

NOTICE OF MEETING

Amenities Committee

7.45pm on Thursday 5 September 2019 at Parish Council Office

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 5 September 2019 at 7.45pm

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



Jason Mawer

Clerk to the Council

AGENDA

Meeting of Amenities Committee

7.45pm on Thursday 5 September 2019 at Parish Council Office

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.	Apologies for absence	
002.	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.	
003.	Minutes of the previous meeting To approve the minutes of the committee meeting of Tuesday 11 June 2019 and for the minutes to be signed by the presiding chairman	3
003.	Matters arising from the previous meeting	
004.	User update To receive an update on the usage of the Brownlow Hall, Whitegrove Community Centre and the Quelm Allotments.	5
005.	Maintenance, caretaking and ongoing projects report To receive a report on the maintenance and upkeep of the councils amenities.	8
006.	Environmental Policy To review the draft Environmental Policy	10
007.	Climate Change Action Plan To review the Climate Change Action Plan	15
008.	Date of the next meeting The date of the next meeting will be Tuesday 5 November 2019	19
009.	Closure of the meeting	

**AMENITIES COMMITTEE
MINUTES OF THE MEETING**

held on **Tuesday 11 June 2019** at **7.45pm** in the **Warfield Parish Council Office**

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

Other attendees: Parish Clerk, Cllr Mrs Wallen

As the immediate past chairman of the Facilities Committee, Cllr Dr Barnard took the chair for the first item of business

001. Election of Chairman

Nominations for chairman of the committee were called for. Cllr Ms Dulieu proposed Cllr Dr Barnard and this was seconded by Cllr Mrs Gill. There were no other nominations.

A vote took place and Cllr Dr Barnard was elected chairman of the committee.

002. Apologies for absence

Apologies for absence were received from Cllr Ms K Jones.

003. Declarations of Interest

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

Cllr Mrs Collings declared an interest as a member of the Warfield Environment Group.

004. User Update

The Clerk circulated a paper to members ahead of the meeting providing a user update. It was noted that Plus Three Nursery were leaving the Brownlow Hall after many years because of declining numbers. Members noted that while it was sad to be losing a longstanding user, the loss of the nursery gives the council the opportunity to reshape the provision offered at the hall and to increase income generation.

The Clerk advised members on usage over the summer months in the halls and the current letting status of the allotments.

Members noted the report.

The Clerk would bring forward booking information to the next meeting.

005. Maintenance & Caretaking report

The Clerk circulated a paper to members on the maintenance and caretaking of the councils amenities. The report detailed works that had taken place or were planned for both the Brownlow Hall and Whitegrove Community Centre over the summer.

The Clerk reported that the height barrier at Frost Folly had been damaged, but hopefully could be repaired.

Members noted the report of horsetail at the Quelm Allotment site and the activity that was planned to treat the infestation.

Members asked the Clerk to bring forward costs for replacing the lightbulbs at Whitegrove Community Centre.

006. Ongoing projects

The Clerk circulated a paper containing information on ongoing projects. Members discussed the report and asked the Clerk to investigate covers for water troughs at the allotments, a pedestrian gate at the top of the allotment site and to make arrangements for a plot holder meeting.

The Clerk would follow up on other works.

Members noted the report.

007. Asset Transfers

The Clerk advised members that there had been no movement on asset transfers by the borough.

008. Policy Review

The Clerk circulated the draft Facilities Lettings Policy to members. Members noted the policy and recommended approval to full council.

009. Future Agenda items

Members discussed items for future meetings of the committee. These included

- Environmental Policy
- Public participation at meetings
- Climate Change Action plan

The Clerk would bring forward these items to future meetings with the Climate Change Action plan on the agenda for the next meeting.

010. Date of the next meeting

The next meeting will take place on Thursday 5 September 2019 at 7.45pm

011. Closure of the meeting

The meeting was closed at 9.34pm

USER UPDATE

1.0 Purpose of this Report

1.1 This report provides a user update on the Brownlow Hall, Whitegrove Community Centre and Quelm Allotments.

2.0 Brownlow Hall

2.1 Plus Three Nursery left the Brownlow Hall in mid-July 2019. Availability of the hall has been promoted on the councils website, social media and on banners erected at the halls.

