UPDATED VISION AND PRINCIPLES

To consider how this can be embedded in the work of the amenities committee (copy attached).

12 MONITORING REPORT

To receive and consider the monitoring report dated 26 February 2024 (copy attached).

13 AMENITIES COMMITTEE INFORMATION

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

- a) The Titan swing at King George V play park was vandalised but has been repaired.
- b) Water continues to be removed from the trampoline at Elms Field, works towards a longer-term solution will be picked up by the Amenities Officer.
- c) The snake swing at Elms Field has been vandalised and is currently out of use (fenced off) – parts are on order to repair this.
- d) Balfour Beatty commenced works to replace the Network Rail Tanhouse Lane footbridge (adjacent to Ormonde Road and Latimer Road allotments) on Monday 4th December 2023, with works to install the new single span footbridge happening over the weekend of 23/24th February. Work is expected to be completed by the end of March 2024 / early April.
- e) Market Place western side wall lights failed on 1st December 2023, liaison with WBC staff has found that units and the cabling are no longer serviceable. WBC were not intending on upgrading them until next year, however, they have started the process now as a matter of urgency.

14 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

07th November 2023

Minutes of the proceedings of the **AMENITIES COMMITTEE** meeting held on this day in the **COUNCIL CHAMBER, TOWN HALL, WOKINGHAM** from 7:30 pm to 9:13 pm.

PRESENT

Cllrs: R Bishop-Firth, S Cornish, M Malvern (Vice Chair), A Medhurst, N Nagella, and H Richards

IN ATTENDANCE

Amenities Officer (AO) – Fiona Sleaford

Grounds & Bloom Officer (GBO) – Marianna Pentek

In the absence of the Committee Chairman, the meeting was chaired by the Vice-Chair Cllr Malvern, in-line with Standing Orders.

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllr T Lack (Chairman), M Fumagalli and A Fraser

MEMBERS' INTERESTS (Agenda Item 2)

None

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

None

MINUTES OF PREVIOUS MEETING (Agenda Item 4)

It was proposed by Cllr Medhurst and seconded by Cllr Cornish, and it was

**RESOLVED
30741**

that the minutes of the Amenities Committee meeting held on 12th September 2023 (pages 16819 to 16822) be received as a true and correct record, and they be confirmed and signed by the Chair.

ACTION: AMENITIES OFFICER

AMENITIES SERVICE AREA – CHRISTMAS LIGHTS (Agenda Item 5)

Cllrs received the Amenities Officer's Briefing Notes – October 2023, dated 30th August 2023:

Discussion points included:

- The new contract.
- The ongoing observations by the AO, to ensure the display remains complete.
- Previous incidents of vandalism to the main Christmas tree, and the GBO gave an update on the security patrols in place over Christmas and new year.
- Cllrs considering potential expansion areas, while the scheme is in place.

GROUND MAINTENANCE CONTRACT (Agenda Item 6)

Cllrs received the Amenities Officer's Report, 04/2023-24 dated 24th October.

Discussion points included that:

- The benefit to the council and the contractor over a longer contract.
- The recent increases in labour, equipment, and fuel costs.
- Grounds maintenance encompasses a wide range of tasks and services.
- There is no financial exposure for the council by extending the contract.
- Grass cutting for the allotments is to be separated from this contract.

It was proposed by Cllr Richards and seconded by Cllr Nagella, and it was

**RESOLVED
30742**

to extend the Grounds Maintenance contract to a five-year contract.

ACTION: AMENITIES OFFICER

CHAIRMAN'S INITIALS _____



DRAFT

GRAFFITI UPDATE (Agenda Item 7)

- a) Cllrs received a photo montage from Cllr Lack detailing recent graffiti removal, with suggested locations for professional removal.
- b) Discussion about additional murals was deferred to January's meeting.

ACTION: AMENITIES OFFICER

RISK REGISTER (Agenda item 8)

Councillors noted:

- a) There are no recommended changes to the risk register.
- b) WTC's overall Health & Safety policy is being reviewed; any recommended changes will be brought in March 2024.

Discussion points included:

- That Cllrs understand the different risks that relate to the committee's oversight.
- The need to differentiate various levels of risk and separate their sections.

ACTION: AMENITIES OFFICER / TOWN CLERK

COUNCIL'S UPDATED VISION AND PRINCIPLES (AGENDA ITEM 9)

Cllrs received copy of the council's updated vision and principles.

Discussion points included:

- Embedding the principles into decision making.
- That they should be considered in detail when planning spending requests.
- They should be consulted for ongoing development.

MONITORING REPORT (Agenda Item 10)

Councillors received and discussed the report dated 24th October 2023:

Item 174: Defibrillator for Woosehill Community Hall, FY2023-2024: Installation was completed in October 2023. Item to be removed from the monitoring report.

The AO was thanked for clearing the monitoring report, and it was considered a good way to end the year.

ACTION: AMENITIES OFFICER

AMENITIES COMMITTEE INFORMATION (Agenda Item 11)

Cllrs noted the following:

- a) The Wokingham Bloom results.
 - The GBO was thanked for the excellent results, her drive and commitment.
- b) The resurfacing of Leslie Sears play area was completed 20th October.
 - Cllrs were very pleased with the new surfacing and look of the play park.
- c) Repair to the burnt section of rubber mulch at Elms Field.
 - Cllrs were pleased to be made aware of the work of the Amenities "team".
- d) The new trampoline at Elms Field has filled with water.
 - Cllrs were advised this has not been closed as it is not a health and safety issue.
 - Having taken advice, the situation is being monitored, it is expected the trampoline will drain given time for the soil to absorb the water.
- e) The tent encampment in Howard Palmer Garden that began in October.
 - The GBO confirmed that Howard Palmer Garden will not reopen until 18th November, as commercial maintenance is required.
 - Discussion of Howard Palmer Garden will be brought to January's meeting.
- f) Balfour Beatty are due to commence works to replace the Network Rail Tanhouse footbridge on Monday 4th December 2023. Work is expected to be completed by the end of March 2024.
 - It was confirmed to Cllrs that this bridge will have stepped access only.

ACTION: AMENITIES OFFICER

CHAIRMAN'S INITIALS _____



DRAFT

MATTERS TO PUBLICISE VIA SOCIAL MEDIA FROM THIS EVENING'S MEETING (Agenda Item 12)

- Christmas lights.
- The new defibrillator installed outside Woosehill Community Hall.
- Resurfacing of Leslie Sears play park.

ACTION: AMENITIES OFFICER / MARKETING OFFICER

Meeting closed at 9:13 pm.

