

NOTICE OF MEETING

Amenities Committee

7.45pm on Tuesday 16 November 2021 (Virtual meeting)

To Councillors

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

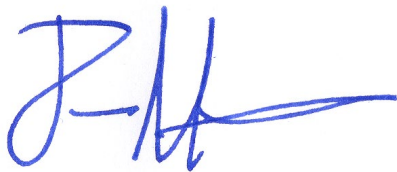
You are summoned to attend an advisory meeting of Amenities Committee on Tuesday 16 November 2021 at 7.45pm. Recommendations from the meeting will be considered in accordance with the delegations approved by the council on 5 May 2021.

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

Meeting ID: 869 6683 8004

Passcode: 163853

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 16 November 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.	Chairman's welcome	
002.	Public participation (max duration 10 mins)	4
003.	Apologies for absence To approve 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.	5
005.	Minutes of the previous meeting To approve the minutes of the committee meeting of Tuesday 15 June 2021 and extraordinary meeting of 15 July 2021 and for the minutes to be signed by the presiding chairman at the earliest opportunity.	6
006.	Clerks Report incorporating regular reporting The report contains actions taken on arising from the last meeting of the committee and other items for information, including recurring reports on usage and condition.	9
007.	Quelm Allotment report To receive an update on the usage of the Brownlow Hall, Whitegrove Community Centre, and the Quelm Allotments.	14
008.	Environmental Working Group To receive an update on environmental plans.	16
009.	Budget items To consider items for inclusion in the 2022-23 budget and the medium-term financial plan	19
010.	Council leases To receive a verbal update on leases for the Brownlow Hall and Whitegrove Community Centre	
011.	Events To consider options for events in 2022.	22

No.	Item	Page
012.	Date of the next meeting and future agenda items The provisional date of the next meeting will be Tuesday 18 January 2022	25
013.	Closure of the meeting	

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

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.

DECLARATIONS OF INTEREST

Members are asked to declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting.

Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Parish Clerk in attendance that they are withdrawing as they have such an interest.

If the Disclosable Pecuniary Interest is not entered on the register of Members interests the member must ensure this is updated within 28 days.

Any Member with an affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Parish Clerk should be notified of the interest, if not previously notified of it, within 28 days of the meeting.

AMENITIES COMMITTEE
MINUTES OF THE MEETING

Held **virtually** on **Tuesday 15 June** at **7.45pm**

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

Other attendees: Parish Clerk and two members of the public

001. Election of chairman

The first item of business was the election of the committee chairman.

Cllr Dr Barnard was proposed by Cllr Mrs Gill, seconded by Cllr McCracken.

Cllr Ms Thorin was proposed by Cllr Ms K Jones, but this was not seconded.

Cllr Dr Barnard was elected by all members present.

002. Public participation

Mr & Mrs Pounce raised the matter of allotment communication and asked about the councillor visit to site.

003. Apologies for absence

Apologies for absence were received from Cllr Mrs Collings.

004. Declarations of Interest

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

005. Minutes of the previous meeting

The minutes of the meeting of 8 April 2021 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.

006. Matters arising from the previous meeting

Members had been circulated information from the Environment Plans Working Group.

007. User Update

A report was circulated to members ahead of the meeting providing a user update.

The Clerk provided an update on the Brownlow Hall rent review and the lease.

Members noted the report.

008. Maintenance, caretaking, and ongoing projects report

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

Members were updated on the procurement of the allotment lockers and the works being undertaken by Thames Water on the connection to the main sewer at the allotment site.

The Clerk was asked to thank the Caretaker for the support provided to the COVID testing station.

Members noted the report.

009. Appointments to the Environmental Plans Working Group

Members reappointed Cllrs Dr Barnard, Mrs Collings and Ms Thorin to the Environment Plans Working Group.

010. Date of the next meeting

The date of the next meeting was set for Tuesday 14 September 2021.

011. Closure of the meeting

The meeting was closed at 8.33pm

AMENITIES COMMITTEE

MINUTES OF THE EXTRA-ORDINARY MEETING

Held **virtually** on **Thursday 15 July 2021** at **7.00pm**

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

Other attendees: Parish Clerk

001. Apologies for absence

Apologies for absence were received from Cllr Ms Thorin.

002. Declarations of Interest

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

003. Consider proposal from the Environmental Plans Working Group

An update from the Environmental Plans Working Group (EPWG) was delivered to members. The EPWG recommended to the committee that consultants should be sought to work with the group to help develop and deliver on its plans.

