



WINNERSH PARISH COUNCIL

Winnersh Community Centre
New Road, Sindlesham
Wokingham, Berks, RG41 5DU
www.winnersh.gov.uk

**MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL
HELD ON TUESDAY 21st MARCH 2023 AT 7:30pm
AT THE WINNERSH COMMUNITY CENTRE**

Councillors:

Cllr D Green (Chairman)

Cllr J Boadu

Cllr G Harper

Cllr R Shepherd-Dubey

Cllr L Doyle

Cllr R Nicholson

Cllr J Southgate

Cllr S Hanna

Cllr F Obileye

Officers:

Marcia Milsom, Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Bray and Fishwick.

2. DECLARATION OF INTEREST

None.

3. CLERK'S REPORT

The Clerk's report was attached as Appendix 1. **Noted.**

4. MINUTES OF THE PREVIOUS MEETINGS

It was **RESOLVED** that the minutes of the meeting held on 21st February 2023 be confirmed and signed.

Cllr Southgate expressed his thanks to Cllr Fishwick for the update on the diversion route.

5. PUBLIC SESSION

There were no members of the public present.

6. COMMUNICATIONS/CORRESPONDENCE

The following items of correspondence had been received and were noted:

- Open invitation to RBFRS Armed Forces Veteran's Hub Event on Friday 24th March at Crowthorne Fire Station – poster attached at Appendix 3.
- Invitation to attend Friendship Alliance Ambassador Forum Zoom meeting on 28th March. The aim of the forum is to collaborate further with individuals and groups offering services and activities which support older people to overcome social isolation and loneliness. We will look to identify what is available and, where possible, address gaps in provision. We'd like attendees to share any new programmes of work and share their experiences and good practices with others. (Meeting details available from the Clerk.)
- Freedom of Information request regarding elections and current Councillors (when/how they joined Winnersh PC). The Clerk has responded with the relevant information.
- Confirmation of attendance of Mayor to Annual Parish Meeting.

7. MEETINGS OF COMMITTEES OF COUNCIL

i. Recreation & Amenities Committee

It was **RESOLVED** to accept the minutes of the Recreation & Amenities Committee meeting held on 7th March 2023 as a true record - attached as Appendix 4.

- a. It was **RESOLVED** to accept the recommendation that a 2000mm recycled plastic bench with engraving be purchased to commemorate the coronation of HM King Charles III with the following text - "Celebrating HM Charles III Coronation – 6th May 2023". The bench would be installed in the toddler play area in place of an existing damaged bench.

It was **AGREED** that the total project budget be set at £1,000.00 including ground fixing kit, engraving, installation and disposal of existing bench, and would be funded from CIL reserves.

The Clerk would ensure that regular maintenance of all benches was included in the Caretaker's work schedule.

ACTION: CLERK

- b. It was **RESOLVED** not to accept the recommendation that the Council would install a water sub-meter for Pavilion House. This would be reviewed at a future date if necessary.
- c. It was **RESOLVED** to accept the recommendation that 3 signs as per the design at Appendix 5 be purchased at a cost of £125.00 + VAT and installed on Bearwood Recreation Ground at the 3 pedestrian entrance points: from the car park, from the bridge from Bearwood Road and from Mole Road near the roundabout with King Street Lane/Bearwood Road. It was agreed that a maximum budget of £400.00 be allocated for installation and the total cost of the project be taken from CIL reserves.

ACTION: CLERK

Cllr Shepherd-Dubey joined the meeting at 8.05pm.

ii. **Planning & Transport Committee**

It was **RESOLVED** to accept the minutes of the Planning & Transport Committee meeting held on 6th March 2023 as a true record - attached as Appendix 5.

iii. **Finance & General Purposes Committee**

It was **RESOLVED** to accept the minutes of the Finance & General Purposes Committee meeting held on 17th January 2023 as a true record – attached as Appendix 6.