CHAIRMAN

CHAIRMAN'S INITIALS _____





Wokingham Town Council

Town Clerk's Report 06/2024

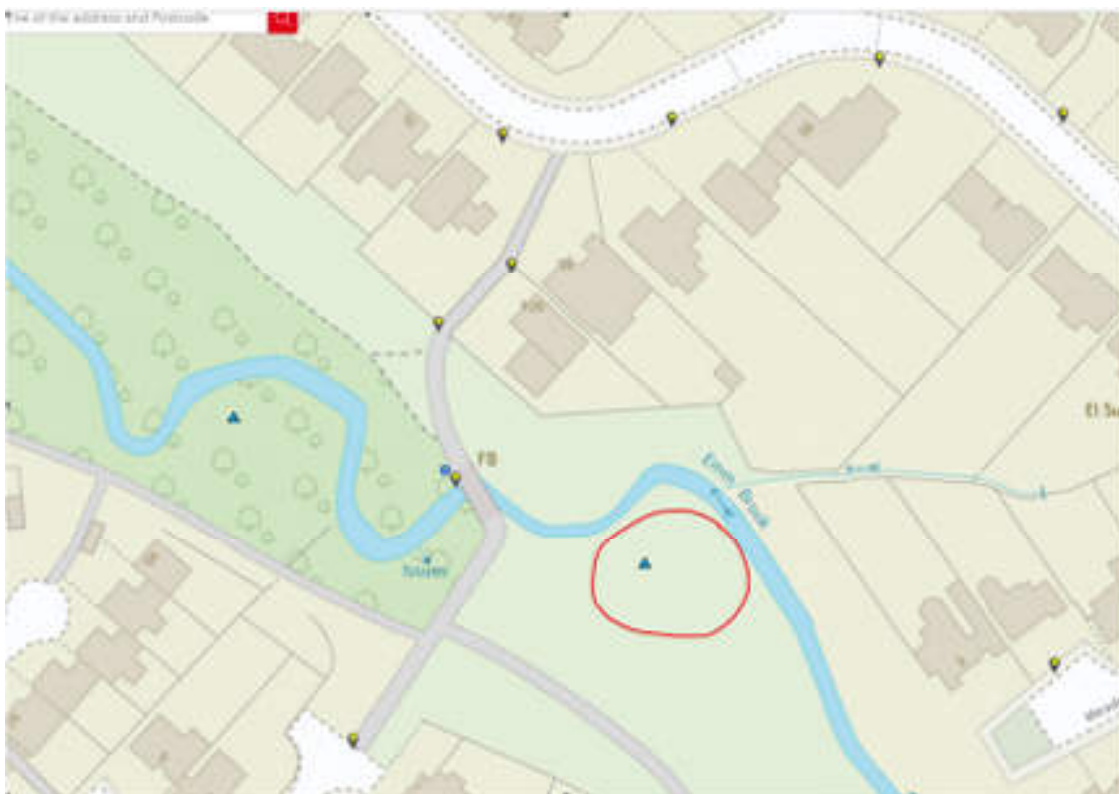
To: Amenities Committee
 Date: 12th March 2024
 Subject: Woosehill bench installation

1 PURPOSE OF REPORT

- 1.1 To consider a proposal for the installation of a public bench in Woosehill, to include:
- Location
 - Public consultation
 - Funding

2 BACKGROUND

- 2.1 The Amenities Officer received an enquiry and contacted the Cleaner and Greener team at Wokingham Borough Council, who own the land alongside the Emm Brook, regarding the installation of a bench near Kingfisher Bridge in Woosehill. WBC has agreed in principle to the installation of public seating in this location.



- 2.2 The WBC Officer did note that the council may wish to review any residents' concerns over antisocial behaviour, as issues have been experienced previously near the play area behind Morrisons.

3 CURRENT POSITION / ISSUES FOR CONSIDERATION

- 3.1 To progress this proposal, the committee will need to consider:
- The exact location for a bench
 - When and how to consult with local residents over the proposals
 - Source quotes for the style of bench required and installation
 - Submit an in-year funding request to the F&P committee for budget for the project.
 - Subject to above, submit a formal proposal to WBC for the installation of a new bench.

4 FINANCIAL IMPLICATIONS

- 4.1 At present, costs are unknown, but there is no specific budget for this request in the 2024-25 financial year.

5 NEXT STEPS

- 5.1 To consider and resolve in principle whether to progress a project to install a bench.
- 5.2 (Subject to above)
To agree a proposed location for the bench
- 5.3 To agree a method of public consultation
- 5.4 (once quotes are sourced)
To agree a request for in-year funding to F&P



Wokingham Town Council

Town Clerk's Report 07/2024

To: Amenities Committee
Date: 12th March 2024
Subject: Grounds Maintenance Contract

1 PURPOSE OF REPORT

- 1.1 To review and approve a contractor for the council's grounds maintenance contract from 2024 to 2029.

2 BACKGROUND

- 2.1 The council's current grounds maintenance contract runs until 31st March 2024 and following a discussion at the 7th November 2023 committee meeting, members resolved (resolution reference 30742) to open an opportunity for a 5-year contract to run from April 2024 to March 2029.

3 CURRENT POSITION

- 3.1 The contract specification was drawn up by the Grounds and Bloom and the Amenities Officers and the opportunity was placed on Contacts Finder between 1st February and 1st March 2024.
- 3.2 8 responses were received for the opportunity, and these were reviewed on Monday 4th March 2024 by the Grounds and Bloom Officer and the Town Clerk, and scored against a pre-agreed matrix.
- 3.3 The scoring matrix considered the following items, and all received responses were scored out of a maximum score of 100.
- Price (Score out of 30)
 - Experience in similar grounds maintenance activities (Score out of 30)
 - Evidence of effectively undertaking similar works for local councils (Score out of 10)
 - Proximity to Wokingham (Score out of 5)
 - Evidence from completed H&S questionnaire, PLI details supplied and appropriate breakdown of costs (Score out of 20)
 - Evidence of innovation (Score out of 5)

3.4 The responses were scored as follows:

Tender evaluation criteria and scoring matrix									
	Max score	Company A 24,800 + CPI	Company B 18,927	Company C 25095 + CPI	Company D 24650+CPI	Company E £28,800 + CPI	Company F 32000 + CPI	Company G 77,800 + CPI	Company H 63950 + CPI
Price	30	26	30	24	28	22	20	16	18
Experience in similar grounds maintenance activities	30	8	16	26	0	26	30	6	0
Evidence of effectively undertaking similar works for local councils	10	5	5	10	5	10	10	5	5
Proximity to Wokingham	5	2	5	2	3	2	4	5	3
Evidence of H&S Questionnaire completed, PLI supplied and appropriate breakdown of costs	20	15	15	18	15	18	20	20	20
Evidence of innovation	5	0	2	2	3	2	0	1	0
TOTAL	100	56	73	82	54	80	84	53	46
									2

4 **FOR CONSIDERATION**

- 4.1 To review the scoring matrix above, consider the tenders received and identify the contactor to appoint for the grounds maintenance contract for 2024-2029.
- 4.2 Copies of the specification documents supplied as part of the Contracts Finder opportunity are attached as follows:
 - a) Grounds maintenance specification 2024-2029.
 - b) Grounds maintenance schedule 2024-2029
 - c) Elms Field grounds maintenance schedule 2024-2029
 - d) Individual park maps

5 **FINANCIAL IMPLICATIONS**

- 5.1 The council's budget for grounds maintenance for the 2024-25 financial year was set at £34,000
- 5.2 As above, all bar two of the proposals are within the budget available for the 2024-25 financial year.
- 5.3 In the current financial year (year 3 of an existing contract) the council is spending £ 23,413.44 annually cutting the council's 8 parks.

6 **NEXT STEPS**

6. To review, approve and authorise the Town Clerk to award the grounds maintenance contract and draw up the necessary contract for signing.
- 1



Wokingham Town Council

February 2024

GROUNDS MAINTENANCE SPECIFICATION

Parks and Open Spaces Grounds Maintenance for a Five-Year Period:

1st April 2024 – 31st March 2029

LOCATIONS:

- Howard Palmer Gardens
- Joel Park & Holt Copse
- King George V Playing Field
- Langborough Recreation Ground
- Leslie Sears Playing Field
- Viking Field (entrance via Leslie Sears Playing Field)
- Redlands Farm Park
- Elms Field (please refer to separate schedule supplied)

Please reference the provided “Parks Map” for park location overview.

SPECIFICATION:

1. Extent of Works

The detailed works, as per the enclosed grounds maintenance schedule 2024-2029, consist of cutting grass and trimming round trees, obstacles, fence lines, and walls every two weeks from early April to late October each year (total of 15 cuts each year), together with the litter picking of all shrub areas. A further grass cut in November of each year may be required, depending on prevailing weather conditions and growth.

