

NOTICE OF MEETING

Amenities Committee

7.45pm on Tuesday 15 March 2022 (Virtual meeting)

To Councillors

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

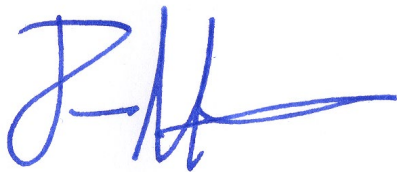
You are summoned to attend an advisory meeting of Amenities Committee on Tuesday 15 March 2022 at 7.45pm. Recommendations from the meeting will be considered in accordance with the delegations approved by the council on 5 May 2021.

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

Meeting ID: 847 6436 2208

Passcode: 283750

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 March 2022 (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
A22-015.	Chairman's welcome	
A22-016.	Public participation (max duration 10 mins)	
A22-017.	Apologies for absence	3
	To approve apologies for absence.	
A22-018.	Declarations of interest	4
	Members are asked to declare any disclosable interest or affected interest in respect of any matter to be considered at this meeting.	
A22-019.	Minutes of the previous meeting	5
	To approve the minutes of the committee meeting of Tuesday 18 January 2022 and for the minutes to be signed by the presiding chairman at the earliest opportunity.	
A22-020.	Clerks Report incorporating regular reporting	8
	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.	
A22-021.	Allotment Liaison Group	12
	To appoint members to the Allotment Liaison Group	
A22-022.	Allotment Rent from 1 April 2023	13
	To consider and approve the rates from 1 April 2023	
A22-023.	Events and activities in 2022	14
	To receive an update on events for 2022	
A22-024.	Date of the next meeting and future agenda items	16
	The provisional date of the next meeting will be Tuesday 7 June 2022	
A22-025.	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.

MINUTES OF THE PREVIOUS MEETING

AMENITIES COMMITTEE

MINUTES OF THE MEETING

Held **virtually** on **Tuesday 18 January 2022** at **7.45pm**

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

Other attendees: Parish Clerk and five members of the public

A22/001. Chairman's welcome

The Chairman welcomed members and the public to the meeting.

A22/002. Public participation

There was a problem with public access. Any questions raised would be responded to separately.

A22/003. Apologies for absence

Apologies for absence were received from Cllrs Mrs Collings and McCracken.

A22/004. Declarations of Interest

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

Cllr Ms Thorin declared an interest as her partner is employed by the council.

A22/005. Minutes of the previous meeting

The minutes of the meeting of 16 November 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.

A22/006. Clerks Report

The Clerks report, incorporating regular reporting was circulated to members ahead of the meeting.

The Clerk's Report was noted.

A22/007. Allotment Liaison Group

Proposals for the Allotment Liaison Group were circulated to members ahead of the meeting.

The proposals were discussed. It was noted that the group could ask questions on behalf of plot holders, or the council and that outcomes of the meetings would be circulated to

members and plot holders. The group would also be able to consider strategic matters, although responsibility and decision making remained with the committee.

The proposals were APPROVED.

A22/008. Rates and Charges 2022-23

The Clerk circulated the proposed rates and charges from 1 April 2022 for hall hire.

The following rates and charges were approved:

Location	Room	Agreed rate
Brownlow Hall	Whole Building ¹	£56.50
	Hall + 1 room ²	£47.25
	Hall only	£36.50
	Blue Room	£18.25
	Green Room	£15.50
Whitegrove Community Centre	Whole building	£30.00

Maximum charge of 10 hours will be applied for commercial/private bookings

Regular hourly rates (for new users)³

Location	Room	Agreed rate
Brownlow Hall	Whole Building	£35.25
	Hall + 1 room	n/a
	Hall only	£18.75
	Blue Room	£15.00
	Green Room	£12.00
Whitegrove Community Centre	Whole building	15.50

Community Rates (for new users)⁴

Location	Room	Agreed rate
Brownlow Hall	Whole Building ¹	£29.25
	Hall + 1 room ²	£24.00
	Hall only	£13.75
	Blue Room	£10.50
	Green Room	£8.25
Whitegrove Community Centre	Whole building	£13.75

Allotment rents for 2023-24 would be agreed at the next meeting.

A22/009. Budget 2022-23 outcomes

The Clerk circulated the proposed budget lines for 2022-23.

The report was noted.

A22/010. Events and activities 2022

The Clerk circulated a report on events and activities for 2022 to members ahead of the meeting.

Members noted that the Take & Grow event would now become a community event titled Warfield Plant Trail and would take place on 24 April.

Members asked the Clerk to investigate options for wildflower seed cards to be distributed to schools.

A22/011. Date of the next meeting

The date of the next meeting was set for Tuesday 15 March 2022.

