



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, 30 October 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 05th November 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 10th September 2024 (pages 17051 to 17053, copy attached) as a true and correct record.

5 REQUEST TO USE PLAY PARKS RESERVES TO SUPPLEMENT THE ANNUAL BUDGET

For the Committee to receive the Amenities Officer's report 01/2024-25 dated 27 September 2024, and to make a recommendation to F&P accordingly (copy attached).

6 GRAFFITI UPDATE

To receive an update regarding graffiti removal, as completed by Cllr Croy, and note that October's graffiti removal cleaned 51 locations.

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

7 MONITORING REPORT

To receive and consider the monitoring report dated 24th October 2024 (copy attached).

8 AMENITIES COMMITTEE INFORMATION

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

- a) The winter hanging basket and planter scheme was installed on Thursday 10th October, this included moving the two 3-tier planters from Howard Palmer Gardens back to the station, and the removal and reinstallation of the seven window box planters on Rose Street, on the brick wall adjacent to the new apartments in the old NatWest building.
- b) The agreed match funded work, in collaboration with Wokingham Borough Council (WBC), to resurface the play park at Latimer Road started at the beginning of October and was completed by Friday 18th October (photos attached).
- c) The public right of way over the Tan House Lane bridge remains closed, although the new steps were installed in October. The steps are expected to be opened in early November.
- d) The string lights in the seven established trees in Peach Place were reinstalled on 21st October 2024 (photos attached)
- e) The installation of the Christmas light motifs began on Thursday 24th October with the main Christmas tree expected to be installed on Wednesday 13th November. Due to roofing works in Peach Place, there will be some changes to the layout of icicle lights.
- f) The AO has received an approach, by retailers in Peach Place, for help with an additional real Christmas tree, quotes were sought and passed on. Currently there has been no response, and there is no budget this year for WTC to support.
- g) The Children's Funfair have officially asked to return next year and have booked the equivalent weekend, 29th – 31st August 2025. The hiring conditions remain the same as for this year.
- h) A document allowing a self-guided tour of the allotments has been created and is available for Cllrs to follow.
- i) Unauthorised overnight, and long-term, parking issues at Redlands Farm Park, WTC are working with WBC's ASB team to tackle the issue, and creating some new, and more effectively enforceable signage.

9 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

10th September 2024

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 9:11 pm.

PRESENT

Cllrs: R Bishop-Firth, S Cornish, A Fraser, M Fumagalli (until 8:30pm), 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)

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 Nagella, and it was

**RESOLVED
30913**

that the minutes of the Amenities Committee meeting held on 02nd July 2024 (pages 17013 to 17015) be received as a true and correct record and they be confirmed and signed by the Chairman.

ACTION: AMENITIES OFFICER

SPENDING PRIORITIES 2025-2026 (Agenda Item 5)

Councillors discussed the shortlisted projects and prioritised their requests to be proposed to F&P for inclusion in the 2025-26 budget.

Discussion points included:

- The removal of several items from the list, since July's meeting, as more significant projects have been identified by Officers.
- The importance of maintaining WTC's buildings and improving Health & Safety.
- The necessity for Officers and the Council to have improved buildings surveys, and the resultant reports and plans, to better inform on future decision making and project planning.
- That the majority of the projects need to be undertaken in a timely manner.

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

**RESOLVED
30914**

to request the following funding from the F&P Committee in this prioritised order, for 2025-2026:

CHAIRMAN'S INITIALS _____

Amenities Committee 10th September 2024

17051



DRAFT

<u>Ref</u>	<u>Project</u>	<u>Request</u>
1	Town Hall - Preparation work for flagpole reinstatement	£5,000
2	Town Hall - New earmarked reserve: For the refurbishment and replacement of lift equipment	£10,000/pa for 5-years
3	Town Hall - New electronic sign-in system for H&S	£4,000
4	Town Hall - New intercom system with camera for H&S	£3,000
5	Budget uplift - Town Hall surveys Underspend to be moved to a new earmarked reserve	£1,055
6	Budget uplift - Town Hall repairs and maintenance	£2,950
7	Budget uplift - Woosehill repair and maintenance Underspend to be moved to a new earmarked reserve	£4,000
8	Woosehill - Necessary building upgrades	£5,000
9	Budget uplift - Christmas lights project budget For lamp column infrastructure testing and upgrades	£6,000
10	Planting of "Wokingham" apple trees at HPG	£500
11	Budget uplift - Park Yoga	£275
	Total	£41,780

ACTION: AMENITIES OFFICER / TOWN CLERK**GRAFFITI UPDATE (Agenda Item 6)**

Cllrs received a photo montage of selected graffiti removal work completed by Cllr Croy in July and August 2024.

