

NOTICE OF MEETING

Amenities Committee

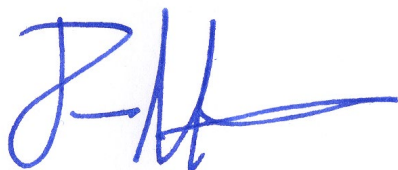
7.45pm on Tuesday 21 January 2019 at the Warfield Parish Council Office

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 Tuesday 21 January 2020 at 7.45pm

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 and Leadership

AGENDA

Meeting of Amenities Committee

7.45pm on Tuesday 21 January 2020 at the Warfield 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 Wednesday 11 December 2019 and for the minutes to be signed by the presiding chairman	3
004.	Matters arising from the previous meeting	
005.	User update To receive an update on the usage of the Brownlow Hall, Whitegrove Community Centre and the Quelm Allotments.	5
006.	Maintenance, caretaking and ongoing projects report To receive a report on the maintenance and upkeep of the councils amenities.	6
007.	Allotment update and storage decision To consider the options for the storage building and other items	7
008.	Rates and Charges 2020/21 To review other budget items relating to the councils amenities	9
009.	Environmental Policy and Climate Change Action Plan To review the draft Environmental Policy and review the Climate Change Action Plan and review the working group options	12
010.	Events To discuss the Take & Grow event and Gardening Competition options	
010.	Date of the next meeting The date of the next meeting will be Tuesday 3 March 2020	18
011.	Closure of the meeting	

**AMENITIES COMMITTEE
MINUTES OF THE MEETING**

held on **Wednesday 11 December 2019** at **8.00pm** in the **Warfield Parish Council Office**

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

Other attendees: Parish Clerk

The meeting was proceeded by a public session with allotment holders.

001. Apologies for absence

There were no apologies for absence.

002. 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.

003. Minutes of the previous meeting

The minutes of the meeting of 5 September 2019 were circulated to members ahead of the meeting. Cllr Ms Dulieu proposed the minutes and this was seconded by Cllr Dr Barnard. The minutes were APPROVED by members present.

004. Matters arising from the previous meeting

The Clerk advised members that the steps at the Brownlow Hall had been checked and options were being explored to rectify the difference in the tread.

005. User Update

The Clerk circulated a paper to members ahead of the meeting providing a user update. Members noted the new groups using the Brownlow Hall in place of the nursery.

Members noted the report.

006. Maintenance & Caretaking report

The Clerk circulated a paper to members on the maintenance and caretaking of the councils amenities. Members noted that the bulbs in the reception area of the Whitegrove Community Centre would be changed to LEDs as part of the current budget.

At the public session ahead of the meeting it was agreed that ploholders would submit their own proposals for the building on the allotment site and this would be brought to the next meeting of the committee.

Members noted that other works on the site would be continuing.

Members noted the maintenance and caretaking report.

007. Parish Plan Budget Considerations

Members reviewed the parish plan elements that were applicable to the committee.

Actions on creating a working group to review the climate change action plan would be carried forward.

Warfield Environment Group would be conducting a litterpick on 21 March, the committee agreed to look to organise its own, or work with others to carry out other events in March/April.

Work on planning for the community hub would restart in 2020 and energy efficiency and green credentials would be important elements in the design. Members discussed investing in the energy efficiency of Whitegrove Community Centre if a lease extension or asset transfer took place.

008. Other budget items

The Clerk was asked to include provision in the draft budget for climate change activity and environmental activity.

Members noted the proposal in the draft budget to replace the height barrier at Frost Folly.

009. Environmental Policy and Climate Change Action Plan

Members reviewed the draft Environmental Policy. It was agreed that a policy enshrine environmental factors in council decision making and would help the committee in the development and review of the Climate Change Action Plan. The Clerk was asked to review the policy and bring it back to the next committee meeting for agreement. Members agreed that a working group would then be set up to review the action plan. Proposals for the working group would be brought to the next meeting.

010. Date of the next meeting

The next meeting is planned for 7 January 2020, but it was agreed to reschedule the date to allow for the building plans to be brought forward. A date would therefore be advised.

010. Closure of the meeting

The meeting was closed at 9.40pm

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 Since the last meeting of the committee there have been no changes to users, with the exception of a Ukulele group now meeting on Fridays in the Brownlow Hall.

3.0 Whitegrove Community Centre

3.1 There have been no changes to the regular users from the last meeting.

4.0 Quelm Allotments

4.1 31 plots have now been either let or are in the final stages of being let.

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 Cyclical electrical inspections and bulb replacement will take place during half term.

