



**WINNERSH PARISH COUNCIL**

Winnersh Community Centre  
New Road, Sindlesham  
Wokingham, Berks, RG41 5DU  
[www.winnersh.gov.uk](http://www.winnersh.gov.uk)

**MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL  
HELD ON TUESDAY 18<sup>th</sup> APRIL 2023 AT 7:30pm  
AT THE WINNERSH COMMUNITY CENTRE**

---

**Councillors:**

Cllr J Boadu  
Cllr P Fishwick (Chairman)  
Cllr F Obileye

Cllr P Bray  
Cllr S Hanna  
Cllr R Shepherd-Dubey

Cllr L Doyle  
Cllr G Harper

**Officers:**

Marcia Milsom, Clerk

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Green, Nicholson and Southgate.

**2. DECLARATION OF INTEREST**

Cllr Harper declared an interest in item 7 i.i c – allotment gate locks.

**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 21<sup>st</sup> March 2023, attached at Appendix 2, be confirmed and signed.

**5. PUBLIC SESSION**

There were no members of the public present.

**6. COMMUNICATIONS/CORRESPONDENCE**

There were no items of correspondence received.

**7. MEETINGS OF COMMITTEES OF COUNCIL**

**i. Recreation & Amenities Committee**

- i.i It was **RESOLVED** that the minutes of the Recreation & Amenities Committee meeting held on 4<sup>th</sup> April 2023 be confirmed and signed as a true record - attached at Appendix 3.

*Cllr Boadu joined the meeting at 7.34pm.*

- a. It was **RESOLVED** to accept the recommendation that the proposal from Berkshire Youth for an additional staff member at the Rainbow Youth group (new weekly cost £133.80) be accepted on condition that the sessions expand and attendance numbers increase, a review to be carried out in six months.

**ACTION: CLERK**

- b. It was **RESOLVED** to accept the recommendation that the Allotment Inspection Policy attached at Appendix 4 be adopted.

- c. A second quote had been received since the R&A meeting.

It was **RESOLVED** to accept the new quote from A1 Locks for replacement combination padlocks at the Winnersh allotments in the sum of £756.87 + VAT, funded from the Allotment Reserve.

**ACTION: CLERK**

- d. It was **RESOLVED** to accept the recommendation that an architect be engaged to produce drawings for two options for the Sindlesham Room/John Grobler access: internal staircase + platform lift and platform lift only, both with external entry.

**ACTION: CLERK**

- e. It was **RESOLVED** to accept the recommendation to accept the quotes for Pavilion House improvements as follows:

Kitchen and bathroom upgrade	Berkshire Construction	£12,182.51
Electrical works and plastering	Berkshire Construction	£967.90
Carpet to stairs and landing	PCR Carpets	£459.00
Replacement windows/doors	Alpha Windows	£6,143.33
		£19,752.74

**ACTION: CLERK**

- f. It was **RESOLVED** to accept the recommendation that the revised quote from Berkshire Construction for disabled toilet refurbishment, including the pull cord be accepted in the sum of £5,527.62 + VAT – updated quote attached at Appendix 5.

**ACTION: CLERK**

- g. It was **RESOLVED** to accept the recommendation that the quote from Allcott Associates for a structural survey of Allnatt Pavilion in the sum of £620.00 + VAT be accepted.

**ACTION: CLERK**

- h. It was **RESOLVED** to accept the recommendation that the quote from Nick Robins Ltd for basketball court re-marking in the sum of £465.80 + VAT be accepted.

**ACTION: CLERK**

- i. It was **RESOLVED** to accept the recommendation that a 1500mm brown recycled bench with memorial plaque, in memory of Sue South, be installed outside the play area (adjacent to the roundabout), with full costs for bench and installation to be funded by the South family.

**ACTION: CLERK**

- j. It was **RESOLVED** to accept the recommendation that the quote from Berkshire Construction for a steel frame and additional door magnet for the Sindlesham Room in the sum of £685.92 + VAT be accepted.

**ACTION: CLERK**

- k. Cllr Harper noted that a decision had been made previously by WPC not to allow over 14's to play at Bearwood Recreation Ground. There was some concern raised that WPC were not able to support over 14 football.

Cllr Bray advised that WBC were carrying out a pitch survey, results expected in the summer.

It was **RESOLVED** that the Clerk should contact other pitch providers that allowed U15s and above to play to determine the level of maintenance required to facilitate this. The proposal for installation of a goal store from WRFC would then be reviewed again.

**ACTION: CLERK**

- l. It was **RESOLVED** to accept the recommendation that a new Numatic scrubber/dryer machine be purchased in the sum of £1,563.21 + VAT.

**ACTION: CLERK**

- i.ii The Clerk had met contractors to obtain quotes for redecoration of Pavilion House but only one had been received at the time of the meeting, with two others awaited.

It was **RESOLVED** to delegate authority to R&A to review all quotes at its next meeting and agree the contractor to carry out the work following all other capital works, to a maximum cost of £4,500.00.

