



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, 03 September 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 10th September 2024** 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 02nd July 2024 (pages 17013 to 17015, copy attached) as a true and correct record.

5 SPENDING PRIORITIES 2025-2026

For the Committee to focus, prioritise, and resolve upon the list of proposals, further to discussions at July's meeting (copy attached).

6 GRAFFITI UPDATE

To receive an update regarding graffiti removal, as completed by Cllr Croy, and note:

- (a) July's graffiti removal cleaned 96 locations.
- (b) August's graffiti removal cleaned 235 locations.

All photos are available on request, with only a representative subset of photos provided in the report (photo report attached).

7 RISK REGISTER

To receive the Risk Register and to note minor amendments as outlined by the Amenities Officer, highlighted in red (copy of the relevant portions attached).

8 CHILDREN'S FUNFAIR

To receive the Amenities Officer's Briefing Notes 04/September 2024, dated 02nd September 2024 (copy attached).

9 MONITORING REPORT

To receive and consider the monitoring report dated 22nd August 2024 (copy attached).

10 AMENITIES COMMITTEE INFORMATION

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

- a) To note that the agreed match funded work, in collaboration with Wokingham Borough Council, to resurface the play park at Latimer Road is due to start at the end of September or early October, weather dependent.
- b) The public right of way over the Tan House Lane bridge remains closed. Network Rail expected the replacement steps to be installed in August, however, this was not confirmed, and no installation date was fixed. Currently, Balfour Beatty state they are making good progress with getting the installation over the line, although WTC are still awaiting a completion date.
- c) To note that all new grounds staff have joined the team and have been settling in well with their induction and training.

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, C Jamthe, T Lack (Chairman), M Malvern (Vice Chair), A Medhurst and N Nagella

Copy: Cllrs R Comber 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

02nd July 2024

Minutes of the proceedings of the **AMENITIES COMMITTEE** meeting held on this day in the **COUNCIL CHAMBER, TOWN HALL, WOKINGHAM** from 7:32 pm to 9:18 pm.

PRESENT

Cllrs: R Bishop-Firth, A Fraser, M Fumagalli, C Jamthe, M Malvern (Vice Chair), A Medhurst and N Nagella

IN ATTENDANCE

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

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

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllrs: T Lack (Chairman) and S Cornish

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 Nagella and seconded by Cllr Bishop-Firth, and it was

**RESOLVED
30873**

that the minutes of the Amenities Committee meeting held on 20th May 2024 (pages 16984 to 16988) be received as a true and correct record and they be confirmed and signed by the Chairman.

ACTION: AMENITIES OFFICER

WOKINGHAM BOROUGH COUNCIL COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING REQUEST (Agenda Item 5)

Cllrs received the Amenities Officer's Briefing Notes - 01/July 2024, dated 21st June 2024.

The AO confirmed the three competitive quotes required have not been received from Wokingham Borough Council (WBC).

SPENDING PRIORITIES 2025-2026 (Agenda Item 6)

- a) Cllrs noted that spending priorities for 2025-2026 need to be brought forward for consideration, prioritised and resolved upon at the September meeting.
- b) Cllrs received a list of Officer suggested projects, discussed, and focused the list for further investigation, for September's meeting.

Cllrs discussed, suggested additional new projects, and focused the list for further investigation, for September's meeting, on the following areas:

CHAIRMAN'S INITIALS _____

Amenities Committee 02nd July 2024 17013



DRAFT

- A. Town Hall Improvements for Health & Safety:
- 1) Upgrade of emergency light fittings
 - 2) Upgrade of old light fittings in lobbies and main entrance
 - 3) Creation of an earmarked reserve to provide for the lift refurbishment
 - 4) Electronic sign-in system to enable effective fire evacuation
 - 5) New intercom system with a camera to enable safer working
- B. Uplift for existing budgets, to maintain current provision:
- 1) Park Yoga
 - 2) Christmas lights infrastructure maintenance and upgrades
- C. Woosehill:
- 1) Necessary upgrades to improve user safety and experience, including:
 - Roof and gutter repairs and replacement
 - Upgrade emergency light fittings
 - Upgrade CCTV cameras
 - Water heater replacement
- D. Parks:
- 1) Planting of “Wokingham” apple trees in Howard Palmer Gardens.