3.0 Whitegrove Community Centre

- 3.1 Cyclical electrical inspections and bulb replacement will take place during half term.

ALLOTMENT UPDATE

1.0 Purpose of this report

- 1.1 This report provides an update on the allotments and includes proposals for the storage building and other matters.

2.0 Building proposals

- 2.1 The allotment plottolders met after the last committee meeting and discussed the type of building they would like to see constructed primarily as a storage centre on site. Thanks are expressed to Chris and Rita Pounce for their research and compiling the results of the plottolders.
- 2.2 The proposed building is a Keops Interlock Classic Apex style log cabin (similar in style to the building previously circulated). With a floorplan of 10m x 3.95m, this is within the extent of the granted planning permission. It is proposed to have 1 double door, 3 windows, with a separate entry to a tool storage area. The building would have a 45mm log thickness and be constructed of Northern Scandinavian Pine. The roof would be of a heavy duty shingle type (with a 35 year expected life). Extras would include security bars for the windows and velux windows to allow light into the building. The building would require a concrete base. The total cost of these elements is no more £15,043.33. Details of the elements breakdown is included later in this paper.
- 2.3 The addition of a pergola to the front of the building, with a permeable floor would be £1,500.
- 2.4 Plottolders have carried out research and identified that 40 individual lockers would cost £2,000. Kitchen fittings would cost around £250 and solar lighting, providing 6 internal lights would cost around £325.
- 2.5 There are potential savings to be made from the concrete base as the final shape and cost are established.

3.0 Remaining budget

- 3.1 The remaining budget for the site is £13,500.

4.0 Other elements

- 4.1 At this stage there is no demand for a composting toilet from plottolders. They have expressed a demand for a mains connected type, but this is beyond the scope of the existing budget and would require significant infrastructure input. Therefore it is recommended that this is taken off the table at this time.

5.0 Breakdown of individual elements

Item	Cost		Total
Koeps Interlock Classic Apex Style Log cabin (inc. doors, side windows and delivery) (10m x 3.95m)	£8,083		
Construction onto a prepared base	£1,300		
Heavy duty shingle roof	£500		
Security bars for windows	£276		
Velux windows (£692 each)	£1,384		
Concrete base	£3,500		
Building sub-total		£15,043	
Pergola (with installation)	£1,050		
Permeable floor tiles	£450		
Pergola sub-total		£1,500	
Kitchen fitout	£240		
Solar panel lights with PIR and battery	£325		
40 lockers	£2,400		
Fitout sub-total		£2,965	
Total			£19,508

6.0 Recommendation

To proceed with the building and the purchase of the solar panel and lights at a cost of upto £15,368.

To not proceed with the pergola, composting toilet or other fit-out of the building at this time.

RATES AND CHARGES 2020/21

1.0 Purpose of this report

1.1 This report contains the proposed rates for users of the Brownlow Hall, Whitegrove CC and Quelm Allotments for 2020/21.

2.0 Basis of changes

All rates have been increased at each venue by 2.2%, rounded to the nearest 25p. Rates for allotments have been previously agreed and these are attached for confirmation. This continues the progress towards standardising rates for users at each venue. The exception is on the commercial/private rates for the Brownlow Hall, where an increase of £1 per hour should be applied. Instead, for marketing purposes, it is proposed to increase the rate by £0.50 per hour to maintain the rates at a competitive level.

2.1 It has been a longstanding objective of the council to standardise rates for users at venues as some long-term hirers have historically paid rates considerably lower than the ‘target’ rate paid by all other users. This only applies to the Brownlow Hall and following the 2020 changes, only seven user sessions will remain below ‘target’, the majority less than 10% below target. The method for progressing users to target is outlined in 3.2.

3.0 Brownlow Hall & Whitegrove Community Centre

3.1 The proposed rates for 2020/21, effective from Monday 6 April are:

Commercial / Private Rates

Location	Room	Current Rate	Proposed Rate	Change
Brownlow Hall	Whole Building ¹	£54.25	£54.75	+£0.50
	Hall + 1 room ²	£45.00	£45.50	+£0.50
	Hall only	£34.25	£35.00	+£0.75
	Blue Room	£17.25	£17.50	+£0.25
	Green Room	£14.75	£15.00	+£0.25
Whitegrove Community Centre	Whole building	£28.25	£28.75	+£0.50

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

Regular Rates (for new users)³

Location	Room	Current Rate	Proposed Rate	Change
Brownlow Hall	Whole Building	£33.25	34.00	+£0.75
	Hall + 1 room	n/a	n/a	n/a
	Hall only	£17.50	18.00	+£0.50
	Blue Room	£14.00	14.50	+£0.50
	Green Room	£11.25	11.50	+£0.25
Whitegrove Community Centre	Whole building	£14.50	15.00	+£0.50

Community Rates (for new users)⁴

Location	Room	Current Rate	Proposed Rate	Change
Brownlow Hall	Whole Building ¹	£27.50	28.00	+£0.50
	Hall + 1 room ²	£22.75	23.25	+£0.50
	Hall only	£13.00	13.25	+£0.25
	Blue Room	£9.75	10.00	
	Green Room	£7.75	8.00	
Whitegrove Community Centre	Whole building	£13.00	13.25	

1. Includes the kitchen and the Rose room for all other bookings these rooms are available on a shared basis with the exception of childrens parties.