**ACTION: CLERK**

- i.ii Dimmable Lighting

The R&A Committee rejected the quotes for replacement dimmable LED's due to high cost.

The Clerk had spoken to Berkshire Construction who have advised that LED bulbs would not work with the current dimmer switches. A quote had been obtained for replacement LED uplighters in main hall, LED bulbs in kitchen foyer, removal of dimmer switch panel and replacement with normal switch panel – attached at Appendix 6.

It was **RESOLVED** to accept the quote from Berkshire Construction in the sum of £342.18 + VAT to upgrade the wall and kitchen foyer lights to LED and replace the switch panel.

**ACTION: CLERK**

ii. **Planning & Transport Committee**

It was **RESOLVED** that the minutes of the Planning & Transport Committee meeting held on 11<sup>th</sup> April 2023 be confirmed and signed as a true record - attached at Appendix 7.

**8. QUESTIONS**

None received.

**9. REPORTS OF COUNCILLORS/OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES.**

None.

**10. REPORTS FROM WBC WARD AND PARISH COUNCILLORS**

- i. A written report from Ward Councillors was attached at Appendix 8. **Noted.**

Cllr Fishwick updated on the following items:

- the IEMD for Old Forest Road had been revised to 12<sup>th</sup> May 2023 at 14:30.
- Mole Road would be closed overnight on 11<sup>th</sup> and 12<sup>th</sup> May 2023.

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

**11. CAPITAL PROJECT UPDATE**

- i. A final update on 2022-23 capital projects was attached at Appendix 9a. **Noted.**  
ii. An update on 2023-24 capital projects was attached at Appendix 9b. **Noted.**

*Cllr Shepherd-Dubey joined the meeting at 8.06pm.*

**12. WINNERSH FETE**

In Cllr Southgate's absence, Cllr Fishwick gave an update on the fete preparation as follows:

- 55 businesses approached for sponsorship and raffle prizes. 3 sponsors now agreed and some raffle prizes being offered.
- Bearwood and Winnersh schools signed up for year 5 & 6 tug-of-war teams plus Bearwood parents team.
- Remaining arena programme, flyers and banner preparation ongoing.

### 13. ORDERS FOR PAYMENT

A schedule of all payments due since the last meeting was attached at Appendix 10.

- i. It was **RESOLVED** to approve the schedule of payments.
- ii. It was **RESOLVED** that Cllrs Doyle and Hannah would examine and authorise the payments listed on the schedule plus Cllr Bray for the payment to Cllr Doyle.

**ACTION: CLLRS DOYLE, HANNA & BRAY**

### 14. CIVIC AWARDS

It was **RESOLVED** that Cllrs Fishwick, Green and Harper would form the Civic Award Working Group to evaluate nominations received by 30<sup>th</sup> April 2023 and bring a recommendation to Council in May.

**ACTON: CLLRS FISHWICK, GREEN, HARPER AND CLERK**

### 15. FACILITIES DEVELOPMENT WORKING GROUP

The working group met on 20<sup>th</sup> March 2023 – notes attached at Appendix 11. **Noted.**

### 16. CLIMATE CHANGE EMERGENCY WORKING GROUP

- i. A report by Cllr Fishwick was attached at Appendix 12. **Noted.**
- ii. The Clerk had been liaising with consultants on options for energy audits – report attached at Appendix 13.

It was **RESOLVED** to commission Dexmah to carry out an energy audit on WPC buildings, funded from the Climate Change budget.

- iii. The faults on the solar panels had now been investigated and a quote for replacement of panels and optimizers was attached at Appendix 14.

It was **RESOLVED** to accept the quote from Greenpower Installations in the sum of £1,100.00 + VAT for replacement solar panels and inverters. The Clerk was asked to clarify the warranty period of the new panels.

**ACTION: CLERK**

### 17. WINNERSH SUSTAINABLE TRANSPORT WORKING GROUP

Cllr Fishwick had advised that there was nothing to report this month. **Noted.**

The meeting closed at 8.39pm.