Cllrs discussed the situation regarding the ongoing degradation of the flagstone surfacing at Howard Palmer Gardens. It was agreed that a recommendation to fund the resurfacing work from the town council’s reserves would be made to the Finance and Personnel Committee.

ACTION: AMENITIES OFFICER / TOWN CLERK

GRAFFITI UPDATE (Agenda Item 7)

Cllrs received a photo montage of graffiti removal work completed by Cllr Croy. Thanks were given to Cllr Croy for the hard work.

MONITORING REPORT (Agenda Item 8)

Councillors received and discussed the report dated 21st June 2024:

Item 176: Viking Field community orchard: Preparations are ongoing.

ACTION: GROUNDS & BLOOM OFFICER

Item 177: Failure of wall lighting on western Market Place: WBC confirm that designs are completed, and they are ordering equipment, there is no timeline for completion of the work.

Item 178: Grass cutting budget uplift for new four-year contract, FY2024-2025: Budget uplift awarded, and new four-year contract was agreed in March 2024. Item to be removed from the monitoring report.

Item 179: Funding for Market Place parking permits, FY2024-2025: Budget awarded, and parking permits purchased. Item to be removed from the monitoring report.

Item 180: Funding for allotment waterless toilets cleaning contract, FY2024-2025: Budget awarded, and cleaning contract awarded. Item to be removed from the monitoring report.

CHAIRMAN’S INITIALS _____

Amenities Committee 02nd July 2024 17014



DRAFT

Item 181: Graffiti cleaning budget uplift, FY2024-2025: Budget awarded.
Item to be removed from the monitoring report.

Item 182: Woollahill fire alarm upgrade, FY2024-2025: Budget awarded, and work completed.
Item to be removed from the monitoring report.

Item 183: Play park equipment upgrade, FY2024-2025: Budget awarded, initial quotes investigated.

Item 184: Defibrillator for the Town Hall, FY2023-2024: Budget awarded, defibrillator purchased, delivered and awaiting installation.

Item 185: Park Yoga, FY2023-2024: Budget awarded, with weekly sessions being held in Howard Palmer Gardens.
Item to be removed from the monitoring report.

ACTIONS: AMENITIES OFFICER

AMENITIES COMMITTEE INFORMATION (Agenda Item 9)

Cllrs noted the following:

- a) The string lights wrapped in the nine trees in Peach Place have been removed for the summer; they will be replaced around October 2024.
- b) The public right of way over the Tan House Lane bridge remains closed. Network Rail expect the replacement steps to be installed in August, however, this is not confirmed, and no installation date is fixed.
- c) The Amenities Officer's briefing notes – 02/July 2024, regarding King George V playing field.
- d) The Amenities Officer's briefing notes – 03/July 2024, with an update on the grounds team staff, and the GBO updated on start dates of new staff.
- e) The Arts & Culture committee's Chalk About It event will be taking place on market place on Sunday 18th August.
- f) That investigations are underway regarding work relating to the repair or replacement of the flagpoles. The GBO explained the complexity of the work, including the involvement of multiple external agencies.

MATTERS TO PUBLICISE VIA SOCIAL MEDIA FROM THIS EVENING'S MEETING (Agenda Item 10)

No items selected.

Meeting closed at 9:18 pm.