- a. It was **RESOLVED** to accept the recommendation to write off the outstanding balance of £840.58 for RCars.

ACTION: ASST. CLERK

Cllr Southgate noted that the Q3 accounts were attached to the minutes and it was **RESOLVED** to accept these.

8. LOCAL ELECTIONS

The Clerk had advised that local elections were due to take place on Thursday 4th May 2023 and all current Parish Councillors must complete the relevant nomination papers if they wished to re-stand. The closing date for submission to WBC was 4th April 2023 and nomination packs were available on the WBC website or from the Parish Office.

The Sindlesham Room had again been designated as a polling station.

A Councillor recruitment flier was attached at Appendix 8 and had been placed on the WPC website and social media, local noticeboards and had been sent to all schools for electronic distribution. Copies were also available in the Parish Office. **Noted.**

9. QUESTIONS

None received.

10. REPORTS OF COUNCLLORS/OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES.

- Cllr Hanna had attended the Borough Parish Liaison meeting on 6th February 2023. The Clerk was asked to circulate the minutes.
- Cllrs Southgate, Doyle and the Clerk had attended the WBC Community Futures Event. The event had been facilitated by an independent organisation with a view to identifying the strengths and weaknesses within WBC to help develop a plan. The Clerk was asked to circulate the notes when they were received.

ACTION: CLERK

11. REPORTS FROM WBC WARD AND PARISH COUNCILLORS

- i. A written report from Ward Councillors was attached at Appendix 9. **Noted.**

Cllr Shepherd-Dubey reported that she had attended a meeting on the potential relocation of Royal Berkshire Hospital. Possible sites under discussion were the Shinfield Science Park or Thames Valley Park. The project was being funded by central government and a convalescence hospital was also being investigated. She had asked for a presentation to be given to Winnersh Parish Council.

Cllr Southgate raised a query on the LCWIP item and Cllr Shepherd-Dubey suggested that he liaise with Cllr Fishwick.

- ii. There were no verbal reports from Parish Councillors on matters within their wards.

12. CAPITAL PROJECT UPDATE

An update on 2022-23 capital projects was attached at Appendix 10. **Noted.**

The Clerk advised that the access control system was ready to be activated once the fobs were distributed to regular hirers. The Clerk was asked to ensure that the option to keep the doors unlocked during bookings was available.

ACTION: CLERK

13. MEMORIAL BENCH POLICY

A draft policy was attached at Appendix 11. The Clerk was asked to add "This policy will be reviewed every 2 years" to the policy.

ACTION: CLERK

It was **RESOLVED** that with the above amendment, the policy be adopted.

14. WINNERSH FETE

Cllr Southgate gave an update on the fete preparation as follows:

- Cadet attendance confirmed.
- Cllr Green continuing to work on the arena programme.
- Flyers and programme being planned.
- Organisations approached for sponsorship and raffle prizes.

15. OLD FOREST ROAD TRAFFIC REGULATION ORDER

Wokingham Borough Council had invited letters of objections or support on the proposals to introduce a 30mph speed limit along Old Forest Road, Wokingham from its junction with A329 Reading Road to a point 100 metres northeast of its junction with Ashton Road, a distance of approximately 842 metres.

A Notice of Proposal, Statement of Reasons, Draft Order and TRO Drawing was attached at Appendix 12. The deadline for receipt of comments was 30th March 2023.

It was **RESOLVED** that the Clerk submit a letter of support.

ACTION: CLERK

16. READING ROAD ACTIVE TRAVEL SCHEME

An email from WBC Active Travel Task and Finish Group is attached at Appendix 13.

It was **RESOLVED** that either Cllr Green or Southgate would attend on behalf of WPC, depending on the time of the meeting.

ACTION: CLLR GREEN/CLLR SOUTHGATE

17. ORDERS FOR PAYMENT

It was noted that the gas usage was high and needed monitoring.