2.2 a number of enquiries have been received and four are currently in continued discussion/consideration for single one hour slots through the week. If these groups use the hall, this will bring in more income than was previously raised through the nursery. Promotional work will continue and will feature in the next Wren.

2.3 Existing users continue with their bookings into September and can found in appendix 1.

3.0 Whitegrove Community Centre

3.1 Occupancy of the Whitegrove Community Centre remains high. A new kick boxing class begins on Monday evenings from September, initially to December, but potentially all year round.

3.2 Artemis continue to be an important supporter for the centre, but numbers for classes on a Thursday night are low and this slot may not be required through the upcoming term.

3.3 Whitegrove Pre-school have seen an increase for demand for their services and they have indicated they will have full classes from September. They have indicated this is in part to the facility and the improvements the parish council have carried out to the centre.

3.4 Existing users can be found in appendix 2.

4.0 Quelm Allotments

4.1 20 allotment plots have been let to local residents. While work continues to treat the horsetail, lettings are on hold, but will be made as soon as practicable as working a plot is the best control possible.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
1	Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday									
2	Main	Blue	Green	Main	Blue	Green	Main	Blue	Green	Main	Blue	Green	Main	Blue	Green	Main	Blue	Green	Main	Blue	Green	Main	Blue	Green	Main	Blue	Green	
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48	19:00																											
49																												
50																												
51																												
52	20:00	Bridge Club	Yoga																									
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54																												
55																												
56	21:00	Bridge Club		Bracknell Singers 1st Mon of Month																								
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58																												
59																												
60	22:00																											
61																												
62																												

Appendix 2

Regular Sessions – Whitegrove Community Centre (September 2019)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:00							
09:00							
10:00							Yoga
	Whitegrove	Whitegrove	Whitegrove	Whitegrove	Whitegrove	Artemis	
11:00	Pre-School	Pre-School	Pre-School	Pre-School	Pre-School	Stage School	10:00 – 11:30
	09:00 – 15:00	09:00 – 15:00	09:00 – 15:00	09:00 – 15:00	09:00 – 15:00	10:00 – 18:00	
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
	1 st W. Rainbows		In2Sport 6-10 yr				
18:00	17:30 – 18:30		17:00 – 19:00				
				Artemis	Cubs and Scouts		
19:00	Bracknell Kick-Boxing Club	Bracknell	Taekwon-Do	Stage School	18:00 – 19:30		Taekwon-Do
				18:30 – 21:30			19:15 – 20:15
20:00	19:00 – 21:00	Sewing Bees	19:15 – 20:15				
		19:45 – 22:15					
21:00							
22:00							

MAINTENANCE & CARETAKING REPORT

1.0 Purpose of this Report

- 1.1 This report provides a update on maintenance and caretaking at the Brownlow Hall, Whitegrove Community Centre, Frost Folly car park, Memorial Ground play area, Quelm Allotments.

2.0 Brownlow Hall

- 2.1 The Brownlow Hall remains in good condition and routine maintenance work has been conducted over the summer. All the carpets have been washed using the purchased washer, with very good results.
- 2.2 As a result of the nursery leaving the Brownlow Hall we have consolidated the storage areas they previously used. The Yellow room was in a poor condition and the caretaker has repaired the damaged walls and repainted the space. The space is not lettable in its own right, because it is accessed through the main hall, so instead this will be offered as a breakout space to existing or new users.
- 2.3 The old wet room off the main hall is in a bad condition. There is no demand for a wet room at this time, so a decision was made not to repair or paint this area. Instead it will be used to store equipment for Arts Week like the display boards, which need suitable protection to prevent damage. As a result of this change, we have freed up more space in the table and chair storage area, which will be reorganised to make storage easier for users.
- 2.4 With the above changes being implemented, the library is once again being cleared and will be marketed for hire as a small meeting room.
- 2.5 Contracting cleaning will continue for three days per week will continue for now, although this may be more focussed. A review will take place at the end of September when a better position on the lettings and usage are known.
- 2.6 The cyclical maintenance programme continues in September with checks on the electrical systems, fire protection systems, intruder alarm and fire shutters due.