2. Grass cutting

- (a) The cutting of the grass shall be by hand and mechanical means. All mechanical plant shall be adequately maintained and protected against causing damage to the public and all of the Council's property. No mains electrical power shall be obtained for the operation of plant from any point within the Council's property.
- (b) All cutting shall be carried out as expeditiously as possible and the Contractor shall at all times have sufficient labour and plant available to ensure that cutting is completed at two weekly intervals at each site. Should the weather conditions be such that they are unsuitable for the cutting of grass, either because the ground conditions are unfavourable, or because the grass has not grown due to a period of dry weather, the Contractor agrees to reschedule the cut or a pro rata reduction to the tender price for grass cutting.
- (c) Before carrying out the cutting operations at any of the sites the Contractor shall examine each site, pick up and remove from site any rubbish, cans, bottles, paper, stones, bricks, household rubbish, builders' materials, etc. and any materials or objects thereon at their own expense, included in this work. The Council will not accept any claim by the Contractor for damage to equipment on this account.

- (d) The Contractor shall ensure that the grass is cut in accordance with the Schedule over the whole of each and every grassed area listed in the Schedule. Their tendered prices shall allow for the necessary handwork to carry out the work as described in this sub-clause.
- (e) The Contractor shall cut the grass with approved cylinder or rotary machines (depending on growth). These machines are to be adequately guarded at all times to comply with the provisions of the Health and Safety at Work Regulations. Grass cut on the first cut will be required to be removed from site. On subsequent cuts grass to be fly-cut leaving clippings in situ, but clippings must be swept off footpaths and play equipment areas especially in wet conditions to the satisfaction of the Council. However, for Howard Palmer Gardens all clippings must be removed after the first and every subsequent cut. The grass at Howard Palmer Gardens is to be cut to 'golf course' standard. Horizontal stripes are to be visible in the grass after it has been cut.
- (f) The Contractor shall ensure that the prices submitted are adequate to allow the grass to be cut along all edges whether shrub borders around the trees, fence lines, including around play areas, or walls as per the attached grounds maintenance schedule.

3. Fertiliser

Application of fertiliser (such as ICL Sportsmaster Base Spring & Summer or equivalent) to be applied in the first weeks of April after the appropriate cut for the period at Elms Field and Howard Palmer Gardens. The product used must be approved by the Grounds Officer before application.

4. Harrowing and Reinstatement

The Council may request additional quotes for ad-hoc harrowing and grounds reinstatement work, prior to re-seeding.

5. Maintenance of tree/shrub areas

The Contractor shall allow for 4 visits to each site during the period early April to late September and undertake the following works:

- a) Removal of paper and all rubbish including tins, bottles, builders' rubbish, or other waste material of a non-horticultural nature before grass cutting.
- b) Weeding areas around bases of all trees.
- c) Every care must be taken to ensure that no damage is caused to existing shrubs or plants, and any so damaged must be replaced by the Contractor at their own expense.
- d) All rubbish removed from tree/shrub areas by the Contractor shall be taken to a licensed tip, at their own expense.
- e) Keep brambles, bushes and hedges abutting and around play areas and major footpaths,
 - a. in Joel Park & Holt Copse,
 - b. Langborough Recreation Ground,
 - c. Leslie Sears Playing Field and
 - d. King George V Playing Field, cut back in accordance with the ground's maintenance schedule.

6. Viking Field

The Contractor shall in each year of this contract sow a minimum of six varieties of wildflower, the varieties to be determined in the first year, suitable for the soil type. Sowing location will be by the main footpath, between Tanners Row and Leslie Sears, totalling of a minimum 600m² (1.5m wide on both side of the footpath) per year. Areas of sowing to be determined by the Council in consultation with the Contractor. After sowing, initial maintenance of the sown area is to be

carried out in accordance with the seed fact sheet or suppliers' recommendations. Grass cutting is as per grounds maintenance schedule.

7. Proof of Works Delivered

The Contractor shall submit, by the last day of each month, to the Council a copy of the grounds maintenance schedule 2024 – 2029, listing the sites completed on which date, so that an inspection can be made to ascertain whether the work has been carried out to a satisfactory standard. In the event of the work not being satisfactory the Contractor will be informed, and the work must be undertaken again. The appropriate grounds maintenance schedule log must then be re-submitted by the Contractor.

8. Ditch clearance and autumn leaves pick-up

One autumn pick-up of leaves as per the grounds maintenance schedule is to be made. Ditches at Joel Park are to be cleared of silt and debris annually in November or December, date to be agreed with Grounds Officer.

9. White Line Marking

White line marking equipment required to mark a 100 m running track at King George V Playing Field, date to be confirmed by the Council.

10. Equipment

It may be necessary for the Contractor to allow a representative of the Council to visit the Contractor's depot so that they can satisfy themselves about the adequacy of the Contractor's machinery, their maintenance facilities and arrangements.

Grounds Maintenance Schedule 2024 – 2029

Month: _____ Week of: _____

This signed form must be returned to the Grounds Officer the day after work is completed, email: mpentek@wokingham-tc.gov.uk

The actions carried out as stated are correct. Signed..... Date..... Page 1/2

PARK	WORK REQUIRED	FORTNIGHTLY	MONTHLY	ANNUALLY	ACTION / DATE CARRIED OUT
HOWARD PALMER GARDENS	Litter picking, grass cut to golf course standard (horizontal stripes), cut edges, remove all clippings after each cut	X			
	Strim around park seats, litter bins and silver birch trees	X			
	Autumn and winter pick up of leaves (October till December)	X			
	Footpath/paved edges to be reinstated to avoid grass encroachment to be completed in May and October.			X	
JOEL PARK / HOLT COPSE	Litter picking, grass cut to playing field standard Note: Area of Lady's Smock flowers, at the Jubilee Avenue end of Red Oaks, not to be cut April – July Normal schedule after end of July	X			
	Cut back / strim grass around and under wooden adventure trail adjacent to play area	X			
	Cut back / strim grass strip on Martins Drive side of Jubilee Avenue, including edges of footpath from Jubilee Avenue to Martins Drive, and grass triangle area near to Milton Road bus stop / roundabout		X		
	Cut back / strim 10" strip of grass between Holt Copse hedging & pavement along Jubilee Avenue, for full length of Holt Copse		X		
	Autumn and winter pick up of leaves (October till December)	X			
	Ditches cleared of silt / debris Nov/Dec			X	
	Cut back brambles / nettles abutting and around play area		X		
	Keep main footpaths clear of intruding brambles / nettles and debris / leaves		X		
	Strim around park seats, dog bins, and play area	X			
	Litter picking, and playing field grass cut	X			
KGV PLAYING FIELD	White line running track and 100m track as required for St Teresa's school sports day in June			X	
	Cut back brambles / nettles abutting and around play area		X		
	Cut back / strim grass in play area	X			
	Strim around park seats, fencing, dog bins and play area	X			
	Cut grass verge alongside entrance path	X			
	Autumn and winter pick up of leaves (October till	X			

NOTE: For grass cutting the Contractor must refer to sections 1 to 3 of the Grounds Maintenance Specification

Grounds Maintenance Schedule 2024 – 2029

Month: Week of:

This signed form must be returned to the Grounds Officer the day after work is completed, email: mpentek@wokingham-tc.gov.uk