- i. It was **RESOLVED** to approve the Schedule of Payments attached at Appendix 14.
- ii. It was **RESOLVED** that Cllrs Harper and Southgate would examine and authorise the payments listed on the schedule expect the payment to G Harper which would be authorised by Cllrs Green and Southgate.

ACTION: CLLRS GREEN, HARPER & SOUTHGATE

18. MINUTES FORMAT

A briefing paper on suggested changes to the Council minute numbering was attached at Appendix 15.

After discussion, it was **RESOLVED** that the current minute numbering format would continue without change.

19. UTILITY CONTRACTS

A briefing paper on utility contract renewal was attached at Appendix 16.

It was noted that recent reports indicated gas prices were reducing and therefore it would be beneficial to only enter into one year contracts. It was agreed that the electricity contracts should be for green electricity.

It was **RESOLVED** that the Clerk take out new one year contracts for all supplies at the cheapest available rate, ensuring that the electric contract is green energy.

ACTION: CLERK

It was noted that an energy audit of all buildings would be beneficial and the Clerk would investigate this.

ACTION: CLERK

20. CIVIC AWARDS

It was **RESOLVED** that the Civic Award scheme would be run in 2023 with a closing date for nominations of 30th April 2023. The Clerk was asked to advertise the scheme.

ACTION: CLERK

21. CLIMATE CHANGE EMERGENCY WORKING GROUP

A report by Cllr Fishwick was attached at Appendix 17. **Noted.**

22. WINNERSH SUSTAINABLE TRANSPORT WORKING GROUP

A report by Cllr Fishwick was attached at Appendix 18. **Noted.**

23. LOCAL BUS SERVICES

A briefing paper on a WBC request for contribution to local bus service funding was attached at Appendix 19.

It was **RESOLVED** to defer this to a future meeting. The Clerk was asked to request usage reports of Winnersh residents.

ACTION: CLERK

The meeting closed at 9.37pm.

Full Council Clerk's Report - March 2023

Meeting Action Point	Minute ref	Date Decision Ratified	Owner	Notes	Status
Solar panel battery installation	3.2	24.01.23	DG	Updated quote received to replace inverter. Less than 5% uplift - contractor instructed to go ahead with works asap.	In progress
Hall floor sand/seal	8.6	24.01.23	Clerk/GH	Works scheduled for August 2023.	In progress
Facilities Redevelopment WG	14.1	24.01.23	Clerk/DG	Date for next meeting arranged for 20th March	Complete
King Charles III Coronation	16.1	24.01.23	R&A	On agenda as R&A recommendation	Complete
			PB/LD	Letter sent to schools inviting them to produce coronation artwork to be displayed in Winnersh Hall	Complete
Aldi store proposal	20.1	24.01.23	PB/PF	PF met with Aldi representatives 22.02.23	Complete
Local Boundary Consultation	5	21.02.23	Clerk	The Clerk has submitted a response to the portal indicating WPC's support of the draft proposals.	Complete
Overview & Scrutiny Committee	5	21.02.23	Clerk	The Clerk has submitted the suggestions for inclusion in the works programme to Neil Carr, WBC	Complete
Community Futures Event	5	21.02.23	Clerk/LD/JS	The Clerk and Cllrs Doyle & Southgate attended the event	Complete
Memorial Bench Policy	6	21.02.23	Clerk	A revised draft is an item for discussion on the agenda	In progress
Play Area Repairs	6	21.02.23	Clerk	The Clerk has instructed ARD to carry out the additional repairs	In progress
Capital Project expenditure	11	21.02.23	Clerk	The Clerk and AC have completed journals to allocate funds correctly	Complete
CIL Co-funding	12	21.02.23	Clerk	The Clerk has notified WBC of agreement to contribute £5,000 to California Country Park improvements. The Clerk attended a Teams meeting update. Works due to commence in April.	In progress
Winnersh Fete	13	21.02.23	DG/JH/PF/JS/Clerk	Organisation of arena programme, saxophone octet, Air Cadets, sponsors, local schools, WBC Tenant Services ongoing. Invitations for participation being sent out. The Clerk has received confirmation of attendance from Bearwood Primary re maypole dancing	In progress
RBFRS Consultation	16	21.02.23	Clerk/GH	The Clerk and Cllr Harper have submitted a response to the consultation on behalf of WPC	Complete
Climate Change WG	17	21.02.23	Clerk	The CELO has added all WPC Cllr email addresses to the e-newsletter distribution list	Complete
Sustainable Transport	18	21.02.23	PF	Cllr Fishwick has nominated WPC for the SWR Sustainability Heroes award	Complete