**Full Council Clerk's Report - April 2023**

Meeting Action Point	Date Decision Ratified	Minute reference	Owner	Notes	Status
Solar panel battery installation	24.01.23	3.2	DG	Battery installed began 24th March. Awaiting final completion and activation. Invoice received	In progress
Hall floor sand/seal	24.01.23	8.6	Clerk/GH	Works scheduled for August 2023.	In progress
Memorial Bench Policy	21.02.23	6	Clerk	Policy adopted 21.03.23	<b>Complete</b>
Play Area Repairs	21.02.23	6	Clerk	All repair works now complete	<b>Complete</b>
CIL Co-funding	21.02.23	12	Clerk	Agreed to fund £5k CIL funds to California Country Park project. No further update received. Works due to commence April 23.	In progress
Winnersh Fete	21.02.23	13	DG/JH/PF/JS/ Clerk	Organisation of event ongoing. On agenda for update	In progress
Coronation bench	21.03.23	7 i.a	Clerk	The Clerk has placed an order for the new bench.	In progress
Bearwood Rec signage	21.03.23	7 i.c	Clerk	Updated quote received, on agenda for discussion. Nick Robins has provided quote for installation.	In progress
Bad Debt write off	21.03.23	7 iii.a	Asst Clerk	The bad debt has been written off.	<b>Complete</b>
Community Futures notes	21.03.23	10	Clerk	The notes of the meeting have been circulated to all Councillors	<b>Complete</b>
Access Control System	21.03.23	12	Clerk	The Clerk has confirmed the arrangements for door opening during bookings.	<b>Complete</b>
Old Forest Road TRP	21.03.22	15	Clerk	The Clerk has submitted a letter of support	<b>Complete</b>
Reading Road Active Travel Scheme	21.03.22	16	DG/JS	Cllr Green attended the meeting on 30th March	<b>Complete</b>
Utility contracts	21.03.22	19	Clerk/ Asst Clerk	The Clerk and Assistant Clerk have agreed new one year contracts for all supplies with effect from 16th April 2023.	<b>Complete</b>
	21.03.22	19	Clerk	The Clerk has investigated energy audit options. On agenda for discussion	In progress
Civic Awards	21.03.22	20	Clerk	Scheme has been advertised on website and in e-newsletter. On agenda for discussion	In progress
Local Bus Services	21.03.22	23	Clerk	Item deferred to future meeting. Cllr Fishwick has advised usage figures are not available. Contribution costs are based on active mileage in the Parish. On June agenda for discussion	In progress

**Other issues:**


**Meetings/Training attended by Clerk:**

21st March	Full Council meeting
22nd March	Wokingham Clerk's Forum meeting
22nd March	VAT virtual seminar
24th March	WBC social media training session
4th April	R&A meeting



**WINNERSH PARISH COUNCIL**

Winnersh Community Centre  
New Road, Sindlesham  
Wokingham, Berks, RG41 5DU  
[www.winnersh.gov.uk](http://www.winnersh.gov.uk)

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

---

**Councillors:**

Cllr D Green (Chairman)	Cllr L Doyle	Cllr S Hanna
Cllr J Boadu	Cllr R Nicholson	Cllr F Obileye
Cllr G Harper	Cllr J Southgate	
Cllr R Shepherd-Dubey		

**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 21<sup>st</sup> 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 24<sup>th</sup> March at Crowthorne Fire Station – poster attached at Appendix 3.
- Invitation to attend Friendship Alliance Ambassador Forum Zoom meeting on 28<sup>th</sup> 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 7<sup>th</sup> 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 6<sup>th</sup> 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 17<sup>th</sup> 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 4<sup>th</sup> 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 4<sup>th</sup> 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 6<sup>th</sup> 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 30<sup>th</sup> 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 30<sup>th</sup> 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.



## **Winnersh Parish Council**

Winnersh Community Centre  
New Road, Sindlesham, Wokingham  
Berkshire RG41 5DU  
Phone 0118 978 0244  
e-mail: [clerk@winnersh.gov.uk](mailto:clerk@winnersh.gov.uk)  
[www.winnersh.gov.uk](http://www.winnersh.gov.uk)

Minutes of the **RECREATION AND AMENITIES COMMITTEE** meeting  
held on **Tuesday 4<sup>th</sup> April 2023 at 7.30pm**  
at the Winnersh Community Centre

**Councillors Present:** Cllrs Harper (Chairman), Doyle, Hanna & Southgate

**Officers:** Marcia Milsom, Clerk

### **1. APOLOGIES FOR ABSENCE**

No apologies for absence were received.

### **2. DECLARATIONS OF INTEREST**

Cllr Harper declared an interest in item 6 – Winnersh Allotments.

### **3. CLERKS REPORT**

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

Cllr Southgate asked for confirmation that the blinds installation was now complete and the Clerk confirmed.

### **4. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 7<sup>th</sup> March 2023 had been approved and signed at the Council meeting.

- i. The Clerk advised that she had queried the quote for Bearwood Recreation Ground signage which had been approved at Full Council. A revised quote had been received for £125.00 per sign (total £375.00) and it was **RESOLVED** to accept the revised quote and the Clerk would place an order.

**ACTION: CLERK**

- ii. The Clerk advised that she had written to the resident regarding the fencing request and no further communication had been received.

## 5. BERKSHIRE YOUTH

A written report from Berkshire Youth was attached at Appendix 3.

The report included a proposal for an additional member of staff from April 2023. The new weekly cost would be £133.80 (£5,352.00 for 40 weeks).

It was **RESOLVED** to recommend that the proposal for an additional staff member (new weekly cost £133.80) be accepted on condition that the sessions expanded and attendance numbers increased, with a review to be carried out in six months.