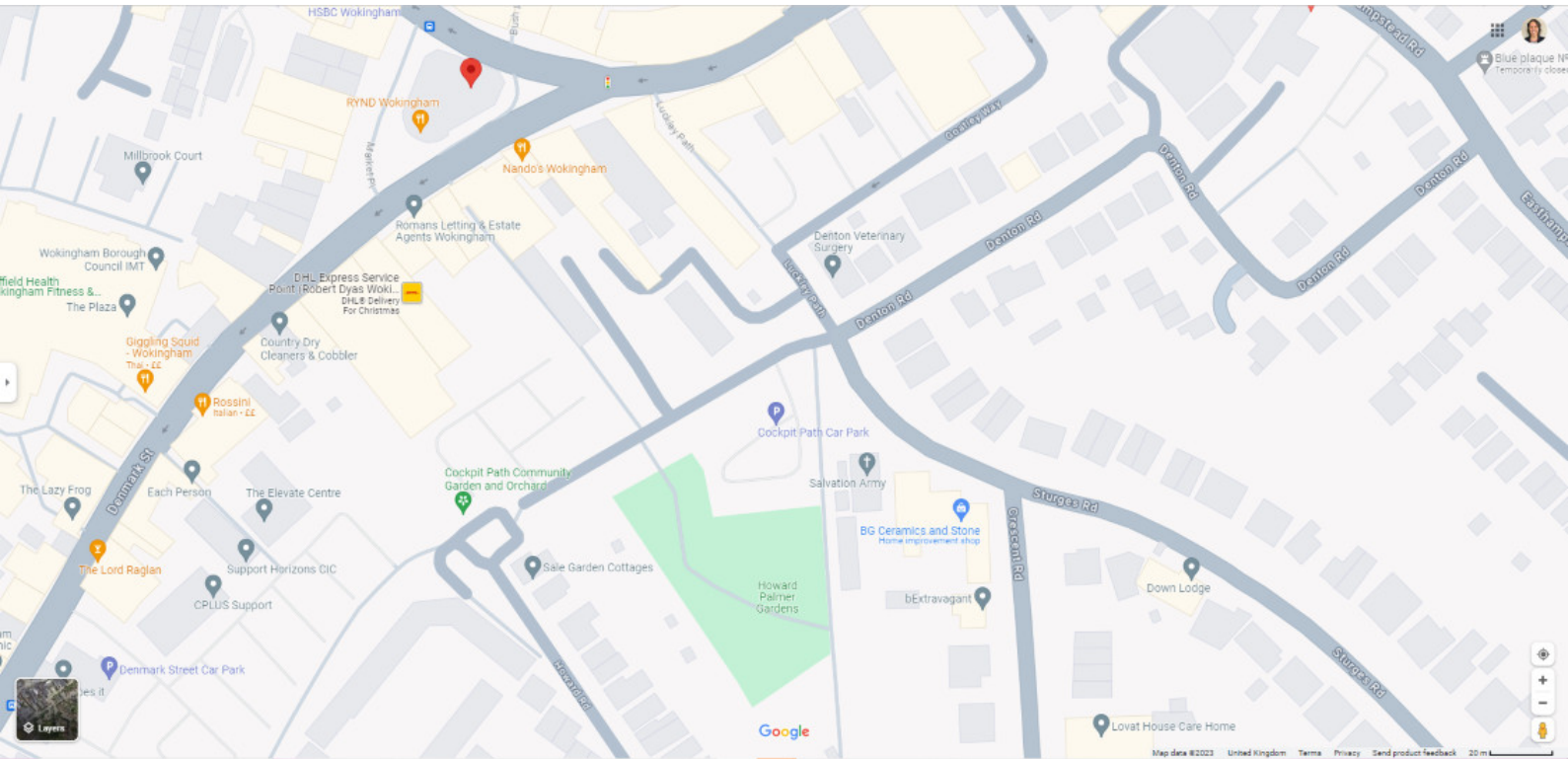
The actions carried out as stated are correct. Signed..... Date..... Page 2/2

	December)					
PARK	WORK REQUIRED	FORTNIGHTLY	MONTHLY	ANNUALLY	ACTION/DATE CARRIED OUT	
LANGBOROUGH RECREATION GROUND	Litter picking, cut recreation ground grass to playing field standard	X				
	Re-define main footpath edges and clear leaves			X		
	Autumn and winter pick up of leaves (October till December)	X				
	Strim around park seats, dog bins and play area	X				
	Cut back brambles / nettles abutting and around play area		X			
	Litter picking, cut field to playing field standard	X				
LESLIE SEARS	Strim around seats and dog bins					
	Cut grass in play area, strim around seats, fencing & bins	X				
	Cut back brambles / nettles abutting and around play area		X			
	Strim / cut back 1m either side of footpath from field to Roberts Grove	X				
	Strim / cut back brambles / nettles on footpaths leading to/from Viking Field	X				
	Litter picking, cut existing perimeter path around field, strim around seats	X				
VIKING FIELD	One full grass cut of meadow area late July, early August. Cuttings to be removed from site			X		
	Sow six varieties of wildflower seeds along central footpath, minimum 600m ²			X		
	Litter picking, field grass cut, strim around dog bins/seats. Note: leave grass / shrub belt in front of Leylandii hedge uncut and area under Veteran Oak tree (top end)	X				
REDLANDS FARM PARK	Litter picking, cut grass and strim around Scout hut area	X				

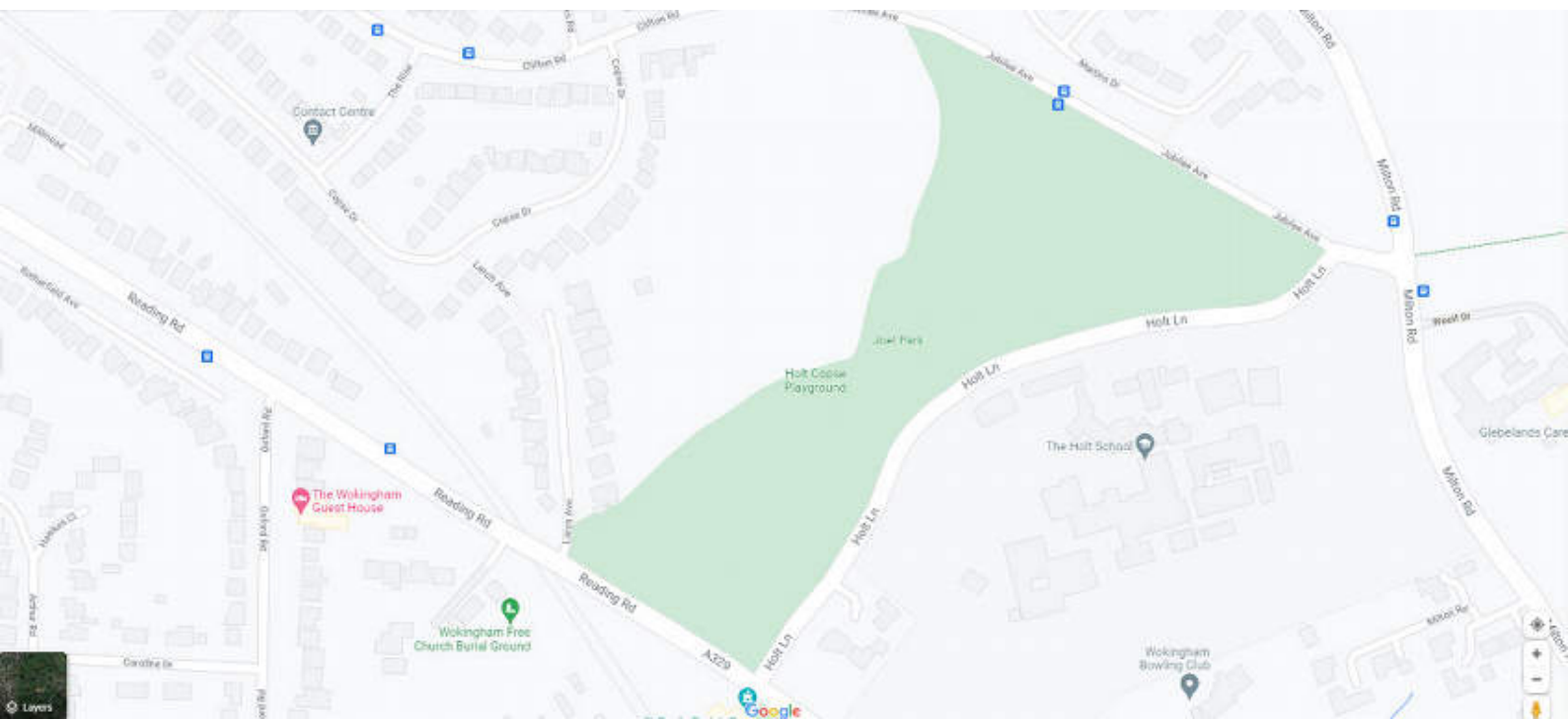
NOTE: For grass cutting the Contractor must refer to sections 1 to 3 of the Grounds Maintenance Specification