Recent issues:

Meetings/Training attended by Clerk:

20th February	Meeting with Pavilion House contractor
21st February	Full Council meeting
22nd February	Meeting with Cllr Harper re R&A Capital Projects
27th February	Meetings with Pavilion House contractors
1st March	BALC Year End Accounts and Audit Seminar
6th March	WBC Community Futures Event with Cllrs Doyle & Southgate
7th March	R&A Committee meeting
8th March	Meeting with WRFC

Armed Forces Veterans' Hub Event



Friday 24 March 2023 – 10am-1pm

**Location: Crowthorne Fire Station
High Street, Crowthorne, RG45 7AH.**

- » The Armed Forces Veterans' Hub is open to all veterans.
- » At this event, attendees will be able to speak to a range of organisations and charities, and each other.



For more information please contact
businesssupportteam@rbfrs.co.uk or 0118 938 4606

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ARTWORK APPROVAL






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Bearwood Recreation Ground

Welcome to Bearwood Recreation Ground. This site is owned and managed by Winnersh Parish Council.

As per the byelaws and for the enjoyment of all, it is forbidden to:

-  Play golf on the grounds
-  Ride horses on the grounds
-  Use portable BBQ's on the grounds
-  Use motorised vehicles/drones on the grounds
-  Disturb or annoy anyone using the grounds or obstruct any pathway

The car park will be opened daily at 8.00am and closed at 10.30pm.
The gates will be locked shut at all other times.
No exit is available for vehicles parked on-site after the closing time.

Please dispose of all rubbish, including dog waste, in the bins provided.

In the event of an emergency, please call the Caretaker on
07442 769600 or ring 999.

The site address is: Bearwood Recreation Ground, Mole Road,
Sindlesham, Wokingham, RG41 5DJ

what3words: ///soda.actual.void



Supply x3 600 x 860 standard shape dibond signs
with 2 runs of channel on reverse,
mounted on 2 -2500mm 50mm posts with fixings
£125+vat



Company Name: Signature: Print Name: Date:

TERMS & CONDITIONS OF ORDER: THIS ARTWORK APPROVAL FORM MUST BE SIGNED & PAYMENT WILL BE REQUIRED BEFORE ANY WORK CAN GO AHEAD. PLEASE ENSURE SPELLING - PHONE NUMBERS - COLOURS ETC... ARE CORRECT BEFORE SIGNING, AS NO CHANGES CAN BE MADE TO DESIGN AND PRICE THEREAFTER. A STAR SIGNS CANNOT BE HELD RESPONSIBLE FOR ANY ARTWORK ERRORS ONCE THE ARTWORK HAS BEEN APPROVED.



CALLING ALL COMMUNITY HEROES



**WINNERSH PARISH COUNCIL
NEEDS YOU!**

**MAKE A CHANGE
BECOME A COUNCILLOR**

**TO FIND OUT MORE, CONTACT:
CLERK@WINNERSH.GOV.UK**

WHAT DO LOCAL COUNCILS DO?