3.0 Whitegrove Community Centre

- 3.1 The Whitegrove Community Centre remains in good condition. The hall has been painted by the caretaker over the summer along with the side rooms. The toilets will be painted in the coming days.
- 3.2 At the last meeting it was mentioned that a review of the costs of replacing the existing bulbs in the lobby area with LEDs would be examined and take place if budgets allowed. A costing has not yet be conducted, but will be shortly.

4.0 Frost Folly car park

- 4.1 Frost Folly car park continues to be monitored regularly. We are awaiting final confirmation of a start date for the additional improvements resulting from SANG2.

4.2 The height barrier at the entrance to the car park that was damaged was repaired and appears to be in a satisfactory condition.

5.0 Memorial Ground play area

5.1 The play area is monitored by both the caretaker and the safety of equipment by ARD. There are no current issues.

4.0 Quelm Allotments

4.1 The infestation of horsetail on the site continues and work on treating this is ongoing. Spraying took place two weeks ago and will be reviewed ahead of the committee meeting with a report back, along with other outstanding matters.

DRAFT ENVIRONMENTAL POLICY

1.0 Purpose of this Report

- 1.1 This report contains a draft Environment Policy for consideration by the committee. The final version will be considered by full council for approval at a future meeting.

2.0 Background

- 2.1 At the last meeting of the Amenities Committee it was agreed that an Environmental Policy should be developed to provide clarity to the council as to how it should act or consider environmental factors.
- 2.2 The policy has been brought forward to this meeting as the committee is also reviewing the Climate Change Action Plan. Members may decide that considering the draft policy alongside the Climate Change Action Plan would be a practical approach to follow.

3.0 The policy

- 3.1 The policy is based upon an existing policy of another parish council. It sets out the legislation that can be applied and used by the council to deliver the policy.
- 3.2 The policy sets out how the council should act in relation to its own activities as well as how it should respond to planning applications and working with partners.
- 3.2 The policy is a first draft and the basis for discussion to allow it to evolve and develop.

4.0 Recommendations

- 4.1 Members are asked to review and comment on the policy.

Draft Environmental Policy

1.0 Introduction

1.1 Warfield Parish Council is committed to the creation of a sustainable community, balancing and integrating economic, social and environmental components. Developing a more sustainable community will benefit present-day residents and businesses, as well as future generations.

2.0 LEGAL REQUIREMENTS

2.1 The main pieces of relevant legislation are:

The Water Act 2003. This Act places a duty on all public bodies to take into account, where relevant, the desirability of conserving water supplied or to be supplied to premises.

The Natural Environment and Rural Communities Act 2006. From 1 October 2006, every public authority must, in exercising its functions, have regard, so far as it is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity.

Climate Change and Sustainable Energy Act 2006. This Act gives specific powers to town and parish councils to tackle climate change. The Act places an obligation on town and parish councils to improve their energy efficiency.

Clean Neighbourhoods and Environment Act 2005. This Act extends the statutory offence of dropping litter and enables town and parish councils to authorise officers to serve fixed penalty notices for the litter offence under section 88 of the 1990 Environmental Protection Act; gives town and parish councils the power to issue fixed penalty notices for graffiti and fly-posting offences; and allows town and parish councils to create offences relating to the control of dogs and replaces the Dogs (Fouling of Land) Act 1996.

Duty of Care (Waste). The Duty of Care covers any business that produces or disposes of waste and requires the business to ensure that any waste produced is handled safely and in accordance with the law.

3.0 POLICY COVERAGE

3.1 This policy applies to all the land and properties that Warfield Parish Council owns and land/properties that the Council manages or is responsible for.

4.0 POLICY OBJECTIVES

4.1 Warfield Parish Council recognises that its activities will have some negative impacts on the environment. The aim of this policy is to establish broad objectives to enable the development of activities that will minimise negative effects on the general environment and also work towards enhancing and protecting Warfield's immediate environs.