Wokingham Town Council		Elms Field Grounds Maintenance Frequency of Works Schedule												
		Frequency Schedule												
Description of works required:		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Prior to grass cutting, litter and debris to be removed and disposed of.		2	2	2	2					1	2	2	2	15
Cut all amenity grassed areas, and play area grass, to include all edges. Note: Cuttings to be removed from site, footpaths & paved areas to be clear of cuttings after each cut.		2	2	2	2					1	2	2	2	15
Strim around all fixed obstacles, benches, dog bins, waste bins, re-cycling bins, streetlights, manhole/inspection covers, utility boxes and play area equipment.		2	2	2	2					1	2	2	2	15
Spring/Summer fertiliser application											1			1
Footpath/paved edges to be reinstated to avoid grass encroachment.					1							1		2
Wildflower beds to be cut after natural seeding. Note: Leave cuttings for an agreed period before removing			0.5	0.5										1
Autumn / winter pick up / leaf collection from amenity areas. Note: Leaves to be removed from site					2	2	2							6
Autumn / winter pick up / leaf collection from play area. Note: Leaves to be removed from site.					2	2	2							6
Comments: Amenity grass areas to be cut 25 mm height in spring/summer and 50 mm height in autumn/winter. Wildflower beds to be cut 100 mm in height.														
Monthly Works Completed Returns Log:														
Please highlight/circle works completed each month, ensure dates are included and return by the end of each calendar month to mpentek@wokingham-tc.gov.uk														
Signed.....Date.....														