Your local (parish and town) council has overall responsibility for the wellbeing of your local community. Their work falls into three main categories:

- Delivery of services
- Improve quality of life for residents
- Give communities a democratic voice

Local councils run numerous services, depending on the size of the council. Many you will see day-to-day, but some are less known. These include introducing solar panels, setting up dementia-friendly groups, organising community buses, creating neighbourhood plans, implementing suitable housing, establishing youth projects, managing allotments and open spaces, maintaining footpaths, public seating and litter bins.

BECOMING A LOCAL COUNCILLOR

As a local councillor you can become a voice for your community and make real change. Local councillors are the champions of their community who invest time in local projects and issues to the benefit of residents and the neighbourhood.

Local councillor responsibilities fall into three main categories:

- Decision-making
- Monitoring
- Getting involved locally

Local councillors attend to local needs of residents, local groups and businesses, make decisions on local services, collaborate with district and borough councils to adhere to local needs, and progress vital projects to invest in the future of the community.

CAN I STAND FOR ELECTION?

To stand for election to a local council you must be:

- A UK or Commonwealth citizen; or be a citizen of the Republic of Ireland; or be a citizen of another Member State of the European Union
- At least 18 years old
- An elector of the local council; or in the past 12 months occupied land or other premises in the area the local council serves (as owner or tenant); or work in the area local council serves (as your principal or only place of work); or live within three miles of the local council boundary

FIND OUT MORE AT:
www.nalc.gov.uk/makeachange

Ward member update to Winnersh Parish Council from Borough Councillors Prue Bray, Paul Fishwick and Rachelle Shepherd-DuBey

21st March 2023

Contracted Bus Services

The Executive at its meeting on the 16th February (Agenda item 89) approved extending the existing services by 5 months until the end of August 2023 to allow for a retender and let a new contract for 3 years that will end in August 2026.

The contracted bus services are now out for tender including the 128/129 service that operates through Winnersh with a return date of 3rd April at 5pm.



New waiting restrictions in Winnersh (Amendment 5)

As Executive member for active travel, transport and highways I approved new waiting restrictions across the borough council area on 8th March 2023 (more details on the link below).

In Winnersh I approved new restrictions at Pheasant Close, Jersey Drive and Fresian Way, and Old Forest Road.

Alder Mews were not progressed as when the proposals were published Alder Mews was unadopted, the proposal had been requested by the developer and has not been through the same assessment process as the proposals for the adopted roads.

Residents' concerns cannot be overruled until the road is fully adopted. The road is now adopted however following the feedback from residents it was recommended to withdraw the scheme at this time, re-engage with residents on the issues and re-consider it in future TRO Amendments

[Agenda for Executive - Individual Member Decisions on Wednesday, 8th March, 2023, 4.00 pm - Wokingham Borough Council \(moderngov.co.uk\)](#)

Transport for the South East Strategic Investment Plan (SIP)

As the Executive Member for active travel, transport and highways I agreed the final draft SIP for the South East, as set out in Appendix A to the report, subject to the Mass

Rapid Transit schemes on the A329 and A4 being on the existing highway for a sustainable corridor of walking, wheeling, cycling and bus transport as well as other traffic, similar to the A33 south of Reading to the M4 junction 11. The new Thames Crossing would also need to be a sustainable route corridor and not an extension of the A3290/A329(M).

[Agenda for Executive - Individual Member Decisions on Wednesday, 8th March, 2023, 4.15 pm - Wokingham Borough Council \(moderngov.co.uk\)](#)

Local Cycling and Walking Infrastructure Plan (LCWIP)

The draft LCWIP was consulted on during the summer and autumn of 2022 and has been through the Community and Corporate Overview & Scrutiny Committee together with its Task & Finish Group. The final draft document will be presented to the Executive on 21st March 2023.

As part of the development of the LCWIP Winnersh Parish Council, along with ward and Town Council representatives, have been invited to the first Walking, wheeling and cycling Group meeting to be presented with the proposed improvement route along the A329 Reading Road between the BP garage (Winnersh) and Emmbrook Road (Emmbrook) on 30th March 2023.