CHAIRMAN

CHAIRMAN'S INITIALS _____

Amenities Committee 02nd July 2024 17015



<u>Ref</u>	<u>What</u>	<u>Where</u>	<u>Funding</u>	<u>Potential Cost</u>	<u>Principle</u>	<u>Notes</u>
TOWN HALL - inc. improved Health & Safety						
1 New	Preparation work for flag pole reinstatement	TH	One off	£5,000	<ul style="list-style-type: none"> Fostering town pride Enriching community 	Funding for preparatory work to allow us to progress reinstatement of the flag poles: <ul style="list-style-type: none"> Specialist consultant for listed buildings, structural engineer, etc. Planning application
2	Creation of an earmarked reserve to provide for the refurbishment and replacement of the lift equipment	TH	Ongoing 5-years	£10,000/pa for 5-years	<ul style="list-style-type: none"> Being sustainable Involving everyone Enriching community 	To create an earmarked reserve of £50,000 over a 5-year period, to enable necessary work to be planned and undertaken
3	Electronic sign-in system for the main entrance and staff entrance	TH	One off	£4,000	<ul style="list-style-type: none"> Being sustainable Enriching community 	To enable more effective fire evacuation
4	New intercom with a camera	TH	One off	£3,000	<ul style="list-style-type: none"> Being sustainable Enriching community 	To enable safer working, especially lone working, in the building
BUDGET UPLIFTS:						
5	Park Yoga	HPG	Ongoing	£275	<ul style="list-style-type: none"> Involving everyone Fostering town pride Enriching community 	<ul style="list-style-type: none"> Pre-empting a small increase in instructor costs, increasing the budget to £1,500/yr. £175 budget to purchase a town council feather flag for display at each session.
6 New	Uplift to the Town Hall survey budget - (underspend to be moved to a rolling reserve, to cover surveys on a 2 & 5 year frequency)	TH	Ongoing	£1,055	<ul style="list-style-type: none"> Being sustainable Enriching community 	<ul style="list-style-type: none"> Ensuring WTC can complete all necessary surveys to remain compliant for H&S and insurance purposes Budget to increase from £3,065 to £4,120/yr
7 New	Uplift to the Town Hall repairs and maintenance budget	TH	Ongoing	£2,950	<ul style="list-style-type: none"> Being sustainable Enriching community 	<ul style="list-style-type: none"> Ensuring that all ongoing repairs and maintenance can be fulfilled Budget to increase from £28,050 to £31,000/yr
8 New	Uplift to the annual Woosehill repair and maintenance budget (excess moving into an earmarked reserve)	WH	Ongoing	£4,000	<ul style="list-style-type: none"> Being sustainable Enriching community 	Improvements to the maintenance regime for WH to sustain bookings income going forward.
9	Christmas lights: Extension of project budget for maintenance testing, and lamp column infrastructure upgrades	-	Ongoing	£6,000	<ul style="list-style-type: none"> Fostering town pride 	Including: <ul style="list-style-type: none"> Testing and maintenance requirements for lamp column infrastructure Reworking and maintenance of lights wrapped in trees

<u>Ref</u>	<u>What</u>	<u>Where</u>	<u>Funding</u>	<u>Potential Cost</u>	<u>Principle</u>	<u>Notes</u>
WOOSEHILL:						
10	Necessary upgrades to the building (to enable us to sustain existing bookings income), and to improve the safety of users, and user experience	WH	One off	£5,000	<ul style="list-style-type: none"> • Being sustainable • Enriching community 	Including: <ul style="list-style-type: none"> •Roof and gutter repairs / replacement •Upgrade emergency light fittings •Upgrade CCTV cameras •Water heater replacement
PARKS:						
11 New	Planting of "Wokingham" apple trees in Howard Palmer Gardens	HPG	One off	£500	<ul style="list-style-type: none"> • Being sustainable • Fostering town pride • Enriching community 	As requested by Cllr Fumagalli

NB. Please consider ongoing maintenance or replacement costs

Suggestions need to be considered alongside the council's **Principles and Priorities**, which are:

Being sustainable

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

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, our community, our town, and our heritage.

We will learn from our past, acknowledge where there's room for improvement, and prepare for the future.