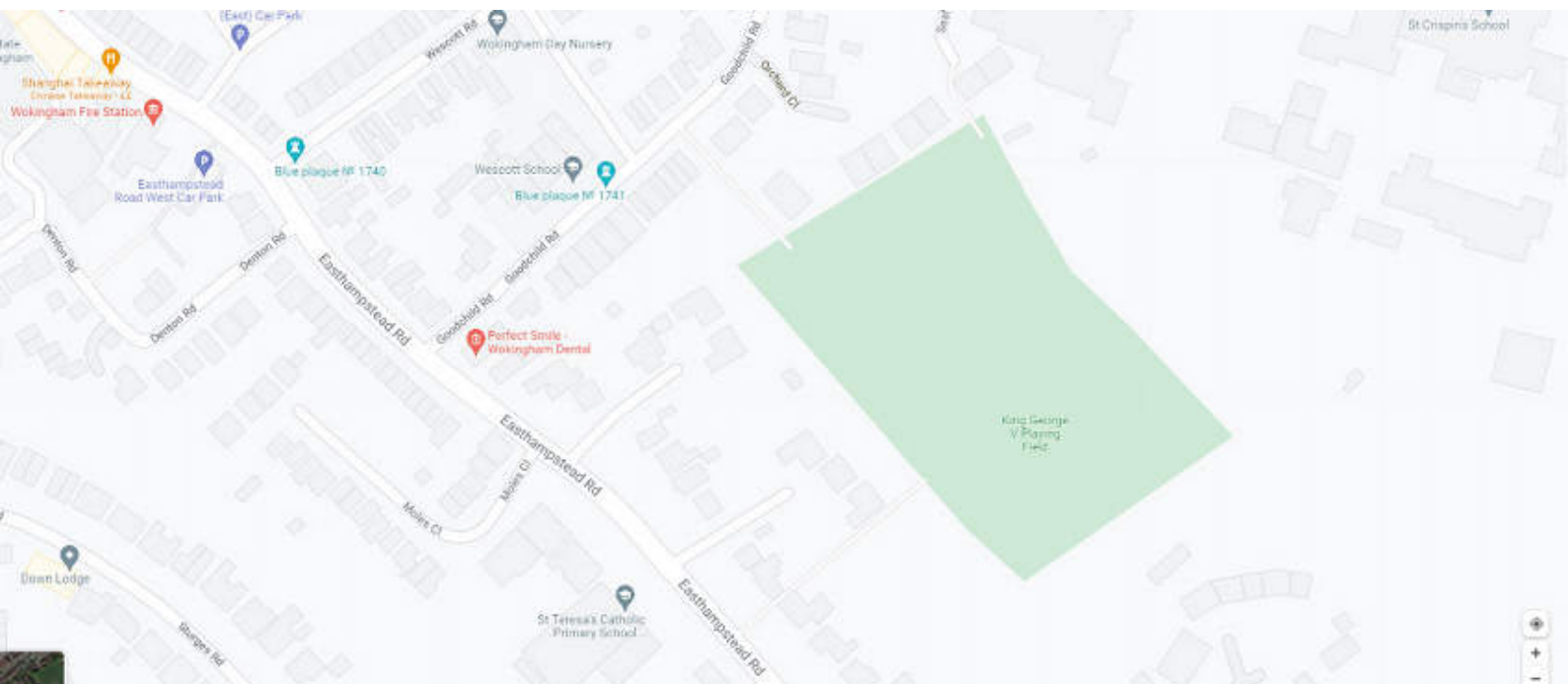
Howard Palmer Gardens



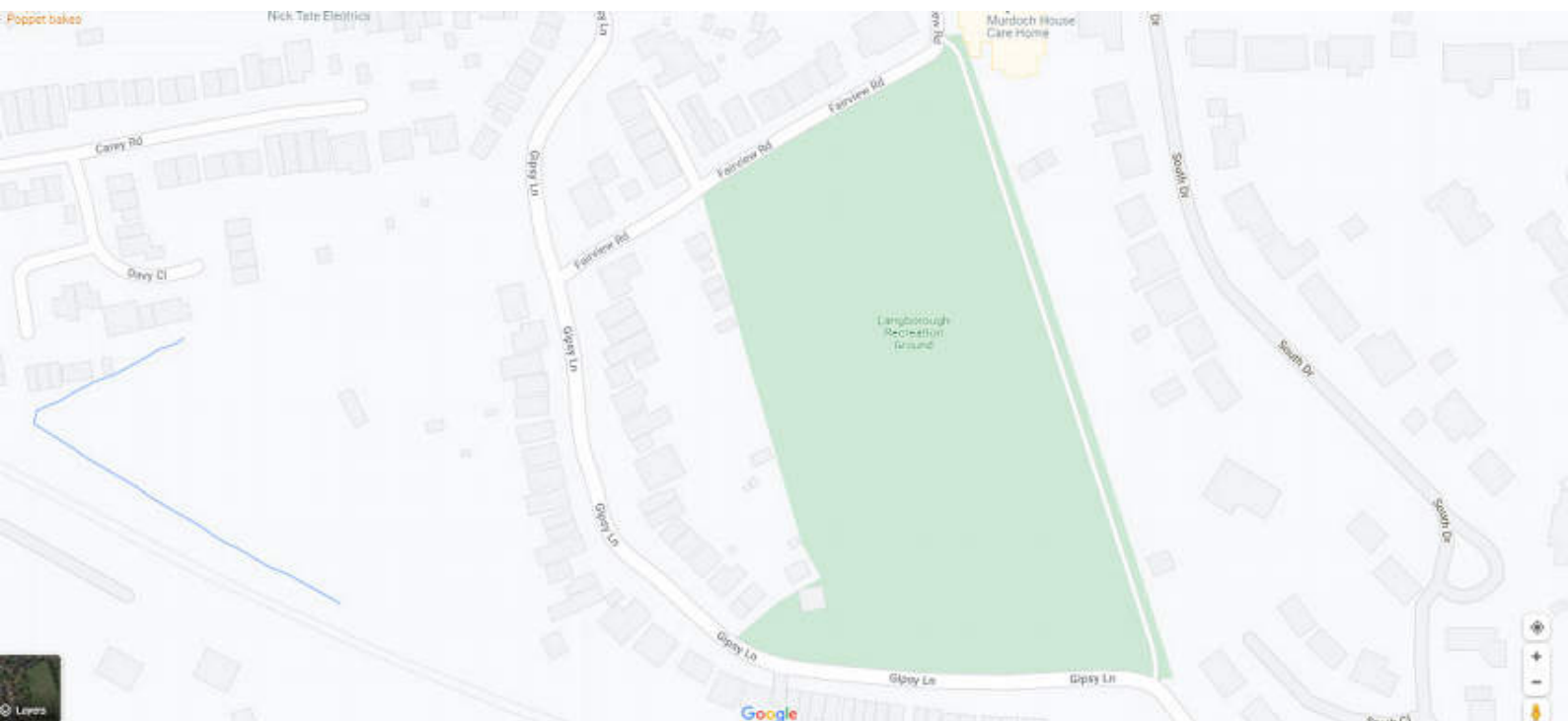
Joel Park & Holt Copse



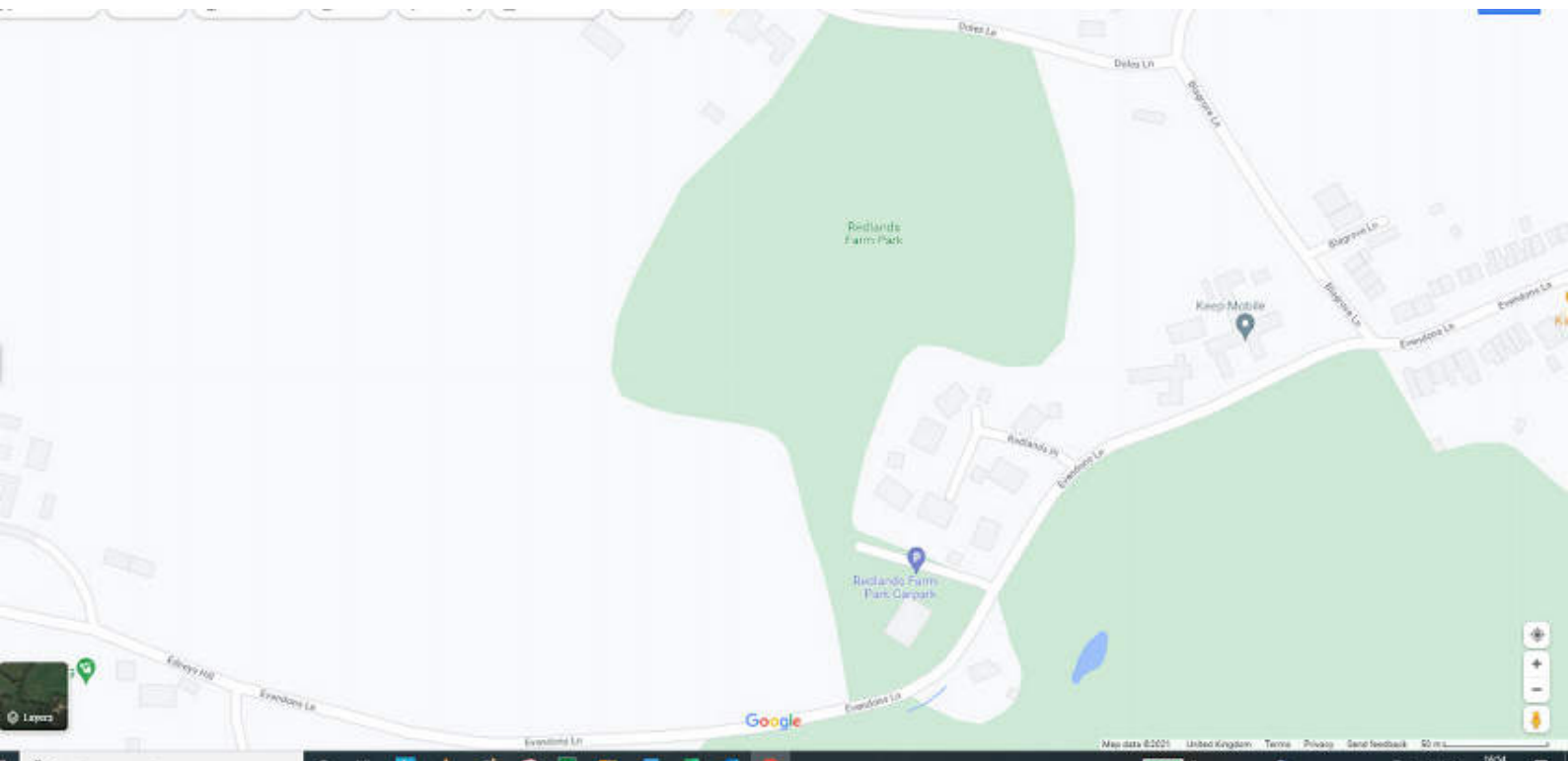
King George V



Langborough



Redlands Farm Park



27/01/2021

Elms Field plan.png (952×678)





Wokingham Town Council

Allotment Officer's Report 02/2023-24

To: Amenities Committee

Date: 25th February 2024

Subject: New apple tree cultivars at Gipsy Lane allotment site

1. REASON FOR REPORT

- 1.1 To inform councillors about the background to the discovery and the current situation with the new cultivars.

2. SEQUENCE OF EVENTS

- 2.1 In 2022 the Allotments Officer (ALO) was contacted by Roger and Sue Gook, Gipsy Lane allotment gardeners, about two mature apple trees growing on the boundary of the site. They believed these to be unusual and something not previously seen elsewhere by them.
- 2.2 They sent samples of the fruit to the Royal Horticultural Society (RHS) at Wisley. The RHS suggested that leaf samples be sent to the National Institute of Agricultural Botany (NIAB), East Malling, Kent. NIAB analysed the DNA of the leaves and confirmed that the two apple trees at Gipsy Lane are previously unknown cultivars. The DNA leaf report is attached.
- 2.3 Subsequently, after a protracted process, the two cultivars have been recognised and included on the national Register of Local Cultivars as:
Viola's Berkshire Beauty (A5197); Eldon's Wokingham Wonder (A5198). The notification is attached. Viola and Eldon are the names of the Gook's grandchildren.
- 2.4 Councillors should note that this does not confer any plant breeding rights or copyright protection. Furthermore, should a 'fingerprint' occur in future samples from elsewhere which has a better provenance the accredited names would be regarded as a synonym.
- 2.5 Wokingham Town Council (WTC) arranged for a professional contractor to prune the trees in early 2023 and early 2024. Prior to this the trees had not been cut back.
- 2.6 In 2023 Roger took scion wood from both trees and had these grafted onto rootstock by The Heritage Fruit Tree Company. There are seven trees in pots in the ALO's back garden. In early February 2024 Roger and Sue attended a scion wood event and now have more cuttings as follows:

6no. Viola's Berkshire Beauty on M26 rootstock

4no. " " on M111 rootstock

6no. Eldon's Wokingham Wonder on M26 rootstock

4no. " " on M111 rootstock

M26 rootstock produces a semi-dwarf tree which is tolerant of mediocre soil and prolonged cold weather. The trees should reach a height of 2.4 - 3.5m. M111 rootstock produces a vigorous disease resistant tree which crops heavily. The trees should reach a height of 3.7 - 4.6m. These newer cuttings are held at Roger and Sue's house.