The committee agreed and recommended the Clerk approaches potential consultants to assist the working group.

004. Date of the next meeting

The date of the next meeting was noted as Tuesday 14 September 2021 at 7.45pm

005. Closure of the meeting

The meeting closed at 7.22pm

CLERKS REPORT

1.0 Purpose of this report

1.1 This report contains actions taken following the last meeting of the committee and other items for information, including recurring reports.

2.0 Actions taken from the last meeting

3.0 Usage

3.1 All the regular users of the Whitegrove Community Centre have returned to the hall except for the 1st Warfield Scouts. The Taekwondo class on a Sunday has ended, but Artemis have taken on a Thursday evening slot.

3.2 Return of regular users has been slower at the Brownlow Hall, not returning to some degree of normality until September. All the previous regular hirers have returned, except for the Bracknell Bridge Club and 2nd Warfield Brownies, which has disbanded. The Bridge Club have decided to continue meeting virtually but may return later. Their Monday evening slot will be marketed.

3.3 Negotiations are underway for a Brownie group on to start on Monday early evenings and for a Bridge Club to use the hall on Thursday afternoons, both from January 2022.

3.4 Provisional bookings for Summer 2022 have been agreed with some groups.

3.5 The allotment site remains at full occupancy, with empty plots being offered for letting almost immediately after vacation.

3.6 Both of the halls were used during Arts Week.

4.0 Cleaning, caretaking, and maintenance

4.1 The council was without a caretaker between mid-June and mid-November. During this time, the council has made use of its contract cleaners and support from Winkfield Parish Council to keep areas clean and tidy.

4.2 As a result a backlog of small maintenance issues has built up and these will be addressed by the new caretaker in priority order. This includes leaky taps, adjustments to doors, cleaning radiators and heaters, clearing leaves and cutting back vegetation. These works will be addressed over the coming weeks.

4.3 Following the failure of bulbs in the toilets at Whitegrove Community Centre, it became clear that the fittings, being some 25 years old required replacing. This was conducted as a matter of health and safety and new LED lighting was installed in the male and female toilets. As two bulbs required replacing in the main hall, a tower was brought in and all bulbs in the main hall were replaced.

4.4 The bird identifier board at Frost Folly has been damaged and the supports have rotted from the ground. We will look to replace and site this unit closer to the entrance to the park.

5.0 Whitegrove Canopy

5.1 An issue with the validation of the planning application for the Whitegrove canopy have been addressed and the application resubmitted. BFC are running behind on processing applications, but it is expected this will be in the public domain shortly.

5.2 Pre-application guidance suggests there are unlikely to be any issues with the application and it is hoped with clearance the canopy can be ordered this financial year.

6.0 Parish Plan

6.1 An update on the elements of the parish plan that fall within the remit of this committee are included in appendix 1.

7.0 Risk Assessments

7.1 The general risk assessment and the fire risk assessment for the Brownlow Hall and Whitegrove Community Centre were reviewed and updated over the summer.

7.2 The Clerk has recently undertaken Water and Legionella Safety Awareness training and the risk assessments will be updated to take account of this, and changes made to operations.

8.0 Brownlow Hall rent review

8.1 The Clerk met with the Brownlow Hall Trustees to discuss the rent review carried over from 2020. A proposal to increase the rent slightly was made and the council awaits the response from the Trust.

9.0 Recommendations

Members are asked to note the report.

Parish Plan Update (Amenities Committee) (October 2021)

Environment

	Specific goal	Timescale	Responsible committee	Progress	Notes	Likely completion
1	Create an Environment Working Group to update the Warfield Environmental and Climate Change Action Plan	March 2020	Amenities		Working Group met and concluded a new plan was required. Plan expected to be ready by March 2022. Budget provision made for 2021-22 to allow work to be undertaken. Provision will be made in the 2022-23 budget.	Jan 2021
2	Reduce litter by (a) taking part in the Great British Spring Clean each March, WPC should encourage couples/ families/ to do litter pick in Mar 21 (b) engage with local school through anti-litter events and activities	March 2020 Ongoing	Amenities		Litter picking opportunities promoting in latest communications and will be extended to community notice boards.	Ongoing

The parish council has approved an Environmental Policy to ensure it acts in an appropriate manner in the activities it undertakes.