Thanks were given to Cllr Croy for the great work.

Cllr Fumagalli left the meeting at 8:30pm.

RISK REGISTER (Agenda Item 7)

Cllrs received the Risk Register and noted minor amendments as outlined, and verbally reported by the Amenities Officer.

CHILDREN'S FUNFAIR (Agenda Item 8)

Cllrs received the Amenities Officer's Briefing Notes 04/September 2024, dated 02nd September 2024.

Cllrs commented that the event was well received, and they were pleased that a request was made by the provider for the event to return in 2025.

MONITORING REPORT (Agenda Item 9)

Councillors received and discussed the report dated 22nd August 2024:

CHAIRMAN'S INITIALS _____

Amenities Committee 10th September 2024

17052



DRAFT

Item 176: Viking Field community orchard: Written agreement is expected shortly from Wokingham Borough Council's (WBC's) legal team.

ACTION: GROUNDS & BLOOM OFFICER

Item 177: Failure of wall lighting on western Market Place: WBC confirm that the order for the work has been placed to VolkerHighways, and they have ordered the new lanterns. Timeline to be confirmed.

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

ACTIONS: AMENITIES OFFICER

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

ACTIONS: AMENITIES OFFICER

AMENITIES COMMITTEE INFORMATION (Agenda Item 10)

Cllrs noted the following:

- The agreed match funded work, in collaboration with WBC, to resurface the play park at Latimer Road is due to start at the end of September or early October, weather dependent.
- The public right of way over the Tan House Lane bridge remains closed. Network Rail expected the replacement steps to be installed in August. While, currently, Balfour Beatty state they are making good progress with getting the installation over the line, with WTC still awaiting a completion date.
- All new grounds staff have joined the team and have been settling in well with their induction and training.
- The eyebolts for the catenary wires across Broad Street have passed their pull-test inspections. The next inspection will be in 2027.
- A new request for metal detecting on WTC grounds has been approved, in line with the town council's policy.
- The third-party provider of the E-vehicle event, due to be held on Elms Field on Saturday 21st September, has chosen to postpone the event. We are awaiting an update on the proposed new date.

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

- Postponement of the E-vehicle event.

ACTION: AMENITIES OFFICER / MARKETING OFFICER

Meeting closed at 9:11 pm.

CHAIRMAN

CHAIRMAN'S INITIALS _____





Wokingham Town Council

Amenities Officer's Report 01/2024-25

To:	Amenities Committee
Date:	27th September 2024
Council Principle:	Being sustainable, fostering town pride, and enriching community
Amenities Service Area:	Parks
Subject:	Request to use play parks reserves to supplement annual budget

1. REASON FOR REPORT

- 1.1. To inform Councillors of the Amenities Officer's request to use play park reserves, if the play park maintenance budget becomes overspent during any given financial year.

2. BACKGROUND INFORMATION

- 2.1. Councillors will understand that costs for many products and services have been increasing over recent years.
- 2.2. Playpark repairs and maintenance budgets have also been affected, with the cost of play park equipment rising significantly.
- 2.3. The extent of repairs and maintenance required from year to year is difficult to predict, with some costs incurred as a result of wear and tear, and other costs incurred as a result of vandalism. Expenditure from year to year will therefore vary.
- 2.4. It is not acceptable to leave equipment without repair, if the budget is overspent, and the costs to remove equipment from service (Heras fencing hire etc.) is also expensive.
- 2.5. The play parks reserve is an ear marked reserve enabling the council to accrue funds to cover the significant financial impact of any major redevelopment, or refurbishment work, to any of the council's play parks.
- 2.6. Any request to increase the annual repairs and maintenance budget would need to be reflected with an increase to the precept.
- 2.7. Therefore, as future costs are an unknown, the Amenities Officer recommends authorising any required spend over the annual budget to be taken from the earmarked reserve, with an annual review taking place to review any usage. This prevents unnecessary increases to the precept which may, in any given year, not be utilised.

3. CURRENT POSITION

- 3.1. Two recent purchases reflect the significant cost of replacing damaged and worn items:
- Three swing seats for King George V play area cost £988.42.
 - Two spare parts for equipment in Elms Field cost £1,495.00.

4. CONSIDERATION

- 4.1. That to use this provision, decisions would need to be made by the Amenities Officer in agreement with the Chairman of the Amenities Committee.