A22/012. Exclusion of the Public and the Press

Cllr Mrs Gill proposed that under the Public Bodies (Admission to Meetings) Act 1960 the public and representatives of the press and broadcast media be excluded from the meeting due to the consideration of items of business of a confidential nature. This was seconded by Cllr Ms K Jones and APPROVED by members present.

A22/013. Brownlow Hall lease and potential use

Members discussed exploring a potential extension to the lease of the Brownlow Hall.

A22/014. Closure of the meeting

The meeting was closed at 9.30pm

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

- 2.1 Creation of the Allotment Liaison Group continues
- 2.2 Budgets for 2022-23 have been agreed
- 2.3 Event planning for the year continues
- 2.4 event scoping document drafted

3.0 Usage

- 3.1 Regular usage has continued since the Christmas break and we continue to explore the potential for new groups to commence or existing users to expand.
- 3.2 We are continuing to process requests for casual bookings which we are accommodating wherever possible.
- 3.3 The allotment site remains at full occupancy, with empty plots being offered for letting almost immediately after vacation.
- 3.4 The income forecasts for the halls reported in the Finance Reports to council are on forecast for year end.
- 3.5 all remaining COVID restrictions on usage have been removed.

4.0 Cleaning, caretaking, and maintenance

- 4.1 The Caretaker is continuing to work through the schedule of work items. These are now moving towards outdoor spaces.
- 4.2 COVID cleaning arrangements will be scaled back from the end of March 2022. Hand sanitiser at all sites, and protections panels in the parish office will be maintained at present.
- 4.2 The bird identifier board at Frost Folly has been removed to the Brownlow Hall for repair. It will be relocated closer to the park entrance.
- 4.3 Issues with bin emptying at Frost Folly Park appear to have been resolved and the effect of overspill into the car park.

5.0 Brownlow Hall rent review

- 5.1 There is no update on the rent review. The Clerk has followed this up with the Trustees. Provision from 2021-22 will be carried over to 2022-23 if the rate is not confirmed before the end of the financial year.

6.0 Allotments

- 6.1 The broken glass on the door of the communal building will be installed shortly.

- 6.2 Security grills to the windows of the communal building have now been installed.
- 6.3 Water tank cleaning was delayed from February to March but will commence on a tank-by-tank basis ahead of the water being turned back on.
- 6.4 We are obtaining quotes for the fitting of the lighting to the communal building, this work will be commissioned prior to year-end.
- 6.5 Proposal for rainwater harvesting will be discussed with the allotment liaison group.
- 6.6 A skip will be provided on site during the first week of April as per arrangements.
- 6.7 An assessment of the site will be carried out during the Summer of 2022 to identify future works. This includes the area affected by the clearance of the land for the communal building as this may involve further earth works. Any proposals would require consideration and approval by the committee ahead of inclusion in the budget for 2023-24.
- 6.8 The budget for 2022-23 is for repairs and maintenance only, there is no provision for other works.

7.0 Event scoping

- 7.1 Proposals for event scoping were taken to the Finance & General Purposes Committee in February 2022. This follows a request from members to find a method to scope events. The attached document was reviewed by the Finance & General Purposes Committee, who concluded it met the needs of scoping and resourcing events. They referred the document to this committee to review and comment ahead of introduction.

8.0 Other items for information

- 8.1 1st Warfield Scouts borrowed the councils litter picking equipment in early March and completed litter picking around Westmorland Park, the pond and Edmunds Lane. Six bags were collected in total.

9.0 Recommendations

Members are asked to note the report.

Members are asked to comment on the Event Scoping document.

Event Planning

EVENT OVERVIEW	
EVENT TITLE	
EVENT DATE	EVENT TIME
EVENT LOCATION	
EVENT DESCRIPTION	
BUDGET PROVISION	£

EVENT SCOPE	
TARGET AUDIENCE	
MESSAGING	
OBJECTIVES	

RESOURCE REQUIREMENTS	
MEMBER INPUT	
STAFFING INPUT	
EQUIPMENT	
EVENT MARKETING	
PROMOTIONAL MATERIAL REQ.	
OTHER	

EVENT CONTACTS	
MEMBER LEAD	
STAFFING LEAD	

TASK CHECKLIST

	RESPONSIBLE PARTY	DATE REQUIRED	DATE COMPLETED
TEAM IDENTIFIED			
FUNDING SOURCED			
LOCATION SECURED			
PERMITS REQUESTED/ISSUED			
APPLICATION TO SAG			
PARKING IDENTIFIED			
TRANSPORTATION/LOGISTICS			
INVITE LIST DRAWN UP			
INVITATION DEVELOPED			
INVITATIONS SENT			
RSVP PROCESS DEFINED			
EVENT MARKETED			
EVENT SIGNAGE			
PROMOTIONAL ITEMS			
PRIZES/GIVE AWAYS			
SEATING AND TABLE PLAN			
REFRESHMENTS ARRANGED			
GLASSES/PLATES ETC.			
STAFFING IDENTIFIED			
FIRST AID REQUIREMENTS			
HOUSEKEEPING			
FLOOR PLAN DEVELOPED			
ROLES IDENTIFIED			
BRIEF ON ROLES			
REGISTRATION AREA / PROCESS			
FEEDBACK AND REVIEW			

ALLOTMENT LIAISON GROUP

1.0 Purpose of this report

1.1 This report concerns the appointments to members of the Allotment Liaison Group.

2.0 Plotholder members

2.1 A call for nominations to be a plotholder members of the group has taken place. Three nominations were received, meaning an election was not required.