Recycling at the Parish Office has resumed. Future recycling is being reviewed due to the quantities required. Looking at partnership options for the future with Binfield Parish Council & Winkfield Parish Council, maybe Bracknell Town Council.

Where a planning application is for the removal of a tree, the parish council now has a default response that a native species should be planted to replace it. Trees or hedges damaged or removed are queried with the appropriate planning authority.

The parish council continues to report incidence of fly-tipping and has encouraged self-reporting via the BFC website.

Parish Amenities

	Specific goal	Timescale	Responsible committee	Progress	Notes	Likely completion
1	Building work started on the new Community Hub at Priory Field	April 2023	Amenities		Borough officers are investigating potential issues affecting the transfer of the site that need to be resolved ahead of further work. This has been delayed as staff are redeployed to COVID-19 activity.	New date TBA
2	Connect water, build community facilities, plant hedges, and establish a management association at Quelm Allotments	September 2020	Amenities		Final section of hedging to be planted winter 21-22 Review of project to take place Amenities Committee to review management structure which may include a management committee	March 2022

Community, Wellbeing and Safety

	Specific goal	Timescale	Responsible committee	Progress	Notes	Likely completion
1	Update and reissue local walking and cycle routes and guides	April 2020	Amenities		<p>Four walks are completed and uploaded to website. Limited printed copies will be produced. The design has been revised to make more user friendly and to reduce the number of versions required for physical or virtual use. A further three walks are awaiting review by members ahead of production.</p> <p>Cycle maps are produced by the borough and not available online yet. Would be a duplication for the parish to produce its own. Members agreed to review and produce own cycle maps if required.</p>	December 2021
3	Finance outdoor gym equipment to Westmorland Park	March 2023 Mar 2022	Initially Finance & General Purposes	n/a	<p>There is no budget allocated at this stage. Initial approach has been made to BFC about possible siting and if they would want WPC funded equipment. There are practical considerations such as responsibility for upkeep, insurance etc. that need to be resolved.</p>	March 2023

Some events are restarting in 2021 and this will continue into 2022.

Grant payments continue and awards for 2021 were made.

Speedwatch activity has been suspended during lockdown including training and recruitment.

QUELM ALLOTMENT UPDATE**1.0 Purpose of this report**

1.1 This report contains an update on the Quelm Allotments.

2.0 Thames Water Sewer Connection

2.1 Thames Water have completed their excavation and connection works to the main sewer under the allotment site.

2.2 Thames Water will be returning to site to reinstate the hedgerow removed during the works and to reinstate the fencing.

2.3 The Clerk has agreed to an extension of the use of temporary plots as plot eight is brought back into a usable condition.

3.0 Works to be undertaken

3.1 The appointment of the new caretaker will allow for the completion of the following works at the allotment site:

- Installation of solar-powered lighting to the communal building
- Installation of security grills to the glazed sections of the communal building
- Drain down of the water tanks, with cleaning ahead of the next growing season

These works will be conducted by the Caretaker around other works. As there is a small backlog of jobs to be done, these works will be scheduled in accordingly based upon the urgency level.

3.2 The caretaker has identified some issues during an induction visit, so will address these during other maintenance work.

3.3 The Clerk has confirmed arrangements with Bracknell Town Council to keep the communal areas maintained. It is expected the caretaker may be able to take over these responsibilities during the next financial year. Provision will be made in the budget for appropriate equipment.

3.4 Other items have been identified by ploholders including the securing of the lockers and a safety mat at the entrance of the communal building. These matters are in hand.

3.5 The remainder of the hedge is due to be planted this winter. These will be ordered alongside other trees and hedging by the council. The Clerk will ask the Caretaker to remove the protective covers from the existing hedgerow.

4.0 Water Harvesting

4.1 The Clerk has held an initial discussion with the new Caretaker on this and the suggestions that have been forwarded to the council. A report and proposal will be brought to the next committee meeting.

5.0 Water tanks

5.1 As mentioned in 3.1 the water to the tanks will be switched off for the winter and the tanks drained as a precaution against freezing. The tanks will be cleaned ahead of the new growing season.

5.2 The potential risk of waterborne diseases has become known during recent training. The risks on the allotment environment are low, but the advice given is that tanks should be cleaned and disinfected regularly. The risk increases during periods of higher temperature. Therefore, additional cleaning will be introduced in 2022, with draining and cleaning taking place in June and early September. The exact arrangements and timings will be notified closer to the time.