Planning

Your borough ward councillors managed to get the public consultation extended to 10th March for the Planning Application (230208) at Winnersh Farms on the Taylor Wimpy land, and a leaflet was distributed by Cllr Rachelle Shepherd DuBey to a large area of residential homes alerting them to the proposals.

At the close, there were approximately 190 submissions made, including Cllrs Prue Bray, Paul Fishwick and the Parish Council. Cllr Rachelle Shepherd DuBey is unable to comment due to her role as Chair of the Planning Committee.

[Wokingham Borough Council Online Planning - Details](#)

Winnersh reports

Your Borough ward councillors continue to report many issues, generally related to highways such as pot holes, blocked drainage systems, faulty street lights etc.

Capital Projects Update 2022/23

Item No		Project	Budget	Committed/ Actual Cost to date	Project detail	Action/Notes
1	R&A	Path Repair	10,000.00		Replace the footpath with bitmac/resin or similar or replace/repair rocking and broken slabs between the car park and the community centre and around by the Sindlesham Room/Parish Office.	Cllr Harper sourcing quotes
2	R&A	Door Replacement	15,000.00	16,750.55	Winnersh Hall main entrance, double fire doors, single fire door and storage room doors, Sindlesham Room main entrance doors, Parish Office.	All doors fitted. Awaiting activation of access control system
3	R&A	Toilet Refurbishment	30,000.00		Replace the toilets in the WCC and replace with 3 unisex and 1 accessible + corridor to lead to the outside	Plans received and reviewed by R&A. Proposal to move forward with plan for replacement men's and ladies toilets plus unisex baby changing facility and refurbishment of disabled toilet. Clerk sourcing quotes
4	R&A	Main Hall Floor Replacement	13,000.00		Replace with laminate floor.	Agreed to carry out sand and re-seal of existing floor and replace at a future date. Works scheduled for August 2023.
5	R&A	CCTV	8,000.00	6,320.00	Provide additional CCTV cameras and replace existing, including control equipment.	COMPLETE
6	R&A	Ramp	2,000.00		Raise the level of footpath to the threshold at Sindlesham Room entrance	Cllr Harper sourcing quotes as part of path repair
7	R&A	Lighting	2,000.00		Low level/dimmable lighting in the Winnersh Hall and Sindlesham Room	Cllr Harper sourcing quotes
8	R&A	Curtains/Blinds	8,000.00	736.20	Replace curtains/blinds in the Winnersh Hall/Sindlesham Room/Allnatt Pavilion and Parish Office	Order placed and 50% deposit paid for blinds to Sindlesham Room and office - installed 16th March. Quotes being sought for replacement curtains for hall and Allnatt Pavilion
9	F&GP	Small Projects	500.00	120.82		Jubilee tree plaque
10	FC	Climate Change Emergency Initiatives	10,000.00	3,534.83		Hatch Farm Way wild flower preparation (401.20) and seeding (375) plus winter strimming (485) + additional recycling bin (798.98) on Bearwood Rec + move of power supply for Allnatt Pavilion + street light (944.65) + immersion diverter (530)
11	FC	Station Adoption initiatives	500.00			
12	FC	Speedwatch	5,600.00	109.45	Purchase of speedwatch equipment	Speedwatch sign purchased (NB: radar gun, hi viz jackets + clicker (246.26) purchased March 2022)
			£ 104,600.00	£ 27,571.85		

MEMORIAL BENCH POLICY COUNCIL

Adopted by on ??

Winnersh Parish Council recognises the wish for memorial benches and will consider applications for such benches on land managed by the Council. The Parish Council will consider requests for memorial benches on an individual basis and retains the right to refuse or limit the number of benches.

OBJECTIVES

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial bench.
- To establish responsibility for the maintenance, repair and replacement of memorial benches.
- To ensure that memorial benches are not out of place in the area in which they are situated.