**ACTION: CLERK**

## 6. WINNERSH ALLOTMENTS

- i. Entrance gates – the Clerk advised that WBC and Reds10 had carried out works on the entrance gates to provide improved access to the padlock and secure the upright posts.
- ii. Lease changes – the Clerk had requested an updated map from WBC detailing the new access road. Once received, the lease document would be amended and reviewed by Cllr Harper, the Clerk and sent to WPC Solicitors.

**ACTION: CLLR HARPER/CLERK**

- iii. Allotment inspection – the CELO had carried out an inspection on 29<sup>th</sup> March. Cllr Harper advised that the majority of plots were in reasonable condition despite the bad weather. A number of new tenant plots were in poor condition and he would work through the inspection report with the CELO.

**ACTION: CLLR HARPER/CELO**

- iv. Allotment Inspection Policy - a draft Allotment Inspection Policy was attached at Appendix 4a. Comments on the draft policy from the Winnersh Allotment Association were attached at Appendix 4b. Cllr Harper advised that he had worked with the CELO to incorporate the WAA comments and the draft policy reflected these.

It was **RESOLVED** to recommend that the Allotment Inspection Policy be adopted.

- v. Gate padlocks – the CELO had obtained a quote for combination keypad locks - attached at Appendix 5.

It was **RESOLVED** to recommend that the padlocks be replaced with combination keypad locks, subject to the Clerk obtaining a second quote. The Clerk was asked to clarify the guarantee period for the locks.

**ACTION: CLERK**

## 7. PLAYGROUND EQUIPMENT

- i. The Clerk advised that all repairs had now been completed.
- ii. The Clerk advised that the new toddler unit installation was expected end of April/early May and that ARD were working to sell the original piece of equipment on WPC's behalf.

## 8. RA& BUDGET REVIEW 2022/23

- i. The latest I&E report was attached at Appendix 6. **Noted.**
- ii. Cllr Southgate advised that additional codes would be created in 2023/24 for individual projects to give more detailed analysis.  
The Clerk advised that as a full I&E report was not required on a monthly basis, moving forward she would merge this item with the Capital Projects item.

## 9. CAPITAL PROJECTS

A final update on 2022/23 capital projects was attached at Appendix 7a. **Noted.**

Cllr Harper noted that a number of projects had been carried forward to 2023/24.

An update on 2023/24 capital projects was attached at Appendix 7b. **Noted.**

- i. Council office/Sindlesham Room development – a briefing paper was attached at Appendix 8.

It was **RESOLVED** to recommend that an architect be engaged to produce drawings for two options with external entry:

- a. Internal staircase and platform lift
- b. Platform lift only

**ACTION: CLERK**

- ii. Pavilion House Improvements – quotes for works were attached at Appendix 9.  
The project budget is £30,000.

It was **RESOLVED** to recommend to accept the quotes as follows:

- a. Kitchen and bathroom upgrade – Berkshire Construction - £12,182.51
- b. Electrical works and plastering – Berkshire Construction - £967.90
- c. Carpet to stairs and landing – PCR Carpets - £459.00
- d. Replacement windows/doors – Alpha Windows - £6466.67

It was also **AGREED** that the Clerk obtain quotes for redecoration and present these to Council for ratification.

**ACTION: CLERK**

The Clerk would also arrange for the obsolete heating vents to be removed and sealed during kitchen/bathroom works.

**ACTION: CLERK**

- iii. Dimmable lighting – Cllr Harper advised that the current main hall lights were not able to be dimmed. The electrician was obtaining information on whether the drivers could be replaced to enable dimming.

Quotes received for changing the mood lighting to dimmable LED were attached at Appendix 10a and 10b.

It was **RESOLVED** not to move forward with dimmable mood lighting due to the high cost.

It was **AGREED** to change the kitchen foyer bulbs to LED, assuming that they can work with the existing switches.

**ACTION: CLERK**

- iv. Disabled toilet refurbishment – quotes received were attached at Appendix 11a and 11b.

It was **RESOLVED** to recommend that the quote from Berkshire Construction for disabled toilet refurbishment, including the pull cord, in the sum of £5,454.88 + VAT be accepted, assuming that the sink is left in it's current position with worktop around. The Clerk would obtain an updated quote and check the details of the hand drier to ensure it was adequate.

**ACTION: CLERK**

## **10. ALLNATT PAVILION**

The Facilities Development Working Group tasked the Clerk with obtaining quotes for a structural survey to be carried out on the Allnatt Pavilion. Only one quote had been received in the sum of £620 + VAT.

It was **RESOLVED** to recommend that the quote from Allcott Associates for a structural survey in the sum of £620.00 + VAT be accepted.

**ACTION: CLERK**

## **11. BASKETBALL COURT**

A briefing paper was attached at Appendix 12.

- i. Cllr Harper advised that the metal nets had been removed on health and safety grounds following the recommendation of the play inspection company.

The Clerk advised that a spare set of nets was held in the office and it was **AGREED** that these be put up. The condition of the new nets would be reviewed at the next R&A meeting.