4.2 The Council will aim to improve its environmental performance and influence improvement in Warfield in the following ways:

- Use energy, natural resources and non-renewable resources efficiently and strive to minimise waste and pollution.
- Inform Warfield's residents of the Council's environmental activities and respond and react to feedback.
- Support individual behaviour change in Warfield's residents, leading by example and supporting environmentally friendly activities.
- Support local businesses in the adoption of low-impact practices.
- Manage its land using environmentally-friendly practices that will promote biodiversity and protect habitats.
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5.0 SPECIFIC ENVIRONMENTAL ACTIONS

5.1 Warfield Parish Council is committed to action in the following, specific areas:

5.2 Water

Water will be used efficiently for Council activities and on Council premises.

Where the council has open spaces planting schemes and technology that minimise the need for watering will be used, e.g. planting drought-resistant species and using mulches and water gel crystals.

The Council will implement water-saving measures on its allotments, for example, encouraging tenants to reduce their water usage.

The Council's Planning & Transport Committee will consider issues of water use, water run-off and water pollution when making recommendations on planning applications. The Council will support the use of Sustainable Urban Drainage Systems (SUDS) in new developments and redevelopments to reduce flooding risks, manage storm-water, minimise diffuse pollution from surface water runoff and help maintain groundwater levels.

5.3 Development

The Council's Planning & Transport Committee will consider sustainability, environmental impact and biodiversity when commenting on planning applications in Warfield and also when developing or redeveloping any of its own buildings.

The Council will also press for the use of planning obligations (section 106 agreements) to promote sustainable development and mitigate environmental impacts resulting from developments.

5.4 Climate Change and Energy Conservation

The Council will monitor its energy use and improve upon energy efficiency within its buildings by adopting energy-saving measures, e.g. purchasing electrical equipment with good energy ratings. The Council will increase awareness of energy efficiency

amongst employees and encourage energy-conserving behaviour, e.g. switching off lights that aren't needed and switching off equipment rather than using standby.

The Council will investigate the feasibility of sustainable supplies of energy to power to its premises as these schemes develop.

5.5 Waste

The Council will minimise its waste production wherever possible, by reducing, repairing and reusing resources, and by recycling the waste its activities produce, where facilities exist.

Rubbish will be disposed of safely, following the correct procedures, and only licensed contractors will be used to deal with hazardous wastes.

The Council will incorporate the possibility of pollution in its risk assessments and will use this system to minimise the risks and implement mitigation strategies.

5.6 Urban Environment

Warfield Council will work both directly, and with partners, to ensure that specific highways works that contribute to the improvement of the town environment are progressed. These include issues around hedge-trimming, graffiti removal and clearing fly-posted signs.

The Council will address and control instances of noise pollution that fall within its remit.

5.7 Transport

The Council will continue to encourage sustainable transport systems, promoting public transport and non-polluting modes of transport within the town, such as cycling and walking. As traffic congestion can significantly reduce air quality, which directly impacts upon human health, the Council will also press other tiers of government for the alleviation of traffic congestion within Warfield.

The council will seek to minimise the environmental impact of any vehicles it may procure.

5.8 Biodiversity and Green Spaces

The Council will, wherever possible, consider the conservation and promotion of local biodiversity in all its activities, but particularly with regard to land management.

The Council will seek to manage its open spaces in a manner that promotes and protects biodiversity. This includes the management of invasive plants on its land and using planting schemes that exclude species known to be invasive in the SE of England.

The Council will promote the work of Bracknell Forest Council in the control of invasive species, environmentally sensitive land management and biodiversity conservation.

The Council will seek to protect and, where possible, enhance the quality of Warfield's natural environment and open spaces, and to make open space accessible wherever possible.

The Council will promote the use of its allotments and the community Landshare project as a source of local food, helping to reduce the food miles consumed by Warfield residents.

5.9 Sustainable Procurement

Council procurement will be continually assessed for sustainability implications, with the intention of purchasing renewable/recycled, environmentally low-impact and recyclable materials, so long as the requirements for value for money and quality are met. The Council will purchase from companies that have environmental management systems in place if possible.

The Council will reduce the use, by the Council or its contractors, of environmentally damaging products where an alternative product or method is available.

5.10 Awareness, Lobbying & Partnerships

The Council will promote awareness of, and information on, environmental issues within the community. It will act as a voice for local environmental concerns to those agencies given statutory powers to tackle problems.

