

NOTICE OF MEETING

Amenities Committee

7.45pm on Tuesday 15 June 2021 (Virtual meeting)

To Councillors

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

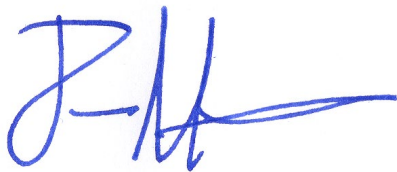
You are summoned to attend an advisory meeting of Amenities Committee on Tuesday 15 June 2021 at 7.45pm. Recommendations from the meeting will be considered in accordance with the delegations approved by the council on 5 May 2021.

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

Meeting ID: 816 3031 9956

Passcode: 071271

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 Tuesday 15 June 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.	Election of chairman	3
002.	Public participation	4
003.	Apologies for absence	
004.	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.	
005.	Minutes of the previous meeting To approve the minutes of the committee meeting of Thursday 8 April 2021 and for the minutes to be signed by the presiding chairman at the earliest opportunity.	5
006.	Matters arising from the previous meeting	
007.	User update To receive an update on the usage of the Brownlow Hall, Whitegrove Community Centre, and the Quelm Allotments.	7
008.	Maintenance, caretaking, and ongoing projects report To receive a report on the maintenance and upkeep of the council's amenities and the allotments.	8
009.	Appointments to the Environmental Plans Working Group	
010.	Date of the next meeting The provisional date of the next meeting will be Tuesday 14 September 2021	10
011.	Closure of the meeting	

Recommendations from the meeting will be considered in accordance with the delegations approved by the council on 5 May 2021.

ELECTION OF CHAIRMAN

As the past chairman Cllr Dr Barnard will take the chair for the first item of business.

The first item of business shall be the election of the committee chairman.

Candidates for chairman should be proposed and seconded by members present. A simple majority of members is required to be elected as per standing order 10.1

As per the standing order, in the event of a tie the past chairman has a casting vote (SO 10.1)

The elected chairman will then chair the remainder 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 make 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 8 April 2021** 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

Thanks were expressed for the efforts of ploholders in landscaping around the allotment building.

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 11 February 2021 were circulated to members ahead of the meeting. Cllr Mrs Gill proposed approval of the minutes, and this was seconded by Cllr Ms Dulieu. 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. Members were advised that Whitegrove Community Centre would be used as a polling station in the upcoming elections.

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 accepted the recommendation of the Clerk to remove the play equipment at Brownlow Hall as its condition had deteriorated. Some of the equipment could be reused and would be stored until that time.

Members noted the report.

008. Provision of lockers

Members discussed the proposal to supply lockers to the allotment storage shed and hire them on a rental basis.

Cllr Dr Barnard proposed installing 30 lockers as set out in the supporting document. This was seconded by Cllr Mrs Gill. A vote was taken and was a tied result. Cllr Dr Barnard used his casting vote in favour of the proposal.

Members discussed the rate to be charged.

Cllr Ms Dulieu proposed a rate of £20 per annum, seconded by Cllr Ms K Jones. A vote was taken and was a tied result. Cllr Dr Barnard used his casting vote and voted to reject the proposal.

Cllr Ms Dulieu proposed a rate of £15 per annum, but the motion was not supported.

Cllr Mr Thorin proposed a rate of £12 per annum, seconded by Cllr Ms Thorin. Members present voted 5-1 to APPROVE the motion.

Th Clerk was asked to bring forward a report to the next meeting on the final cost and that future charges would be decided during the budget round.

009. Environmental Plans Working Group

A meeting as part of the consultative process had taken place with members of the council. Further sessions would be held with residents and local organisations.

010. Date of the next meeting

The date of the next meeting was set for Tuesday 15 June 2021.

011. Closure of the meeting

The meeting was closed at 9.07pm

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 Whitegrove Community Centre has recently reopened to all regular users and operates in line with government requirements. Not all groups have returned at this stage. Brownlow Hall reopens on 21 June and at this time has limited usage until September.
- 2.2 The test centre closed at the end of May. There may be a requirement to set up a mobile unit in the car park as required.
- 2.3 Whitegrove Community Centre was used as a polling station on 6 May 2021.
- 2.4 Both halls have summer activity classes booked.
- 2.5 The Warfield Produce Show will be held on Saturday 17 July and an Arts Show will take place on the weekend of 23/24/25 July.

3.0 Normality

- 3.1 Restrictions on all activities are expected to be relaxed by the end of June 2021, but we await confirmation from the government.

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. Additional litter picking will take place at Frost Folly following the report made at council.

3.0 Maintenance

3.1 Repairs have been 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 An inspection of the wooden floor is taking place as some damage was identified ahead of the testing station opening. Any repairs will be arranged for the summer from the responsive budget.

3.3 Paintwork at Brownlow Hall and Whitegrove will be touched up over the summer.

4.0 Ongoing projects

4.1 The lockers for the allotment have been ordered and are due for delivery and installation imminently. The supplier has encountered delays in production and delivery.

4.2 The cost of the 30 lockers will be £2,770.40, a cost of £92.35 per locker.

4.3 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 Thames Water Sewer Connection

5.1 As has been previously reported to committee, Thames Water have advised us that they require access to the allotment site to make a connection to main sewer.

5.2 Notice has now been served by Thames Water and their contractors are due on site from 28 June 2021, for a period of 12 weeks. Aside from the plot already identified as affected by the construction, no other plots are affected and ploholders should not be unduly affected by the works.

5.3 The Clerk will provide a verbal update at the meeting.

5.0 Recommendations

5.1 that members note the report

DATE OF THE NEXT MEETING

The next meeting of the council will be on Thursday 14 September 2021 at 7.45pm