**ACTION: CLERK**

- ii. It was **RESOLVED** to recommend that the quote from Nick Robins Ltd for court re-marking in the sum of £465.80 + VAT.

## **12. MEMORIAL BENCH**

A report on the memorial bench for Sue South was attached at Appendix 13.

It was **RESOLVED** to recommend that a 1500mm brown recycled bench be installed with memorial plaque outside the play area (adjacent to the roundabout), with full costs for bench and installation to be funded by the South family.

It was **AGREED** that the family could provide bulbs for planting in conjunction with advice from the Clerk, with planting to be carried out by WPC's contractors.



### 13. SINDLESHAM ROOM DOORS

Only one of the external doors to the Sindlesham Room can be secured open with a magnet. The other door is not currently able to be secured open which could prove difficult for wheelchair access.

A quote had been received for installation of an additional door magnet with steel frame on the Sindlesham Room external door – attached at Appendix 14.

It was **RESOLVED** to recommend that the quote from Berkshire Construction for a steel frame and additional door magnet in the sum of £685.92 + VAT be accepted.

### 14. WINNERSH RANGERS FC

A briefing paper on a request for goalpost compounds was attached at Appendix 15.

Cllr Harper advised that WPC had previously made the decision not to allow teams above U14 to play at Bearwood Recreation Ground due to pitch damage.

It was **RESOLVED** to recommend that reluctantly, WPC was unable to allow teams above U14 to play at Bearwood Recreation Ground and therefore would not allow the installation of a goal store for larger goals as this would not be required.

### 15. KARCHER FLOOR SCRUBBER

A briefing paper on the floor scrubber was attached at Appendix 16.

Cllr Harper advised that the machine was very old and significant repair costs had already been incurred.

It was **RESOLVED** to recommend that a new Numatic scrubber/dryer machine be purchased in the sum of £1,563.21 + VAT. The Clerk was asked to take advice from Floors of Distinction to ensure that the machine was appropriate.

### 16. CORRESPONDENCE

None received.

### 17. DATE AND TIME OF THE NEXT MEETING

The next meeting was **AGREED** as Tuesday 2<sup>nd</sup> May 2023 at 7.30pm.

The meeting closed at 9.52pm.

<b>Winnersh Parish Council Policies and Procedures</b>	
<b>Allotment Plot Inspection Policy</b>	
Document ref:	G??
Version:	
Version date:	DRAFT



**Winnersh Parish Council**

## **WINNERSH PARISH COUNCIL – ALLOTMENT PLOT INSPECTION POLICY**

The allotment tenancy agreement between the tenant and Winnersh Parish Council (WPC) requires the tenant to keep their plot in a cultivated and tidy state and not to cause a nuisance to adjoining plots.

To ensure that these requirements are met WPC undertakes two formal inspections per year, one in early spring, late March/early April and the second late summer, late August/early September prior to the tenancy renewals being sent out, allotment agreements are for one year only and run from 1<sup>st</sup> October to 30<sup>th</sup> September. WPC can undertake additional inspections at any time should there be a need.

Following the early spring inspection plot holders not meeting the required standard will be written to and reminded of their obligations in cultivating their plot. A follow up inspection will then normally take place in June of those plots that had been written to and if tenants had not reached the required state of cultivation without good cause, then WPC reserves the right to terminate that tenancy agreement and relet it. Following the late summer inspection those plot holders that have continued not to meet the required standard without good cause will not have their tenancy agreements renewed and the plot will be relet. Plot holders who receive notification in writing that their plot does not achieve the required standard of cultivation and the lease terminated or not renewed will be entitled to appeal, the process is detailed below.

### **What is expected?**

Listed below are the main expectations of tenants:

- An allotment is primarily for the growing of vegetables, fruit and flowers for the benefit of the tenant and their immediate family. It should not be used for commercial gain.
- A steady progress of cultivation of crops over the first year of tenancy and thereafter, ie growing crops or ground being readied for future production. It is realised that getting an allotment into a cultivated state especially if it was

overgrown when taken on takes time and the inspection team will take this into account when inspecting plots as will the time of year the plot was taken on.

- Keeping the allotment in a generally weed and rubbish free condition and not allowing weeds etc to encroach on adjoining plots thereby causing a nuisance to those adjoining tenants.
- Keeping the allotment, including all paths/roadways on or immediately adjoining their plot, tidy, weed free and well maintained.
- Should a tenant be unable to cultivate their plot through ill health, absence etc then they should immediately contact Winnersh Parish Council. It might be then possible to arrange for other tenants to keep the plot tidy until the tenant is able to return to cultivating it themselves.