6.0 Access

6.1 Keys for the communal building are continuing to be issued to those plotheolders who have asked for a locker or for access to the building. All lockers have been allocated and at the date of writing, just over half of those allocated a locker have collected their keys. Arrangements have been made to distribute keys to those unable to attend the office. A reminder e-mail is being sent to plotheolders in w/c 15 November.

6.2 At the same time, new keys are being issued for a standard padlock for the main gates. It is the intention to fit the new padlock from the end of November and plotheolders will be advised of this in the above-mentioned e-mail.

7.0 Inspections

7.1 Inspections of plots have taken place over the summer by the council's Finance Officer, who is an allotment plot holder elsewhere. Plots that have been found not being worked or maintained to a reasonable standard have been contacted to bring their plot up to standard or risk forfeiting their lease.

7.2 One plot has been recovered through failure to maintain a plot to a reasonable standard.

8.0 Rents and Charges

8.1 In accordance with section 4.2 of the Allotment Tenancy Agreement a review of rents to be charged from 1 April 2023 will be completed and presented to committee at the meeting of 15 March 2022.

9.0 Recommendations

9.1 Members are asked to note the report.

ENVIRONMENTAL PLANS UPDATE**1.0 Purpose of this report**

- 1.1 This report contains the brief for potential suppliers to support the council in the development of its environmental plans.

2.0 Potential suppliers

- 2.1 The Clerk has identified at least five potential suppliers to ask as consultants in the development of the new environmental plan.
- 2.2 The brief document is set out below with a potential timetable. If members agree the plan this can be circulated to potential suppliers in the next week.

3.0 Supplier brief

- 3.1 The brief reads as follows:

Warfield Parish Council is seeking support as it develops its Environmental Plans through to 2030.

The council is intending to set a target to be carbon neutral by 2030 and it requires an initial assessment of its current carbon output, tools for ongoing measurement and support in identifying the actions it needs to undertake to achieve its target.

The council is seeking to take proactive steps to reduce its carbon footprint and not to achieve it by mitigations.

The council is looking for an initial plan on how suppliers can support them through this process at a cost of providing this support.

The working group will review these plans and conduct interviews with selected clients ahead of appointment.

Client

The Council's Amenities Committee is responsible for this project, through the Environment Plans Working Group.

The working group is looking to develop three plans to cover climate change, sustainability, and biodiversity. It has some ideas which it would like to turn into clear objectives for these plans.

The selected supplier will be expected to work with the group over an initial period of six - twelve months to develop the plans and conduct the carbon footprint assessment.

The working group would expect to meet with the selected supplier regularly during the initial period, with meetings conducted virtually to minimise travel and disruption.

About Warfield

Warfield is a parish in the Bracknell Forest local authority area in Berkshire. The parish is split almost 50/50 between urban and rural, with the north of the parish being part of the metropolitan green belt.

The parish has a population of around 10,700 as at 2019.

The parish council operates from three buildings. A parish office, part of the Tesco Superstore complex, The Brownlow Hall, and the Whitegrove Community Centre. The parish council recognises that action will be required to reduce the footprint of these three buildings.

The council has 13 councillors, all of whom live within the parish and employs five staff, mostly living outside the parish.

The council also operates an allotment site and owns a car park in a rural area that is used to provide parking for an area of SANG (Suitable Alternative Natural Greenspace).

The parish is continuing to grow as some 2,500 homes are built as part of a previously agreed local plan.

Timescales

(To be included if members agree the timetable)

Point of contact

Should you have a query during the initial submission period please contact The Parish Clerk, Jason Mawer by e-mail clerk@warfieldparishcouncil.gov.uk or by phone 01344 457777.

4.0 Timetable

4.1 The proposed timetable would be:

Initial approach to suppliers – November 2021

Return of supplier submissions – 17 December 2021

Consideration of submissions and interviews with selected suppliers – January 2022

Commencement of work – February 2022

Completion of work on plans and carbon footprint June 2022

Follow up works TBA

5.0 Recommendation

Members are asked to review and approve on the supplier brief

Members are asked to review and approve the timetable

BUDGET CONSIDERATIONS**1.0 Purpose of this report**

1.1 This report contains items for inclusion in the 2022-23 draft budget and items for inclusion in the medium-term financial plan.