2. The extra room can be the blue room or green room only.

3. Regular booking status is for weekly or monthly groups on application to the booking agent.

4. Community rates are offered at the discretion of the booking agent.

3.2 Existing regular and community users at the Brownlow Hall have traditionally paid differing rates and below those set for new users. For 2015/16 the Brownlow Hall Management committee decided to begin moving the rates for existing regulars towards those for new regular/community hirers. The transition continues in 2020/21. All new users and most existing user sessions are now at target rate. Seven sessions remain outside of target, four sessions will move to within 10% of target in 2020/21, the three other sessions (Guides and Brownies) are 23% from target.

3.3 The proposed rates increases for regular users not on target rate is £0.75p per hour or a lower increase to take them up to the target rate.

3.4 All regular users at the Whitegrove Community Centre are at target rate.

3.5 In line with recent practice the rates paid by current users is not disclosed.

4.0 Weekly/special bookings

4.1 During school holiday periods, the absence of the preschools opens up the opportunity for youth orientated groups to make use of the councils facilities. The practice has been for the committee to delegate to the Clerk the authority to negotiate weekly/special rates with organisations to achieve the best return for the council.

5.0 Allotments

5.1 It has been previously agreed that the allotment rent for 2020/21 will have a 50% discount applied to allow for the establishment of the site. The rates for 2020/21 will therefore be:

Plot Size	Before discount	After discount
Half plot	£68.75	£34.38
Quarter plot	£55.00	£27.50
1/8 plot	£41.25	£20.63

5.2 To date before of the delivery issues on the allotment site we have not collected the rent due for 2019/20. A 90% discount was applied and the total rent due is £176.63, it is recommended that the rent not be collected for 2019/20 for the following reasons. 1. The site works did not proceed as planned and 2. The cost of collecting the sum is not economic.

6.0 Recommendations

6.1 The committee is asked to approve the rates for 2020/21 and delegate the rate setting of existing users and weekly bookings/special bookings to the Clerk.

That the allotment rent for 2019/20 is not collected.

ENVIRONMENTAL POLICY & CLIMATE CHANGE ACTION PLAN

1.0 Purpose of this Report

1.1 This report contains the draft Environment Policy.

2.0 Background

2.1 At the first 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 as members agreed that developing the policy was an important first step for the council in enshrining environmental factors into the work of the council and to ensure proposals were consistent with its objectives.

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 has been revised slightly from the first draft which has been previously presented. The policy is proposed to be reviewed within two years to ensure it remains relevant and so it can be updated to take account of changes in legislation, international, national and local developments in environmental matters.

3.3 The Clerk will instigate processes to ensure the policy is applied and reported upon to members.

4.0 Working group

4.1 A draft working group to review the climate change action plan is proposed. Draft terms of reference is included with this paper.

5.0 Recommendations

Members are asked to review and comment on the policy and to recommend it for approval by full council.

Members are asked to consider the options for creating a working group to look at the climate change action plan.

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 Parish 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 south east 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.

Draft terms of reference

Climate Change Plan Working Group

1. The Role of a working group will be:
To review and propose changes to the Climate Change Action Plan
2. No funding or monies to be spent or committed without delegated authority or prior full council endorsement.
3. The working group will present its findings to the Amenities Committee (subject to approval by full council)
4. The operation of the working group:
 - A Working Party will not have a budget.
 - The number of councillors on a working group shall be no less than three and no more than five members.
 - The leader of the working group to be appointed by the committee at the time of the working group members are appointed.
 - The quorate of a working group will be a minimum of three councillors at each meeting.
 - Work priorities and co-option of named experts to be approved by the committee.
 - The working group will prepare notes of meetings for the committee to report on any activity and progress.
 - A working group will not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
 - The working group will examine options and make recommendations to the committee
5. The working group will be wound up once it has reported on its final options for the plan.

DATE OF THE NEXT MEETING

The next meeting of the council will be on Tuesday 3 March 2020 at 7.45pm