Enriching community

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

Selection, from 96 locations, of graffiti clearance completed by Cllr Croy in July 2024



Ashridge Road & rear of shops



Barrett Crescent

Bean Oak Road



Coronation Square

Curves gym door



Denmark Street Car Park

Selection, from 96 locations, of graffiti clearance completed by Cllr Croy in July 2024



Diamond Jubilee Way bus stop



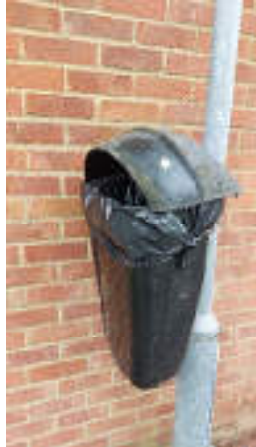
Hughes Road



Peach Street



Red Lion Path



Seaford Road



Warren House Road



Wescott Road



Selection, from 235 locations, of graffiti clearance completed by Cllr Croy in August 2024



Barkham Road



Bean Oak Road – Woodrow path



De Vitre Green



Eastheath Avenue



Molly Millars Lane



Oxford Road / Banbury Close

Selection, from 235 locations, of graffiti clearance completed by Cllr Croy in August 2024



Oxford Road / Murray Road



Oxford Road / St. Paul's Gate



Oxford Road rear of station



Woosehill Spine Road



Woosehill Spine Road and junction with Fernlea Drive

Wokingham Town Council

Operational Register

Allotments

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Controls in place	Risk Response	Actions
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	Consider whether we continue to offer a skip service or whether this is removed.
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. Incidents of graffiti flagged to volunteer graffiti heroes and/or contractors as required.	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. WTC owned water receptacles have been treated with an Aquamidas tablet. All tenants advised annually via newsletter to empty and clean their water butts with a proprietary disinfectant e.g. Jeyes Fluid.	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	Update padlock codes following any reports of unauthorised entry.
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	
Site contamination	A 08	ALO	Identification of contamination already existing on site or brought to site which has a detrimental impact on health or the environment.	1	4	4	Vigilant monitoring - responding quickly to any concern that is raised by allotment holders. Robust allotment agreement that is clear about any chemicals banned from use.	Treat/Monitor	

Wokingham Town Council

Operational Register

Play Areas

Aug-24

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Controls in place	Risk Response	Actions
Amenities Committee									
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, recorded via an app on a handheld tablet. 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. Equipment made safe as soon as possible or fenced off from use to avoid usage whilst repairs / spares are awaited. Yearly annual independent play area inspection carried out. Incidents reported to Police.	Treat/Monitor	Half-head count added to team to increase capacity.
Litter/Dog mess	PA 04	AO/B&GO	Unightly, 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. Clearer signage on some high use bins (e.g. Elms Field).	Treat/Monitor	Half-head count added to team to increase capacity.
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. On renewal of playparks consider inclusion of accessible play equipment.	Treat	Reach out to organisations such as PIPA ahead of planning any new playground to undersand latest guidance / best practice.
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 / equipment / tools available for remedial works.	Treat/Monitor	Half-head count added to team to increase capacity.

Wokingham Town Council

Operational Register

Municipal buildings

Aug-24

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Controls in place	Risk Response	Actions
Amenities Committee									
Vandalism	MB 01	BGO	Loss of bookings, additional expenditure, poor image.	1	4	4	Town Hall and Woosehill alarmed. Woosehill external CCTV and additional outside lighting, TH internal and external CCTV accessible from web based service - improved reporting ability. Insurance reviewed annually with broker. Repair damage/remove graffiti as quickly as possible. Both sites locked by external security team who would report issues directly to the council.	Treat	New CCTV for Woosehill.
Significant damage to building or occurrence that prevents / limits use of the building	MB 04	TC/BGO	Interruption of democratic function of Council, interruption to income streams.	1	4	4	Annual H&S regime of surveys and servicing followed. Robust security of buildings. Financial reserves in place. Emergency Action Plan in place. Fire alarm linked to monitoring station. External CCTV at both TH and WH. Internal CCTV at TH.	Treat/Monitor	Note 18/04/2024: Request to F&P April 2024 for renewed reinstatement valuation for Town Hall for insurance purposes.
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) annual inspection scheduled for TH and WH every September. All existing asbestos, where checking has been possible, has been recorded.	Treat/Monitor	
Security concerns	MB 06	TC / BMO	Risk to staff and/or building contents from insecure building or unauthorised access.	2	2	4	Buildings are locked and secured overnight with alarms set. During working hours offices are accessible with a door code. Internal CCTV.	Treat/Monitor	Looking at signing in system identified through fire risk assessment.