2.0 Budget considerations

2.1 The following items are considered for inclusion in the 2022-23 budget. This does not include matters discussed at this meeting, this will be added after consideration by members.

2.2 The standard items in the report will be increased in line with the inflation forecast¹ of 3.4% for Q4 2022. A review of provision of cleaning and utilities will be conducted ahead of the production of the draft budget.

2.3 Income projections and rate rises for 2022-23 will be brought forward to the January committee meeting.

2.4 Additional items proposed for 2022-23 are:

Budget code	Title	proposed	allocation
170 4220	Climate Change provision	Activity to support environmental plan	£5,000
170 4395	Parish plan delivery	Gym equipment preparation work	£2,000
600 4252	BH planned maintenance	See below 2.5	£5,000 additional
610 4600	WCC Building improvements	Surveying costs to identify future building improvements*	£2,000 additional
700 4600	Play area improvements	Surveying work to identify scope and cost of replacement works	£1,000
720 4650	Allotment tree and hedge maintenance	to cover costs of maintaining hedge and potential additional planting	£750

*Subject to agreement over future lease

2.5 The additional planned maintenance work at Brownlow Hall will cover energy efficiency works, replacing taps in bathrooms and replacing broken and blown glazed units.

¹ This will be the Consumer Price Index forecast issued by the Bank of England Monetary Committee

3.0 Items for the medium-term financial plan

- 3.1 The Clerk is preparing a medium-term financial plan (MTFP) for the council to cover the next five years from 2023-24. At this stage there is a great deal of uncertainty as the council has leases ending during the period and delays to the new Neighbourhood Centre.
- 3.2 At this time there are three significant projects that fall within the remit of this committee for inclusion in the plan. No assumptions are being made at this time for the Neighbourhood Centre, although this will change when updates are received from Bracknell Forest Council.
- 3.3 Memorial Ground Play Equipment
 - 3.3.1 The play equipment at the Memorial Ground is aged between 15 and 18 years. It is therefore nearing the end of its viable life. Repairs to equipment are costly because parts are no longer readily available.
 - 3.3.2 It is proposed that the equipment should be replaced during 2023-24.
 - 3.3.3 Initial discussions will need to take place with the Memorial Ground Trust, but any future equipment will need to be inclusive, environmentally friendly, will require a safety surface and be fenced in.
 - 3.3.4 As listed in 2.4 surveying and costing work is proposed for budgeting in 2022-23, so an initial estimate of £35,000 is proposed for the MTFP.
- 3.4 Whitegrove Community Centre
 - 3.4.1 If an additional lease or a transfer of ownership is agreed for the Whitegrove Community Centre, extensive works would be required to the centre as many of the fixtures and fittings are 25 years old.
 - 3.4.2 Identified works at this stage are replacement of the heating and hot water systems, refurbishment of the bathrooms and replacement of the windows and doors.
 - 3.4.3 As listed in 2.4 surveying and costing works are budgeted for 2022-23 if agreement can be reached with Bracknell Forest Council. Because of the usage of the centre and the likely costs involved and the extent of the works required, it is likely that the work would need to be phased over a couple of years. As an assumption a budget of £80,000 is proposed for the MTFP split over years 2023-24 and 2024-25.
- 3.5 Gym equipment
 - 3.5.1 Proposals for the siting of gym equipment will be brought forward in 2022-23. It is anticipated that the equipment could be installed at Westmorland Park, although this has not been agreed.
 - 3.5.2 As identified in the parish plan there are a number of issues that need to be resolved before equipment can be installed.

3.5.3 An assumed cost of £10,000 will be included in the MTFP for 2023-24.

3.6 The delays to the new Neighbourhood Centre have a knock-on effect on plans of the parish council. The council is seeking urgent clarification from BFC as to the likely timescale for the project, because of the financial and other implications of the delay. Therefore, the indications for the MTFP may change as the council assesses its priorities and resources.

4.0 Recommendation

Members are asked to consider the items in this report and other considerations to be included.