### **What is cultivation?**

- Cultivation is the preparation of ground and the subsequent sowing and growing of crops. The “no-dig” method of cultivation is acceptable providing the plot is kept in a tidy and weed free state. Covering a plot in ground cover fabric or plastic is not considered cultivation except temporarily to cover fallow ground over winter. Carpet should never be used as ground cover or paths as it contains toxins that leach into the soil and can affect future crops.
- Tenants should cultivate at least 50% of the plot within the first twelve months of taking it over and 75% within two years. This percentage must then be maintained in future years.
- The 75% of cultivated plot can include not only prepared ground but also buildings ie greenhouses, poly tunnels, cold frames, compost bins and all paths. Buildings should be no more than 8ft X 6ft in size and be limited to one per half plot and two per full plot.
- Raised beds are considered cultivated ground. Paths may consist of grass, slabs, bricks, stones/gravel, wood chip and should be no more than three feet in width.
- The 25% considered non cultivated will include any sheds, toolboxes, patios, small ponds (no more than 1.4m in diameter) or hard standing not used for paths and seating.

### **Inspections**

Formal inspections by Winnersh Parish Council including a representative of the Winnersh Allotment Association will take place in early spring and late summer although additional inspections may take place if required.

What the inspection team will be looking for:

#### **Spring**

- Has cultivation started yet, are there signs of progress bearing in mind weather conditions at this time of year?
- If so what percentage of the plot has been cultivated?
- Is the plot in a generally tidy weed free state?
- Is rubbish accumulating that could encourage vermin and rats?
- Are paths being maintained, grass ones cut and edged?
- Are there signs of pernicious and invasive weeds, eg couch grass, mares tail thistles, brambles and bindweed. It is the tenant's responsibility to keep such weeds under control.

### **Late Summer**

- Is the plot showing continuing signs of being cultivated ie demonstrable crops relevant to the time of year? If so, what percentage has been cultivated bearing in mind the time the tenant has held the tenancy?
- If the tenant has been found not to have kept the plot in a cultivated state at a previous inspection has enough progress now been made?
- Is the plot in a tidy condition and free of seeding weeds?
- Is there an accumulation of rubbish that could encourage vermin?
- Are there signs of pernicious and invasive weeds, eg couch grass, mares tail thistles, brambles and bindweed? It is the tenant's responsibility to keep such weeds under control.
- Are there signs that the plot is being prepared for winter and the next growing system ie fallow ground or fallow ground covered in weed suppressant material?

### **Uncultivated plots**

Plots will be considered uncultivated if:

- Not showing signs of cultivation.
- Overgrown and weedy.
- Untidy and with accumulated rubbish.
- An uncultivated area left to go wild is not a managed wildlife area.

### **Termination and Appeals**

If the inspection team considers a plot to be uncultivated then they may recommend to Winnersh Parish Council that the tenancy agreement be terminated or not renewed, and the plot relet. Any tenant who has his tenancy agreement terminated or not renewed will be notified in writing and is entitled to appeal that decision providing it is in writing to Winnersh Parish Council and received within fourteen days of receiving the notice of termination or non-renewal. All valid appeals will be reviewed at the next Recreation and Amenities Sub Committee and their recommendations will be reviewed at the following Full Council who will make the

final decision. There is no further appeal allowed should the Full Council ratify the recommendation of the Recreation and Amenities Sub Committee.



**Berkshire Construction Limited**  
**8 Astor Close**  
**Winnersh**  
**Berkshire**  
**RG41 5JZ**  
**www.berkshireconstruction.co.uk**  
**Email: info@berkshireconstruction.co.uk**  
**Tel. 01189 371501**

Marcia Milsom  
 Winnersh Community Centre  
 Mole Rd  
 Sindlesham  
 Berkshire  
 RG41 5DU

12<sup>th</sup> April 2023

Dear Marcia

Quotation for Disabled toilet.

To carry out modification/refurbishment of toilet area in the view of making easier to keep clean. As per our conversion toilet can be placed on the existing wall hiding all the pipework in a false wall. New worktop and sink to be installed in same location. All parts supplied comply to Part M disabled use.

1. Remove toilet system, sink, flooring, tiling, and cupboards.
2. To build out the wall to cover all pipe work on existing toilet wall; this will be built out about 120-150mm to cover all pipe work and come half way up the wall.
3. Supply and install a Geberit flush toilet system; this will be installed in the false wall with a press button plate.
4. To supply and install Grey/Beige vinyl anti slip flooring with a 100mm easy clean upstand around the room.
5. To supply and install white Ceramic 500x250mm wall tile around the bottom half of the walls (1200mm high).
6. To supply and install grey laminate worktop along the existing sink wall.
7. To supply and install Disabled white floor mounted toilet Pan.
8. To supply and install white semi recessed small sink in the worktop.
9. To supply and install thermostatic mixing valve for hot water to the sink.
10. To supply and install Grome chrome Touchless tap (automatic shutoff tap).
11. Make good the top half of the walls and paint white.
12. To supply and install new radiator (like for like)
13. To supply and install polished steel BlueDry Eco Hand dryer.
14. To supply and install Stainless steel Soap dispenser.
15. To supply and install Stainless steel toilet roll dispenser.
16. To supply and install Part M Blue Rail kit; this kit includes hinged 770mm toilet arm, 4x 600mm straight grab rails and 1x 450mm straight grab rail. These will be installed in accordance with Part M document.