5. FINANCIAL IMPLICATIONS

- 5.1. Unknown specific rise in costs.
- 5.2. Reserves to be used rather than incurring additional impact to the precept.
- 5.3. Annual review of any use to determine whether additional funds to top up the reserves are required.

6. RECOMMENDATION

- 6.1. Councillors are asked to recommend to the Finance & Personnel Committee that this process, to use play park reserves to supplement the annual budget as necessary, be allowed for this year, and future years.

Selection, from 51 locations, of graffiti clearance completed by Cllr Croy in October 2024



Ashridge Road



Binfield Road

Easthampstead Road



Hughes Road



Norreys Avenue

Selection, from 51 locations, of graffiti clearance completed by Cllr Croy in October 2024



Reading Road – with bonus sticker!



Reading Road



Rose Street

Station Road



Wiltshire Road

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; currently waiting for confirmation of the project from WBC's legal team
177	20.05/24	Failure of wall lighting on western Market Place	WBC	End Nov 2024	WBC officer confirms the design is completed and they are ordering equipment; and it was considered that properties do not have any reasonable grounds to refuse WBC's rights to maintain the lighting WBC officer has confirmed that Volker have scheduled the replacement work for the nights of 17th to 22nd November, the existing cabling is beyond repair and will be replaced along with the lights
183	02.07/24	Play park equipment upgrade for older equipment	AO	On-going 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 Nov 2024	FY24-25 Budget: £3,000 Defibrillator purchased, delivered, awaiting installation

Wokingham Town Council's vision:

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

Latimer Road play park match funded resurfacing, completed for WBC October 2024

Before photos:



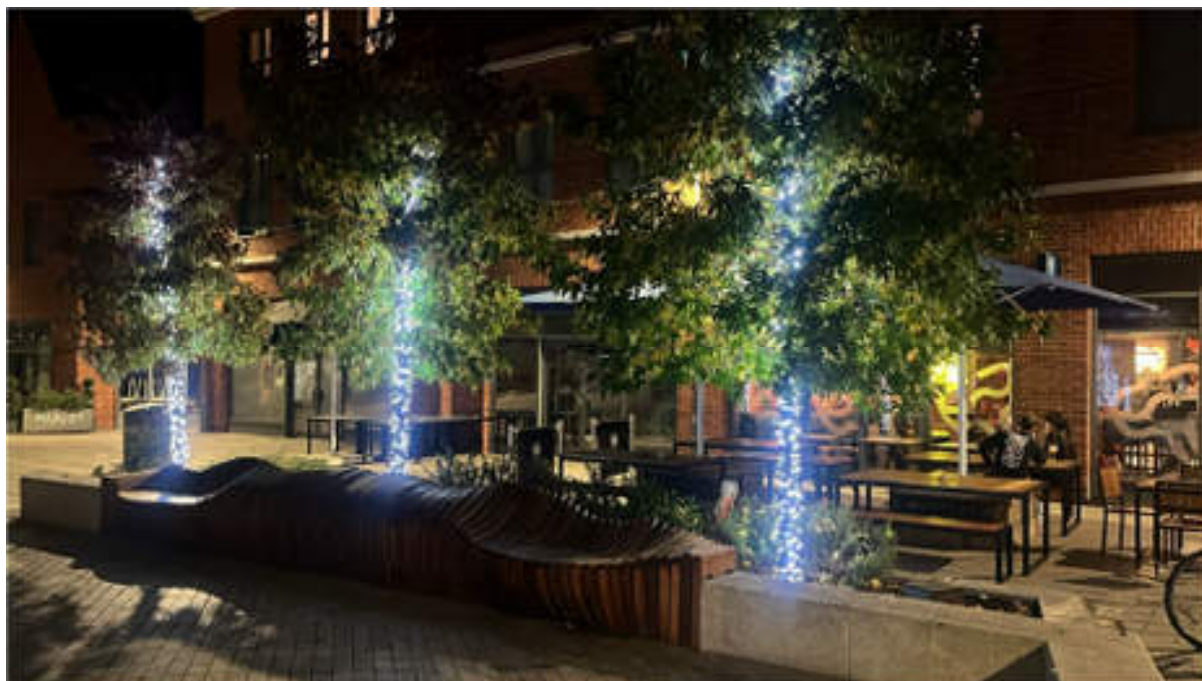
After photos:





The seven light wrapped trees in Peach Place

Three trees, jointly powered, in front of Sit & Sip, and Coffee #1:



Four trees, individually powered, in front of The Leafy Elephant, and Bombay Story:

