

NOTICE OF MEETING

Amenities Committee

7.45pm on Thursday 8 April 2021 (Virtual meeting)

To Councillors

Dr Barnard, Mrs Collings, Ms Dulieu, Mrs Gill, Ms K Jones and Ms Thorin

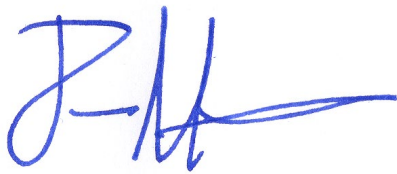
You are summoned to attend the meeting of Amenities Committee on Thursday 8 April 2021 at 7.45pm

The meeting will take place on the Zoom platform. Please use the link in the covering e-mail or use the following details:

Meeting ID: 859 8497 7154

Passcode: 405433

Any apologies for absence should be communicated to the Clerk ahead of the meeting.



Jason Mawer

Clerk to the Council

The seven principles of public life

Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

AGENDA

Meeting of Amenities Committee

7.45pm on Thursday 8 April 2021 (Virtual meeting)

Sound recording, photography, filming and use of social media at meetings that are held in public are permitted. Those wishing to record proceedings are however advised to contact the Parish Clerk for further information before the start of the meeting.

No.	Item	Page
001.	Public participation	3
002.	Apologies for absence	
003.	Declarations of interest Members are asked to declare any disclosable interest or affected interest in respect of any matter to be considered at this meeting.	
004.	Minutes of the previous meeting To approve the minutes of the committee meeting of Thursday 11 February 2021 and for the minutes to be signed by the presiding chairman at the earliest opportunity.	4
005.	Matters arising from the previous meeting	
006.	User update To receive an update on the usage of the Brownlow Hall, Whitegrove Community Centre and the Quelm Allotments.	6
007.	Maintenance, caretaking and ongoing projects report To receive a report on the maintenance and upkeep of the council's amenities and the allotments.	7
008.	Provision of lockers at the Allotments To consider a proposal to fund the purchase of lockers and recover costs through rental.	9
009.	Update from Environmental Plans Working Group	
010.	Date of the next meeting The provisional date of the next meeting will be Thursday 15 June 2021	11
011.	Closure of the meeting	

PUBLIC PARTICIPATION

A period of up to 10 minutes is set aside at the start of the meeting for the public to make either a statement or ask questions of the committee. This time will also include any written representations received by the Parish Clerk in advance of the meeting.

Each member of the public may speak for no more than five minutes and they should direct their comments to the chairman of the meeting.

If the matter raised is not on the agenda for the meeting the council, it may be discussed at a future meeting of the council. If the matter is on the agenda, the council will consider the matter raised at that time.

A summary of the arrangements and rules regarding public participation can be found on the council website at www.warfieldparishcouncil.gov.uk

Members of the public are reminded this is not a public meeting and they may only speak with the authority of the chairman of the meeting, who will decide who to call. Any person who obstructs the transaction of business at a meeting or behave offensively or improperly will be asked by the chairman of the meeting to moderate or improve their conduct or they will be asked to leave the meeting.

Note to members:

The following statements are taken from the approved guide to Public Participation (June 2019)

- 3.6 Neither Councillors nor the Clerk should be put under pressure to respond immediately to comments made under public participation. Members of the public do not have a right to force items onto the council agenda nor to insist on how matters are recorded in the minutes.
- 3.7 A question raised by a member of the public during a public speaking session shall not require a response and there should be no debate or discussion between the Council and the public.

The Councils Standing Orders (May 2019) state:

- 3 h. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

AMENITIES COMMITTEE
MINUTES OF THE MEETING

Held **virtually** on **Thursday 3 December 2020** at **7.45pm**

Members present: Cllrs Dr Barnard, Mrs Collings, Ms Dulieu, Mrs Gill, Ms K Jones and Ms Thorin

Other attendees: Parish Clerk, Cllr McCracken and five members of the public

001. Public participation

There were no requests to speak.

002. Apologies for absence

No apologies for absence were due.

003. Declarations of Interest

Cllr Dr Barnard declared an interest as the ward councillor for Warfield Harvest Ride on Bracknell Forest Council.

004. Minutes of the previous meeting

The minutes of the meeting of 3 December were circulated to members ahead of the meeting. Cllr Mrs Gill proposed approval of the minutes and this was seconded by Cllr Ms K Jones. The minutes were APPROVED by members present.

005. Matters arising from the previous meeting

There were no matters arising.

006. User Update

A report was circulated to members ahead of the meeting providing a user update and an assessment of the likely financial impact of COVID.

The Clerk provided an update on the allotment waiting list.

The report was noted by members.

007. Maintenance, caretaking and ongoing projects report

The maintenance and caretaking report was circulated to members ahead of the meeting.

Members noted the completion of installation of the shared storage building. The Clerk was asked about access to the building and advised that this was likely to be permitted from mid-May under the government roadmap. Although a risk assessment would be required along with limits on numbers accessing the building at any one time.

Members considered the proposal to delegate authority for the Clerk and Chair to purchase rainwater storage tanks from the Climate Change budget. This was refused.

Members agreed to delegate authority to the Clerk and Chair to agree the required groundworks around the building and for the cycle racks and for the budget of £1,000 to be brought forward to complete these works.

Members noted the report.

008. Hire rates and charges

Members agreed to freeze rates and charges for hall hire and allotment rates at the 2020-21 rates for 2021-22.

009. Brownlow Hall Play Area

The Clerk circulated a report to members regarding the condition of the Brownlow Hall play area. Members noted the condition of equipment and the broken surface and agreed that closing the area permanently was the most appropriate course of action.

The Clerk was asked to ensure the climbing frame wood could be put to an alternative use.

010. Climate Change Working Group

Members received an update from the Climate Change Working group. The group had conducted a review of the existing plan and concluded that it should be replaced by specific plans covering climate change, biodiversity and sustainability.

The working group wished to conduct evidence gathering to cover members of the council, local organisations and residents as well as neighbouring town and parish councils and Bracknell Forest Council. The plan for the evidence gathering was circulated to members.

The working group proposed changes to the terms of reference to cover these changes and these were agreed by the committee. The working group would be renamed the Environmental Planning Working Group.

011. Allotment Plot Allocation

With the upcoming works by Thames Water affecting plot 8, members agreed to allow the plotholders to temporarily use plots 23a and 23b until the end of October 2021, with the Clerk delegated to extend these arrangements by 3 months in the event of an overrun. These arrangements were approved by members.

012. Date of the next meeting

The date of the next meeting was set for Thursday 8 April 2021.

013. Closure of the meeting

The meeting was closed at 8.49pm

USER UPDATE

1.0 Purpose of this report

- 1.1 This report provides an update on the usage of the Brownlow Hall, Whitegrove Community Centre and the lettings position at the Quelm Allotments.

2.0 Hall usage

- 2.1 Our halls have been closed during the most recent lockdown period. The only activity permitted has been the pre-school at Whitegrove, which has been open throughout and the COVID test centre at Brownlow which opened on 3 February.
- 2.2 The test centre has now been contracted to the end of June 2021 (with a one month notice period) although the centre is closed over Easter due to a road closure on Newell Green. The council is charging for use of the facility and this covers the costs incurred by the council including cleaning, caretaker time and energy use. The operation of the centre sits with Bracknell Forest Council and their medical providers and sits under the NHS testing regime.
- 2.3 Whitegrove Community Centre will reopen to limited activity from 12 April, with further activity recommencing from mid-May, subject to government confirmation.
- 2.4 Election activity will take place on 6 May at the Whitegrove Community Centre. The Clerk is working with the election team to ensure this is conducted safely. Alternative arrangements have been made to temporarily relocate the polling station usually held at the Brownlow Hall.

