

# NOTICE OF MEETING

## Amenities Committee

7.45pm on Tuesday 7 June 2022

---

To Councillors

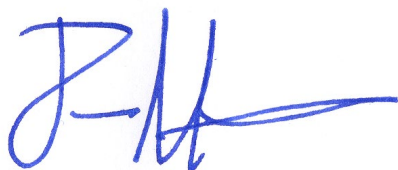
---

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

**You are summoned to attend a meeting of Amenities Committee on Tuesday 7 June 2022 at 7.45pm.**

The meeting will take place in the Blue Room, Brownlow Hall.

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 7 June 2022 in the Blue Room, Brownlow Hall

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.

---

<b>No.</b>	<b>Item</b>	<b>Page</b>
A22-026.	<b>Election of chairman</b>	3
A22-027.	<b>Public participation</b> (max duration 10 mins)	4
A22-028.	<b>Apologies for absence</b> To approve apologies for absence.	
A22-029.	<b>Declarations of interest</b> Members are asked to declare any disclosable interest or affected interest in respect of any matter to be considered at this meeting.	5
A22-030.	<b>Minutes of the previous meeting</b> To approve the minutes of the committee meeting of Tuesday 15 March 2022 and for the minutes to be signed by the presiding chairman at the earliest opportunity.	6
A22-031.	<b>Clerks Report incorporating regular reporting</b> 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.	8
A22-032.	<b>Events and activities in 2022</b> To receive an update on events for 2022	10
A22-033.	<b>Date of the next meeting and future agenda items</b> The provisional date of the next meeting will be Tuesday 20 September 2022	12
A22-034.	<b>Closure of the meeting</b>	

---

### **ELECTION OF THE 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](http://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 15 March 2022** at **7.45pm**

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

**Other attendees:** Parish Clerk, Cllr Ms Dulieu and 4 members of the public

**A22-015. Chairman's welcome**

The Chairman welcomed members and the public to the meeting.

**A22-016. Public participation**

There were no requests for public participation.

**A22-017. Apologies for absence**

Apologies for absence were received from Cllr McCracken.

**A22-018. 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.

**A22-019. Minutes of the previous meeting**

The minutes of the meeting of 18 January 2022 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.

**A22-020. Clerks Report**

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

The Clerks report included an event scoping and planning form for considering future events.

The Clerk's Report was noted.

**A22-021. Allotment Liaison Group**

The committee noted that Joe Ciccarello, Graham Mullier and Graham Pickvance had been appointed to be plot holder representatives.

The committee appointed the Cllr Dr Barnard, Cllr Mrs Collings and Cllr Ms K Jones to be the member representatives.

The committee placed on record their thanks to Chris and Rita Pounce for their help and support in getting the allotments to this stage.

#### **A22-022. Allotment Rent from 1 April 2023.**

The Clerk circulated proposals for allotment rent from 1 April 2023 to members ahead of the meeting.

On the proposal of Cllr Ms K Jones, seconded by Cllr Mrs S Collings, members APPROVED rents from 1 April 2023 as follows:

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

#### **A22-023. Events and Activities for 2022**

The Clerk circulated a report to members on events and activities for 2022. It was noted that the cycle ride date had changed to 22 May.

Members noted the report.

#### **A22-024. Date of the next meeting**

The date of the next meeting was set for Tuesday 7 June 2022.

#### **013. Closure of the meeting**

The meeting was closed at 8.13pm

**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 First Allotment Liaison Group meeting set.  
2.2 Events have taken place (see separate report)

**3.0 Usage**

- 3.1 Usage at the Brownlow Hall and Whitegrove Community Centre remains good. Casual booking requests continue to be received and converted to bookings whenever possible. A new system for taking deposits was introduced from 1 April 2022 as recommended by the Internal Auditor.  
3.2 The allotment site remains at full occupancy.  
3.3 Bookings to the Green Room will not be accepted from 1 September 2022 to allow preparations for the move of the parish office. The room may be available on a one-off basis if required. Users with storage in the Green Room have been offered alternative on-site storage elsewhere in the building. Only two regular groups are affected by the change of use of the Green Room.

**4.0 Cleaning, caretaking, and maintenance**

- 4.1 The new Caretaker has continued to pro-active in works required, which has included installing the deer protection for the Jubilee Oaks at Cabbage Hill.  
4.2 An electrical fault affected lighting in the Green Room of the Brownlow Hall and this has been rectified.  
4.4 The bird identifier board at Frost Folly is currently under repair and will be installed in a new location near the entrance to Frost Folly Park.  
4.5 The caretaker is continuing with various pieces of work across Brownlow Hall, Whitegrove Community Centre, and the Allotments.