Joe Ciccarello

Graham Mullier

Graham Pickvance

3.0 Initial council appointments

3.1 As advised at the last meeting, nominations for council members will take place at this committee meeting. Appointments will be subject to review following the reappointment of the committee at the annual council meeting in May.

3.2 The Chair of the Amenities Committee is a de facto member of the group. Two further council representatives are required.

4.0 Recommendation

4.1 Members are asked to appoint two members to the Allotment Liaison Group.

ALLOTMENT RENT FROM 1 APRIL 2023**1.0 Purpose of this report**

1.1 This report contains the proposed rates for the allotments from 1 April 2023.

2.0 Basis of changes

2.1 The council is required to give one years notice of a rent change. The rent proposed today would be effective from 1 April 2023.

2.2 The proposed change is the first increase in the basic rent level since the allotments opened.

2.3 All plot sizes will increase by 4.0% from 1 April 2023. This is consistent with other rate changes the council has introduced for 2022-23 and covers increased costs incurred in operating the allotment site.

3.0 Allotments

3.1 The rates for the allotments to apply from 1 April 2023 will be:

Plot Size	2022-23 rate	2023-24 rate	Increase £
Half plot	£68.75	£71.50	+£2.75
Quarter plot	£55.00	£57.20	+£2.20
1/8 plot	£41.25	£42.90	+£1.65

3.2 The total income generated will be £2,645.50, an increase of £101.75. This income will be used to meet the operating costs of the allotment.

3.3 The allotment lockers are not subject to the rent rules that apply for allotment plots, but this rate will be maintained at £12.00 through 2022-23 as per the agreed budget.

3.4 The updated charges will be advised to ploholders.

4.0 Recommendations

4.1 The committee is asked to approve the allotment rent levels for 2023-24.

EVENTS AND ACTIVITIES 2022**1.0 Purpose of this report**

1.1 This report contains an update on 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
Great British Spring Clean	25 March – 10 April	See 2.2
Warfield Plant Trail	24 April 2022	
Warfield-Winkfield Family Cycle Ride	TBA May 2022	Planning has just begun and is led by Winkfield PC. The date has been brought forward from June to be part of National Cycle Week.
Warfield Village Fete	11 June 2022	
Summer of Fun	TBA usually late July	Planning commences shortly with the other Towns and Parishes.
Arts Week 2022	23 – 30 October 2022	Planning of the 2022 programme has commenced
Christmas Tree lighting	2 December 2022	

2.2 Great British Spring Clean

2.2.1 Members are asked to consider if they would like to support the event in the parish and how they wish to do this.

2.2.2 The Parish Team will promote the event generally and offer the use of litter picking equipment owned by the council.

3.0 One-off events

3.1 The following events are proposed:

Event	Dates	Notes
125 Tree Planting	End March 2022	See 3.2
Celebration Thank you event	TBA	Details will be brought to council.

HM Queen Platinum events	TBA although key events 2-5 June 2022	See 3.2
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3.2 Platinum Jubilee events

- 3.2.1 2022 will see an extended bank holiday weekend on the 2-5 June to mark HM The Queens Platinum Jubilee.
- 3.2.2 A beacon lighting programme is planned for the Thursday evening and the parish council will participate. It is proposed to hold a beacon lighting again on Cabbage Hill on Thursday 2 June. The beacon lighting will take place at 9.45pm. Invitations will be extended to Warfield Church, Guides, Scouts, and other groups in Warfield along with all local residents.
- 3.2.3 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 will be providing grants to communities to support their events.
- 3.2.4 Budget provision has been made to support events.
- 3.2.5 In addition to the above-mentioned events, the council will undertake evidence gathering exercise to collect images from previous jubilee celebrations and publish these, as well as asking for images from platinum jubilee events.
- 3.2.6 The council will launch a competition for young people to design a poster to promote the Platinum Jubilee weekend, for use in the parish. It is proposed that this will be launched in March. Entries will be judged by a panel of members with a prize for the winning entry.
- 3.2.7 The council has placed an order for a jubilee colour scheme hanging baskets for the Brownlow Hall for 2022.

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
Lettings Policy	June 2022
Parish Plan	June 2022

3.0 Next meeting of the committee

- 3.1 The date of the next council meeting is scheduled for Tuesday 7 June 2022.