- 2.7 After consulting Roger and Sue the ALO has ordered information signs for installation next to the apple trees at Gipsy Lane.
- 2.8 It is hoped that the Town Mayor will perform a brief ceremony at Gipsy Lane with Roger and Sue attending to recognise their indispensable work and achievement with these apple trees.
- 2.9 It may be in 2025 that the potted trees from the 2023 grafts will be ready to be planted out. WTC councillors and officers will have to consider where to plant them.

Graffiti removed 25th January 2024 – Tony Lack and Andy Croy
Reading Road - Cabinets outside Youth Centre



Reading Road – Cabinets outside Masonic and area



Old Curves building



Shute End



Cockpit Path Car Park



Cabinets Easthampstead Rd and Westcott Rd



Westcott Rd



Westcott / Seaford



London Rd opposite Shell



London Road / Plough Lane



London Road / Layby Café

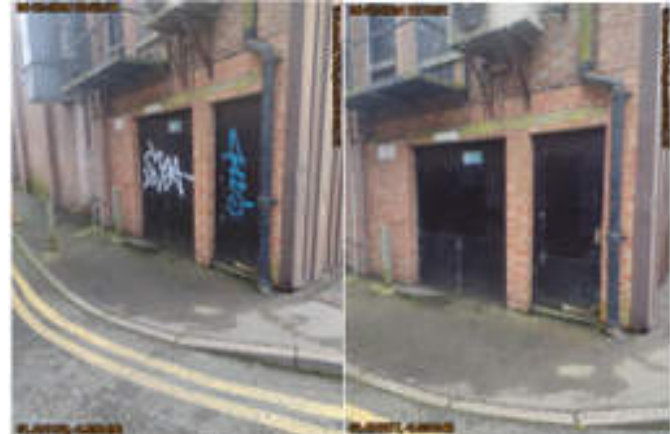
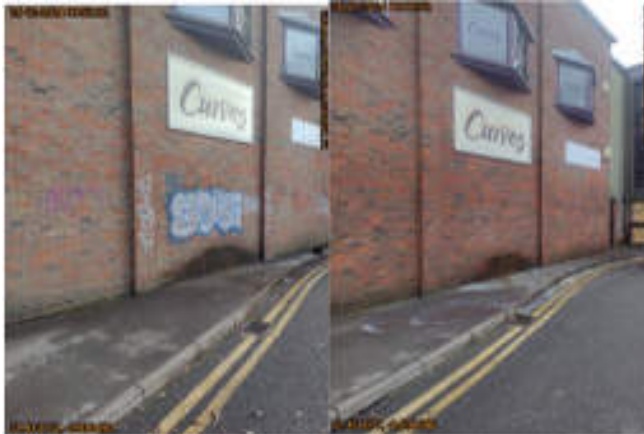


London Road Westbound, Priest and Rances areas



Broad St Post Office





Denton Rd

Denton Rd



Cockpit Path car park

Cockpit Path car park



Cockpit Path car park

Cockpit Path car park

Bell Foundry Ln / Queens Rd



Langborough Rd



Peach St



Path by Red Lion PH



Peach St



Peach St



Peach St



Peach St



Peach St



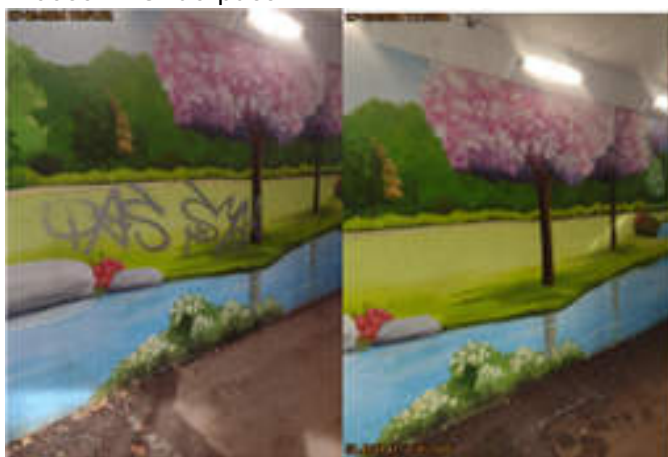
Woosehill Underpass



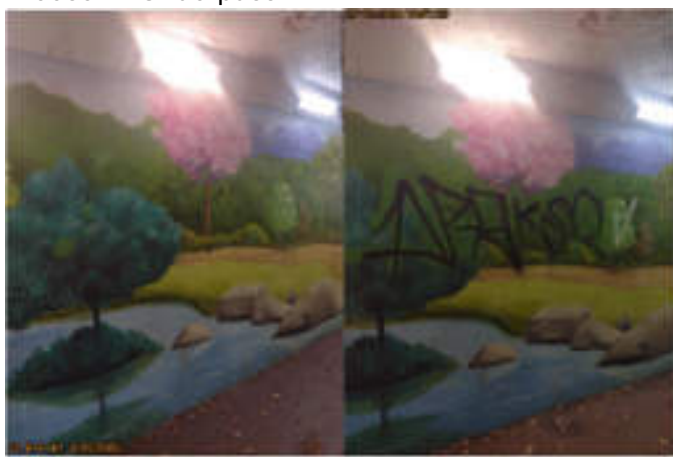
Woosehill Underpass



Woosehill Underpass



Woosehill Underpass



Woosehill Underpass



Woosehill Underpass



Holt Ln



Denmark St / Wellington Rd



Denmark St / Wellington Rd



Denmark St / Wellington Rd



Molly Millars Ln



Park Ave / Wellington Rd



Park Ave / Wellington Rd



Park Ave / Wellington Rd



Luckley Path



Peach St



Peach St



Peach St / Market Place





Wokingham Town Council Operational Register Allotments Feb-24

Risk	Risk No	Responsible Officer / Committee	Impact and effect on deliverables	Probability	Impact	Total	Controls in place	Risk Response	Actions
Allotments / Amenities Committee									
Tenancy agreements not in place or adhered to	A 01	ALO	Lack of control and potential lack of income	1	2	2	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	Treat/Monitor	
Contamination of 'spring clean' skips and fly tipping	A 02	ALO	High increased costs if skips contaminated with dangerous waste (eg Asbestos)	2	3	6	Skips provided Clear notices to advise on acceptable waste. Sites secured with coded padlocks. Monitored by ALO.	Treat/Monitor	
Vermin/Deer	A 03	ALO	Risk of inundation, disease possible claims against the Council by tenants and local residents who live near allotments. Poor public image.	3	2	6	Regular programme of inspections by ALO 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	Treat/Monitor	
Vandalism	A 04	ALO	Damage to infrastructure and crops. Possible additional expenditure. Tenants unhappy	2	2	4	Site to be as secure as possible. All incidents reported to police.	Treat/Monitor	
Water - Supply and Casual	A 05	ALO/BGO	Damage to crops and potential legionella risk.	2	2	4	Water tanks maintained, regular monitoring and proactive response to any issues. <i>WTC owned water receptacles have been treated with an Aquamid tablet. All tenants advised annually via newsletter to empty and clean their water butts with a proprietary disinfectant e.g. Jayes Fluid</i>	Treat/Monitor	
Security	A 06	ALO	Possibility of damage to plots and tenants' property or theft of property and crops	2	1	2	Fencing monitored by ALO and tenants and repaired as and when necessary, gates locked by tenants on entering and leaving. Liaison with tenants.	Treat/Monitor	
Poor site management	A 07	ALO	eg Tree and ditch maintenance, Japanese Knotweed - Expensive remedial work required; some plots become unusable with consequent loss of rental income	2	3	6	Vigilant monitoring by ALO & tenants. Use of approved contractors to address any issues chemicals by approved qualified staff member.	Treat/Monitor	