**6.0 Brownlow Hall rent review**

- 6.1 The Clerk is in communication with the Brownlow Hall Trustees over the rent review and the lease extension.

**7.0 Allotments**

- 7.1 Inspection of the allotment plots took place in w/c 30 May and has resulted in 10 improvement letters being sent regarding the condition or cultivation status of the plots. Recipients have 14 days to undertake improvement works ahead of a further inspection.  
7.2 The Allotment Liaison Group will meet on Monday 13 June.



## **8.0 Environment Plans Working Group**

- 8.1 The Clerk recommends that the Environment Plans Working Group be replaced by a sub-committee at the next committee meeting.
- 8.2 The change is both administrative and practical as it would allow the sub-committee to progress plans with delegated authority (not permissible to a working group) and would allow the sub-committee to bring in additional members as required.
- 8.3 If members agree, draft terms of reference will be circulated for adoption at the next committee meeting.
- 8.4 In the meantime it is recommended that the membership of the working group be extended to the next committee meeting.

## **9.0 Memorial Ground Play Area**

- 9.1 As reported previously the play area at the Memorial Ground is nearing the end of its operational life. Parts are failing and repairs to older equipment is expensive.
- 9.2 The council has made provision in its forward budget to replace the equipment in 2023-24 and the Clerk was looking to remove the existing equipment at the end of the summer 2022.
- 9.3 Discussions have been held with the Memorial Ground Trustees regarding the replacement of equipment and the site for this. The Trustees are keen to see the equipment replaced and are open to wide ranging discussions in its composition and of the area being fenced. However, they are unable to confirm a location for the play area pending consideration of the redevelopment of the Pavilion. The Clerk will hold further discussions with the Trustees in September to see if there are developments.
- 9.4 Options will be brought forward to the committee at the September meeting.

## **10.0 Recommendations**

Members are asked to note the report.

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

- 1.1 This report contains an update on parish council events either directly organised or supported.

**2.0 Forthcoming Events**

- 2.1 The following events are scheduled for the remainder of 2022
- 2.2 The following events are proposed:

<b>Event</b>	<b>Dates</b>	<b>Notes</b>
Warfield Village Fete	11 June 2022	The parish council have funded activities provided for the fete and will have a stall promoting the work of the parish council
Summer of Fun	Wed 27 July 2022	Planning underway.
Arts Week 2022	23 – 30 October 2022	Planning underway.
Christmas Tree lighting	2 December 2022	

**3.0 Completed events**

- 3.1 The parish council supported the Warfield Plant Trail in 2022. The parish council will look to work with the organisers in increase the presence and branding of the event for 2023.
- 3.2 The annual Winkfield and Warfield Family Cycle Ride took place in May this year to coincide with National Bike Week.
- 3.3 Platinum Jubilee events took place over the weekend of 2-5 June. The parish council hosted a beacon lighting on Cabbage Hill which was well attended with 250+ residents in attendance. The event seemed well received.
- 3.4 The parish council awarded seven grants to communities to host street parties over the weekend. This was administered by the Finance & General Purposes Committee.
- 3.5 Seven oak trees to mark the jubilee were planted by the parish council at the end of the last growing season on Cabbage Hill. An unveiling event will take place later in the year.

**4.0 Event kit**

- 4.1 The parish council has now completed the purchase of two 3x3m branded gazebos, folding tables and chairs and will be used for the first time at the Village Fete on 11 June. In addition, customised bunting in the colours of the parish council have been procured to add to events.

- 4.2 The gazebos can be used on their own in a 3x3m configuration or joined together to create a 6x3m space. This provides greater flexibility in use and is also easier to transport, erect and dismantle.
- 4.3 The gazebos could be used for any events the parish council puts on, but also for councillor surgery events in local communities.
- 4.4 An updated event kit box is also being prepared with appropriate materials.

#### **5.0 Events sub-committee**

- 5.1 The Clerk would like to bring forward recommendations for the appointment of an events sub-committee to oversee events. Proposals will be brought forward to the next committee meeting.

#### **6.0 Recommendations**

Members are asked to note this report.

**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
Sub-committees	September 2022
Lettings Policy	September 2022
Parish Plan	September 2022
Budget proposals	November 2022

**3.0 Next meeting of the committee**

- 3.1 The date of the next council meeting is scheduled for Tuesday 20 September 2022.