It is the intention of the Parish Council that this policy only covers broad common issues and is not meant to be exhaustive. The content of this policy may be revised as necessary at the discretion of the Parish Council to meet changing circumstances.

1. The Parish Council will limit the number of memorial benches on land which it controls.
2. All applications for memorial benches must be made on the official application form and signed by the donor. ~~Applicants must provide information about the manufacturer, preferred style/type of bench, product code and cost.~~ Applicants may choose a bench from the list of styles provided by the Clerk of the Council.
3. The applicant will be responsible for all costs incurred including (but not exclusively) the purchase of the bench and plaque and the installation.
4. The Parish Council will consider each application on its merits. Whilst the Parish Council will not automatically expect a uniform style of bench in any one location, the Parish Council may choose to require it.
5. The text and style of the inscription on any memorial plaques shall be submitted to the Parish Council for approval or otherwise at the same time as application is made to site the memorial bench. Memorial plaques will be no larger than ~~475mm~~ 150mm wide by 75mm high and shall be fitted in the centre of the upper most lath of the back of the bench.
6. The applicant may request a particular siting for the memorial bench but the final decision will be that of the Parish Council.
7. The Parish Council will attempt to accommodate the wishes of the applicant(s) but it may limit the number of memorials in a particular area.
8. The installation of a memorial bench shall be carried out only in accordance with the details provided on the application form and by a contractor selected by the Parish Council. This is to ensure compliance with both Health & Safety and insurance requirements.
9. ~~The Parish Council accepts no responsibility if a memorial bench is damaged, vandalised or stolen. Any damage will be notified to the named applicant(s). If the applicant(s) wishes to repair the damage, this must be carried out by a contractor selected by the Parish Council at the expense of the applicant(s) within 4 weeks of this notification. If the damage is not repaired within 4 weeks of this notification, the Parish Council may arrange~~

~~for the removal of the memorial bench.~~ Upon installation, the Parish Council will become the owner of the bench and will be responsible for the cost of any maintenance and/or repairs if not cost prohibitive.

- ~~10. The Parish Council will not be responsible for the cost of any maintenance of any memorial bench. However, if any maintenance is, in the opinion of the Clerk to the Parish Council, required, the applicant(s) will be informed and given a period of 4 weeks in which to agree the necessary works, which must be carried out by a contractor selected by the Parish Council, at the expense of the applicant(s).~~
11. The Parish Council reserves the right to remove or re-site memorial benches at any time.
12. The Parish Council will only permit memorials to individuals or, in exceptional circumstances, a historical event. Applications for memorials to pets will not be considered.
13. Memorials will be limited to benches. No additional mementos (e.g. vases, statues, flowers, wreaths, balloons or other ornamentation, etc) will be permitted on or around the memorial. These will be removed without reference to the original applicant(s).
14. The Parish Council will undertake an annual assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. In this event, the named person(s) on the application form will be informed. Any related inscribed plaque will be returned to the donor or disposed of if contact cannot be made.
15. The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk to the Parish Council with updated details in writing. Failure to do so could lead to the memorial being removed without further notice.

Application – Request for a Memorial Bench

Applicant's details

Full Name:	
Address:	
Postcode:	
Telephone: (landline and/or mobile)	
Email:	
Relationship to the person for whom the bench is being provided to remember:	
Please ensure that you notify the Clerk of any change in contact details so that we can contact you if necessary.	

Details of the Memorial Bench

Dedicated to:	
Association with Winnersh Parish	
Preferred location	
Name of the manufacturer of the bench:	
Proposed bench style / name:	
Product code:	
Cost of bench: (excluding VAT)	
Proposed plaque inscription (max size 175mm x 75mm)	

Declaration by the applicant.

I declare that I have read and understood the Winnersh Parish Council's Memorial Bench Policy.

Signed: Date:

When completed, please send to the Clerk to the Parish Council, Council Offices, New Road, Sindlesham, Wokingham, RG41 5DU or by email to clerk@winnersh.gov.uk