Risk	Risk No	Responsible Officer / Committee	Impact and effect on deliverables	Probability	Impact	Total	Controls in place	Risk Response	Actions
Municipal buildings / Amenities									
Vandalism	MB 01	BGO	Loss of bookings, additional expenditure, poor image.	2	4	8	Town Hall and Woosehill alarmed. Woosehill external CCTV, TH internal CCTV. Daily inspections. Insurance reviewed annually with broker. Repair damage/remove graffiti as quickly as possible. Steel Doors in place New CCTV equipment installed to the Town Hall providing external and up graded internal recorded imaging now accessible from web based service - improved reporting ability. On line reporting to Thames Valley Police.	Treat	
Significant damage to building	MB 04	TC/BGO	Interruption of democratic function of Council, interruption to income streams.	1	4	4	Rigorous H&S regime. Robust security of buildings. Financial reserves in place. Emergency Action Plan in place. Additional fire detection added 2019. Fire alarm linked to monitoring station Controls in place deemed satisfactory by Berkshire Fire Safety Officer 2019. External CCTV at both TH and WH. Internal CCTV at TH	Treat/Monitor	
Asbestos Management	MB 05	TC/BGO	Danger to health. Disruption to services. Loss of income. Possible injury claims	2	4	8	Staff asbestos training last undertaken on 12/12/2023. Asbestos management survey (AMS) undertaken for TH and WH September 2023 all existing asbestos where checking has been possible, has been recorded.	Treat/Monitor	Existing asbestos management plan requires reviewing. Work is ongoing on this.

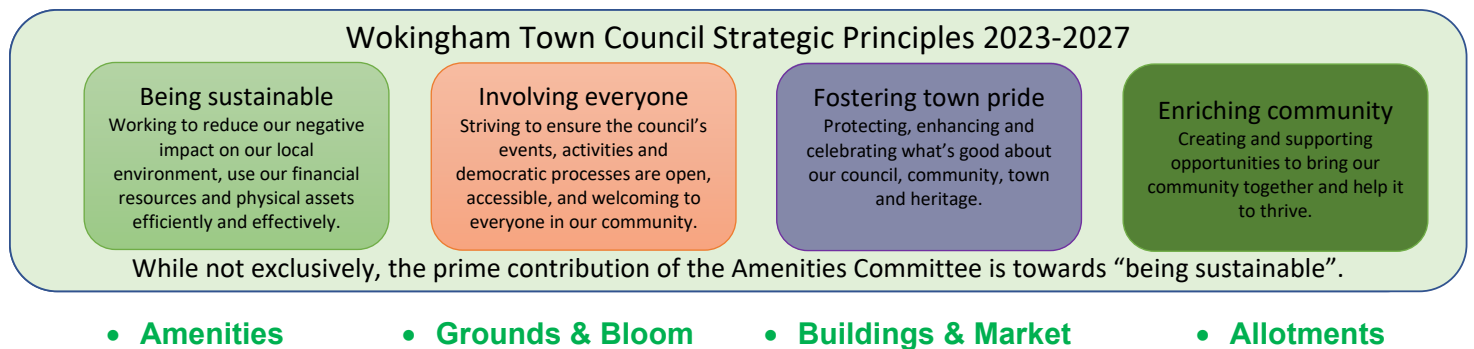
Risk	Risk No	Responsible Officer / Committee	Impact and effect on deliverables	Probability	Impact	Total	Controls in place	Risk Response	Action
Open Spaces / Amenities									
Vandalism - including illegal encampment	OS 01	BGO	Loss of provision for residents, unable to gain access, additional expenditure and poor image.	3	3	9	Difficult to control in this area, physical barriers in place, weekly inspection regime, effective liaison with local police and relevant partners. Appointment of additional staff to monitor Elms Field and HPG. Additional security measures put in place during the Christmas & new year period to monitor EF & HPG, the area, and any ASB.	Treat/Monitor	
Poor maintenance regime eg dog fouling, poor infrastructure	OS 02	BGO	Health and safety issue, resulting in potential reputational damage.	2	2	4	<i>Robust inspection regime in place. Dedicated staffing provision. Repairs and maintenance budget in place and reviewed annually. Regular grounds team meetings held, to highlight any new and ongoing issues, allowing for repairs to be undertaken as soon as possible.</i>	Treat	
Falling damaged trees	OS 03	BGO	Disruption to services, highway, damage to property and personal injury resulting in legal claims etc.	2	2	4	Weekly inspection, regular independent tree inspections (carried out every 2.5 years). Specialist tree consultants brought in where necessary. Annual budget in place and reviewed annually. Tree inspection, register and maintenance regime in place. Additional tree surgeons engaged.	Treat/Monitor	Review annually.

Wokingham Town Council **Operational Register** **Play Areas** **Feb-24**

Risk	Risk No	Responsible Officer / Committee	Impact and effect on deliverables	Probability	Impact	Total	Controls in place	Risk Response	Actions
Play Areas / Amenities									
Potentially unsafe play areas	PA 01	B&GO	Risk of accidents due to vandalism or inadequate inspection regime. Possible claims against the Council	1	3	3	Recorded inspection of play areas carried out weekly via ROSPA trained WTC staff. Regular grounds meetings held, to highlight any new and ongoing issues, allowing for repairs to be undertaken in a reasonable time scale. Play equipment purchased from companies EU1176/77 industry approved. Staff have received Visual Inspection Training, and Operational Inspection Training. New electronic inspection app has been introduced. Equipment made safe as soon as possible. Yearly annual independent play area inspection carried out. Incidents reported to Police.	Treat/Monitor	
Litter/Dog mess	PA 04	AO/B&GO	Unsanitary, health and safety issue resulting in complaints and poor image, time consuming to check and remove	2	1	2	Play areas fenced off and dogs not allowed in. Dog mess bins provided in parks with regular collection. <i>Review signage.</i>	Treat/Monitor	
Play areas not inclusive	PA 05	AO	Lack of inclusive facilities resulting in possible contravention of DDA.	2	2	4	New play equipment tenders to include requirement for design to be inclusive. <i>On renewal of playparks consider inclusion of accessible play equipment.</i>	Treat	
Vandalism	PA 06	GBO	Lack of facilities, not providing expected levels of service to users.	3	1	3	Regular inspections by trained groundsman, earmarked budget available for remedial works.	Treat/Monitor	

WOKINGHAM TOWN COUNCIL
Review of Committee work against adopted principles

Date: 28th February 2024



Comments:

Wokingham Town Council's vision:

Wokingham Town Council embraces our past, celebrates our present and builds for our future.

Wokingham Town Council Strategic Principles 2023-2027

Being sustainable

Working to reduce our negative impact on our local environment, use our financial resources and physical assets efficiently and effectively.

Involving everyone

Striving to ensure the council’s events, activities and democratic processes are open, accessible, and welcoming to everyone in our community.

Fostering town pride

Protecting, enhancing and celebrating what’s good about our council, community, town and heritage.

Enriching community

Creating and supporting opportunities to bring our community together and help it to thrive.

While not exclusively, the prime contribution of the Amenities Committee is towards “being sustainable”.

• Amenities

• Grounds & Bloom

• Buildings & Market

• Allotments

Ref	Date Active	Item for Action	Action by	Proposed Completion Date	Status Previous Progress Progress Update
175					

Wokingham Town Council’s vision:
Wokingham Town Council embraces our past, celebrates our present and builds for our future.