3.0 Normality

- 6.1 Restrictions on all activities are expected to be relaxed by the end of June 2021. Some summer activities have been provisionally booked, although no bookings have been confirmed at this stage.

4.0 Updates

- 4.1 The Clerk will provide any relevant updates to members at the meeting.

5.0 Recommendations

Members are asked to note the report

MAINTENANCE, CARETAKING AND ONGOING PROJECTS REPORT

1.0 Purpose of this report

1.1 This report contains an update on maintenance, caretaking and ongoing projects.

2.0 Caretaking

2.1 Caretaking continues to focus on keeping areas safe and clean for users.

2.3 Increased usage of parks and open spaces has seen an increase in litter at both the Warfield Memorial Ground and Frost Folly car park.

3.0 Maintenance

3.1 Repairs are being undertaken to the steps at the Brownlow Hall which have been affected by cold weather ingress and increased use from the testing centre. The repairs are temporary safety fixes, and a plan will be presented later in the year.

3.2 Quarterly upkeep of Frost Folly car park

4.0 Ongoing projects

4.1 Planning for the shelter at Whitegrove Community Centre continues. Clarification on some points have been raised and the Clerk is preparing the response with the contractors.

4.2 The Chair and Clerk discussed the works around the community storage building with ploholders and it was agreed to purchase materials and that ploholders would carry out the work, with Bracknell Town Council carrying out limited groundworks. These works include the purchase and installation of the cycle rack. These works were costed within the agreed budget and approved as per the delegation granted at the last meeting.

4.3 The works were completed over the Easter weekend to a high standard. The ploholders involved are thanked for their efforts.

4.4 A visit for members will be arranged in May once access to the building is permitted so members can see the works undertaken on site.

4.5 Weatherproof coating of the building continues.

4.6 Proposals for rainwater harvesting have been put on hold while further investigations are carried out and will be brought back to committee later at a future meeting.

5.0 Recommendations

5.1 that members note the report

PROVISION OF LOCKERS AT ALLOTMENT SITE

1.0 Purpose of this report

1.1 This report contains proposals to provide lockers for the allotment site with funding arrangements.

2.0 Background

2.1 A requirement of the transfer of land for the allotments was that individual storage sheds would not be permitted, so the council decided to provide a single communal storage building.

2.2 Members have indicated at previous meetings concerns about spending further council funds on delivery of the allotments and fitting out the building.

2.3 Members have declined to fund lockers previously, although options for funding were not explored further.

2.4 There is a demand among ploholders for storage lockers, with some saying they would purchase their own. This option would present many difficulties for the council, especially with regards to public liability and health and safety and ensuring equitable space for users.

3.0 Purchase and rental model

3.1 Members are asked to consider an option whereby the council purchases lockers and rents them to ploholders to use.

3.2 While this option requires upfront cost by the council, costs would be recovered by charging an annual rental to ploholders who choose to rent lockers. Cost recovery would take place over a period of up to 8 years, well within the life of the lockers.

3.3 The proposal would be to initially install 30 lockers (to meet indicated demand) These would be full length mesh type (see picture). The cost of the lockers would be £3125.70 ex vat. Ploholders would be charged £12 per year to use the locker, which would be collected annually in advance.

3.4 The council would retain ownership and be responsible for maintenance and upkeep, which would satisfy requirements of public liability and insurance.

3.5 If demand necessitated additional installation at a later date this could be done a similar basis.

3.6 The specification of the lockers is:

Single door wire mesh

Complete with top shelf and hook

3-point locking by hasp and staple lock with padlock (not provided)

Floor fixing

Size 1980x305x457mm

- 3.7 Wire mesh has been specified as this provides security while maintaining visibility and air circulation.

4.0 Recommendation

Members are asked to agree to purchase 30 wire mesh lockers and rent these to ploholders at £12 each per annum.



DATE OF THE NEXT MEETING

The next meeting of the council will be on Thursday 15 June 2021 at 7.45pm