The Council will continue to engage in partnership working with the local community, organisations and other tiers of local government in partnerships on conservation projects. The Council will also support other groups involved in environmental work in the parish.

CLIMATE CHANGE ACTION PLAN

1.0 Purpose of this Report

1.1 This report contains the Climate Change Action Plan for consideration by the committee.

2.0 Background

2.1 The Climate Change Action Plan was last reviewed in April 2017. The committee has indicated previously that it would review the plan at the September meeting. The plan has been brought forward along with the draft Environmental Policy.

3.0 Recommendations

3.1 Members are asked to review and comment on the Climate Change Action Plan.

Warfield Parish Council

Climate Change Action Plan 2017 – 2019 v2

No.	Objective	Ongoing action and target
1	To support the Bracknell Forest Council Climate Change Action Plan and to promote the Warfield Parish Council Climate Change Action Plan	<p>Warfield Parish Council will support and promote the Bracknell Forest Council Climate Change Action Plan</p> <p>The council will promote schemes supporting the plan through:</p> <ul style="list-style-type: none"> a. Council events b. Articles in ‘The Wren’ and ‘The Word’ c. Noticeboards d. leaflets in the Parish Office e. The councils website
2	Warfield Parish Council will work towards installing energy saving measures in buildings they own and manage	<p>When equipment is replaced the council will look to install:</p> <ul style="list-style-type: none"> a. energy efficient lighting b. energy efficient appliances c. water saving features d. correct insulation <p>The council will ensure the design of the new community facility is energy efficient.</p> <p>The council will encourage users to turn off lights in areas of buildings not in use.</p>
3	To increase our neighbourhoods current participation in recycling and to develop small scale recycling and re-use schemes	<p>The council will offer a range of recycling opportunities at the Parish Office.</p> <p>The council will encourage local pre-schools, schools and community groups to set-up and participate in recycling and re-use schemes.</p> <p>The council will promote and support home composting and wormeries.</p>
4	Support the delivery of sustainable eco-housing and community buildings in Warfield	<p>The Warfield Neighbourhood Plan will promote sustainable eco-housing and community buildings.</p> <p>The council will engage with developers at every stage of the planning process including pre-application discussions.</p>
5	To raise the awareness of residents on home energy use, devices and potentials savings	<p>The council will promote energy saving to residents including:</p> <ul style="list-style-type: none"> a. through new standards in insulation

		<p>b. solar panels</p> <p>c. home energy monitors (available for loan from BFC libraries)</p> <p>d. Installation of smart meters</p>
6	To encourage residents to grow their own produce	<p>The council will hold annual vegetable take and grow event.</p> <p>The council will establish allotment sites.</p> <p>The council will look to set up a garden share scheme for those unable to maintain their own gardens.</p>
7	To encourage the use of bicycles and cycling	<p>The council will promote BFC safe cycles routes in the Parish Office.</p> <p>The council will promote and support Bikeability schemes within the parish.</p> <p>The council will promote bicycle security.</p> <p>The council will install cycle racks in relevant public areas across the parish.</p>
8	To encourage the planting of trees, wildflowers and fruit and nut bushes and the creation of environmentally friendly gardens for attracting butterflies, bees and ladybirds.	<p>The council will promote planting to residents.</p> <p>The council will use National Tree Week to promote positive actions</p>
9	To protect and maintain existing native trees in Warfield and promote succession planning	<p>The council will maintain a list of significant native trees in the parish and develop a succession planting regime with BFC and Warfield Environment Group.</p>
10	To promote water conservation	<p>The council will promote the use of water butts</p> <p>The council will promote the use of grey water</p> <p>The council will promote water saving within the home.</p>

11	Ensure that Warfield Parish Council publications and documents are printed on recycled paper or FSC certified paper	<p>The council will use recycled paper or FSC certified paper in the parish Office</p> <p>The council will aim to reduce paper usage</p> <p>The council will print documents double sided</p> <p>The council will recycle waste paper</p>
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DATE OF THE NEXT MEETING

The next meeting of the council will be on Tuesday 5 November 2019 at 7.45pm