Wokingham Town Council

Operational Register

Open Spaces

Aug-24

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Controls in place	Risk Response	Action
Amenities Committee									
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. Additional security measures put in place during the Christmas & new year period to monitor EF & HPG, the area, and any ASB. Unauthorised encampment process document in place.	Treat/Monitor	Additional half-head grounds staff to provide additional capacity.
Poor maintenance regime and/or poor infrastructure	OS 02	BGO	Health and safety issue, resulting in potential reputational damage.	2	2	4	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 in a reasonable time scale.	Treat	Sept 2024: Request to F&P for future budget to establish a longer-term build up of reserves for replacing infrastructure in open spaces (e.g. flagstone surfacing).
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.
WTC in breach of covenants on charity land (KGV and Leslie Sears). Potential for conflict of interest between Trust and Council	OS 04	BGO	Additional time required to approve infrastrucutre investment, or restrictions on use of land that prevent change.	2	1	2	Framework for proper management in place, awareness of requirement to review covenant documentation before considering any requests for changes (change of use etc).	Monitor	Trustee training for councillors.



Wokingham Town Council

Amenities Officer's Briefing Note – 04/September 2024

To:	Amenities Committee
Date:	02/09/2024
Council Principle:	Enriching Community, Fostering Town Pride & Involving Everyone
Amenities Service Area:	Parks
Subject:	Elms Field Hire – Children's Funfair

To inform Councillors regarding the first commercially hired event to take place on Elms Field.

- The Children's Funfair, held on Elms Field from 30 August to 1 September, was the first event run by a commercial business.
- The event had use of the bottom section of the field nearest the retail units
- There were 10 rides or activities available each day.
- The event was free to enter (no access restrictions) although there was a fee for individual rides.
- There were two free activities each day, including face painting, Punch and Judy, Frozen sing-along, and superheroes visits across the three days.
- Two standard and one disabled access portable toilet facilities were supplied by the event provider.
- The event provider had regular litter picking during the opening hours.
- A fee was charged for the hire, with an additional cost for one catering unit, to cover some of the cost of additional waste likely to be generated into the council's bins.
- Due to the nature of the event, a £1,000 damage deposit was required, and an agreement to cover the costs of any restoration work that might be necessary to return the field to its prior condition.
- A site inspection was carried out on Monday 2nd September and no damage had been caused, so the deposit will be returned in full.
- A letter drop, to local households immediately surrounding Elms Field, was requested by the Town Clerk and completed approximately 10 days prior to the event.
- The fun fair provider was required to obtain any necessary licences for their activities from Wokingham Borough Council.
- A full risk assessment, and safety reports for each ride, was requested and received by the Town Clerk.
- There has been a positive response to the fun fair and it was well attended.
- There was a comment about the costs for rides, however, most rides were priced at £2 which is not considered to be unreasonable in today's market.
- The provider has requested to return next year to run a similar event.

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
176	20.05/24	Viking Field community orchard	GBO	Long-term project / TBC	Committee resolved for the installation to go ahead Preparations remain ongoing
177	20.05/24	Failure of wall lighting on western Market Place	WBC	TBC	WBC officer confirms the design is completed and they are ordering equipment, however; they may need to arrange communications with the building owners prior to undertaking the works; no timeline at present WBC officer has updated that the LED budget, due to be used, is fully spent, investigation into using alternative budget, or partial replacement, is ongoing
183	02.07/24	Play park equipment upgrade for older equipment	AO	ongoing in FY24/25	FY24-25 Budget: £40,000 Budget awarded and initial quotes being investigated
184	02.07/24	Defibrillator for the Town Hall	AO	end Sept 2024	FY24-25 Budget: £3,000 Defibrillator purchased, delivered, awaiting siting and installation

Wokingham Town Council's vision:

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