**Total Cost for all the above £5,363.62 + Vat.**

Options

- a. Upgrade hand rails to stainless steel. £154.00
- b. To supply and install disabled toilet alarm; pullcord, flashlight and sounder. £164.00

Thank you for giving me the opportunity of quoting, if you have any questions or queries, please do not hesitate to contact me.

Yours sincerely

Ashley Lang  
Berkshire construction Limited  
07831 882335



12<sup>th</sup> April 2023

#### CLIENT RESPONSABLES

Materials supplied by the client will need to be on site 24hrs prior to installing; any delays may incur extras costs.

If any changes are require to the quote 24hrs notice will be require prior to work starting.

#### EXTRAS

Any structural extras that may occur when building an extension will be quoted by email and will require a 24 hour response.

Any other extras will be quoted by email and carried out at the end of the job unless other wised agreed.

#### PAYMENT/DEPOSIT

Payment on completion.

Extras will be will paid at the time arisen unless otherwise agreed.

#### TERMS

In accordance with Berkshire Construction standard terms and conditions.

The proposal is based on the understanding that all work will be carried out during the Company's normal working hours and does not include overtime, weekend or Bank Holiday working unless agreed.

Our proposal assumes that the Company's workers will have free access to all relevant areas and are afforded continuous and uninterrupted working.

We try to ascertain that any work being performed by others is ready prior to our attending site, however, should we have to return to site due to incomplete items then we reserve the right to make additional charges at the appropriate rates.

#### VAT

All prices are subject to vat at the standard rate.

#### QUOTATION

10 Days validated.



**Berkshire Construction Limited**  
**8 Astor Close**  
**Winnersh**  
**Berkshire**  
**RG41 5JZ**  
**www.berkshireconstruction.co.uk**  
**Email: info@berkshireconstruction.co.uk**  
**Tel. 01189 371501**

Marcia Milsom  
Winnersh Community Centre  
Mole Rd  
Sindlesham  
Berkshire  
RG41 5DU

12<sup>th</sup> April 2023

Dear Marcia

Quotation for Mood lighting in main hall.

1. Supply and install 5 white wall LED Up/down lights around the hall where the existing wall light are located.
2. Remove the old dimmer switches.
3. Supply and install standard switches to control the wall lights.



4. Change four downlights in the walkthrough ceiling to LED downlights.

**Total Cost for all the above £342.18 + Vat.**

Thank you for giving me the opportunity of quoting, if you have any questions or queries, please do not hesitate to contact me.

Yours sincerely

Ashley Lang  
Berkshire construction Limited  
07831 882335





5<sup>th</sup> March 2023

#### CLIENT RESPONSABLES

Materials supplied by the client will need to be on site 24hrs prior to installing; any delays may incur extras costs.

If any changes are require to the quote 24hrs notice will be require prior to work starting.

#### EXTRAS

Any structural extras that may occur when building an extension will be quoted by email and will require a 24 hour response.

Any other extras will be quoted by email and carried out at the end of the job unless other wised agreed.

#### PAYMENT/DEPOSIT

Payment on completion.

Extras will be will paid at the time arisen unless otherwise agreed.

#### TERMS

In accordance with Berkshire Construction standard terms and conditions.

The proposal is based on the understanding that all work will be carried out during the Company's normal working hours and does not include overtime, weekend or Bank Holiday working unless agreed.

Our proposal assumes that the Company's workers will have free access to all relevant areas and are afforded continuous and uninterrupted working.

We try to ascertain that any work being performed by others is ready prior to our attending site, however, should we have to return to site due to incomplete items then we reserve the right to make additional charges at the appropriate rates.

#### VAT

All prices are subject to vat at the standard rate.

#### QUOTATION

10 Days validated.



## **Winnersh Parish Council**

Winnersh Community Centre  
New Road, Sindlesham, Wokingham  
Berkshire RG41 5DU  
Phone 0118 978 0244  
e-mail [clerk@winnersh.gov.uk](mailto:clerk@winnersh.gov.uk)  
[www.Winnersh.gov.uk](http://www.Winnersh.gov.uk)

### **Minutes of the PLANNING & TRANSPORT COMMITTEE meeting held at Winnersh Community Centre on Tuesday 11 April 2023 at 19.30.**

**PRESENT:** Cllrs P Fishwick; D Green; G Harper; J Boadu

**IN ATTENDANCE:** Kerry Simpson (Assistant Parish Clerk) and 4 members of the public

1. **Apologies for absence:** Cllrs F Obileye
2. **Declarations of Interest:** None
3. **Public Session:** There were 4 members of the public in attendance who raised the following concerns regarding application 230528:
  - Potential future work following detachment of the property
  - Loss of light due to the 60-degree angle of proposed new building
  - The proposed plans are overbearing and more than doubling the existing footprint.
  - The new building will block the only window to the neighbours' property
  - The neighbours will be overlooked
  - The conifers in the plans aren't an accurate reflection and does not provide a screen as detailed.
  - The access road is very narrow and there is no room for a turning point.
4. **Minutes of the previous meeting**
  - 4.1 The minutes of the last meeting held on the 06 March 2023 were approved.