EVENTS**1.0 Purpose of this report**

1.1 This report contains proposals for events in the next twelve months, including the Platinum Jubilee celebrations.

2.0 Annual Events

2.1 It is expected that our annual events will return to normal during 2022.

2.2 The following events are proposed:

Event	Dates	Notes
Christmas Tree lighting	3 December 2021 from 5.45pm	The lighting will take place at 6pm
Take & Grow	April 2022	See 2.3 below
Great British Spring Clean	TBA – May to June 2022	See 2.4 below
Summer of Fun	TBA usually late July	Planning begins in new year, see 2.5
Arts Week 2022	23 – 30 October 2022	Planning begins in new year.
Christmas Tree lighting	2 December 2022	

2.3 Take & Grow

2.3.1 Prior to the pandemic, the Take & Grow event usually took place in late April/early May at the Whitegrove Community Centre.

2.3.2 While the event was well received by those attending, it did not have a great reach in the parish and was resource heavy for the council.

2.3.3 The pandemic led to the 2020 and 2021 events being cancelled with residents organising their own informal events from gardens and driveways.

2.3.4 2022 gives the council the opportunity to try something different and build on the events of 2021. Rather than hosting an event in one place, the council could promote a 'community grow and share' event. Residents wishing to participate could sign-up and host mini events in their gardens on a specific day or weekend. The parish council could promote the event and produce a map, encouraging residents to walk or cycle to their local event.

2.3.5 The council could provide pots or other materials, as well as branded bunting to support residents participating.

2.3.6 A budget provision could be made to fund this activity.

2.4 Great British Spring Clean 2022

2.4.1 Dates for the 2022 clean up have not yet been published but the committee may decide how it would wish to participate in 2022. Options may include asking members to lead clean-ups in their local communities. The council has equipment available to support this event.

2.5 Summer of Fun

2.5.1 Summer of Fun events are held across Bracknell Forest, organised, and funded by the town and parish councils. It is expected that all councils will participate again in 2022 and planning beginnings in early 2022. Budget provision will be made on this basis.

3.0 One-off events

Event	Dates	Notes
125 Tree Planting	Early 2022	Arrangements and dates to be finalised. Will be promoted in November/December Wren. See 3.1
Celebration Thank you event	TBA April 2022	Arrangements and date to be finalised. Will avoid the Easter break. See 3.2
HM Queen Platinum events	TBA although key events 2-5 June 2022	Options will be considered by the Amenities Committee. See 3.3

3.1 125 Tree Planting

3.1.1 As advised by Cllr Mrs Collings at full council a site for the planting of the 125 trees has been agreed on the north-eastern corner of Cabbage Hill. Final confirmation of the planting mix is to be made, but planting is now likely to be delayed until early 2022.

3.1.2 Members may wish to consider making provision of the upkeep of the new trees through their early years to allow them to grow. The borough would consider a programme for watering the trees, with the council offsetting part of the cost.

3.2 Celebration event

3.2.1 Details of a costed event will be brought to the January meeting.

3.3 Platinum Jubilee events

- 3.3.1 2022 will see an extended bank holiday weekend on the 2-5 June to mark HM The Queens Platinum Jubilee.
- 3.3.2 A beacon lighting programme is planned for the Thursday evening and the parish council has traditionally participated in these events, most recently for the 100th anniversary of the Armistice in 2018. It is proposed to hold a beacon lighting again on Cabbage Hill.
- 3.3.3 Street parties have traditionally been a part of jubilee events and rather than hosting an event of its own, the council may wish to consider supporting communities to host their own street parties. The council could support locals organising events by assisting with road closures and providing sustainable party materials, like recyclable cups and plates and other environmentally friendly products. Local communities could apply for the party kits that would be sourced by the parish council. Such an activity is likely to reach further than any single event organised by the council and would be another method of promoting the council.
- 3.3.4 If members agree proposals could be drawn up for inclusion in the budget with details brought forward to the January meeting.
- 3.3.5 In addition to the above-mentioned events, the council could undertake evidence gathering exercise to collect images from previous jubilee celebrations and publish these, as well as asking for images from platinum jubilee events.

4.0 Recommendations

Members are asked to consider the event options outlined in this paper.

UPCOMING AGENDA ITEMS AND DATE OF THE NEXT MEETING**1.0 Purpose of this report**

- 1.1 This report provides information on upcoming agenda items and the date of the next committee meeting

2.0 Future agenda items

- 2.1 the table provides a summary of non-regular agenda items that will be brought to future meetings

Item	Expected meeting date
Budget	January 2022
Event updates	January 2022
Fees and charges 2022-23	January 2022
Allotment rent review	March 2022

3.0 Next meeting of the committee

- 3.1 The date of the next council meeting is scheduled for Tuesday 18 January 2022. Venue to be advised.