#### **Matters Arising:**

8.2 The APC confirmed the Clerk had submitted a suggestion for the Overview and Scrutiny Committee to review the Planning Enforcement processes and communication.

8.3 Reading Road Active Travel Scheme Meeting. Cllr Green passed on his apologies to the Committee as he was unable to attend due to work commitments.

There were no other matters arising.

**5. The committee considered the following planning applications: -**

**5.1 Application Number: 230528**

**Site Address:** 54 Robin Hood Lane, Winnersh, Wokingham, RG41 5NQ

**Proposal:** Householder application for the proposed erection of a single storey rear extension, garage conversion and first floor extension with 2 nos. rear roof lights, following demolition of part of the existing building to create a detached dwelling house. The existing car port, front extension and rear porch extension are also being demolished to fenestration following conversion of existing garage to create habitable accommodation.

**The committee wish to object due to the loss of light to the adjacent property. The size of the development, specifically the height of the new building is overbearing compared to the adjoining properties.**

**5.2 Application Number: 230523**

**Site Address:** 34 Wedderburn Close, Winnersh, Wokingham, RG41 5NY

**Proposal:** Householder application for the proposed single storey side extension.

**The committee noted the application had already been approved.**

**5.3 Application Number: 230646**

**Site Address:** 79 Bathurst Road, Winnersh, Wokingham, RG41 5JF

**Proposal:** Householder application for the proposed conversion of the garage and extension of the front porch.

**The committee made no observations on the application.**

**5.4 Application Number: 230695**

**Site Address:** 1 Eastbury Park, Winnersh, Wokingham, RG41 5TL

**Proposal:** Householder application for the proposed erection of a single storey side extension to form porch, two storey rear extension including insertion of 1no. Juliet balcony, part garage conversion to create habitable accommodation and changes to fenestration.

**The committee made no observations on the application.**

**5.5 Application Number: 230574**

**Site Address:** 18 Laburnum Road, Winnersh, Wokingham, RG41 5XL

**Proposal:** Householder application for the proposed erection of a two-storey side extension, single storey rear extension, loft conversion, and addition of roof lantern and window in the main roof.

**The committee made no observations on the application.**

**5.6 Application Number: 230595**

**Site Address:** 74 Robin Hood Way, Winnersh, Wokingham, RG41 5JN

**Proposal:** Householder application for the proposed erection of a single storey front extension to enlarge the existing porch and a single storey rear extension with 1 no. lantern rooflight following demolition of the existing single storey rear

extension and a detached outbuilding, plus conversion of the garage to habitable accommodation with the addition of a pitched roof, changes to fenestration, erection of a bin store and widening of the front driveway.

**The committee made no observations on the application.**

**5.7 Application Number: 230755**

**Site Address:** 200 Berkshire Place, Wharfedale Road, Wokingham, RG41 5RD

**Proposal:** Full application for proposed external alterations to the existing office building consisting of changes to the façade and addition of a third-floor roof terrace, replacement hardstanding, erection of a fence and alterations to the façade of the multi-storey car park.

**The committee made no observations on the application.**

**6. To review any Decisions, Notification of Appeals, and Inquiries from WBC**

The committee noted the following decisions: -

- 6.1 Application No. 230050 – Approve 30 Arbor Lane
- Application No. 223704 – Approve 36 and 39-48 Grovelands Park
- Application No. 223159 – Approve 21 Mayfields
- Application No. 230013 – Approve 3 Woodlands Avenue
- Application No. 230261 – Approve 22 Sadlers Lane
- Application No. 230344 – Approve 19 Chatsworth Avenue
- Application No. 230091 – Approve 54 Arbor Lane
- Application No. 230304 – Approve 11 Chatsworth Avenue

**7. Applications for Information only**

The committee noted the following applications:

**7.1 Application Number: 230584**

**Site Address:** 587 Reading Road, Winnersh, Wokingham, RG41 5HQ

**Proposal:** APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO

1260/2008, T1, Silver Birch – Crown reduction by approx. 1.8m in height and approx. 1.5m in radial spread.

**7.2 Application Number: 230639**

**Site Address:** Land on road verge northeast of Simons Lane, Wokingham, RG41 3HG

**Proposal:** APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO

676/1994, WOODLAND 1 G1, Mixed Species – Crown lift to 5.1m over highway.

**8. Correspondence**

The committee noted the following items of correspondence: -

- 8.1   **Email:** 14/03/2023  
      **Subject:** Open spaces and paths: a new guide to protection
- 8.2   **Email:** 03/04/2023  
      **Subject:** WBC Previous Month Closed Enforcement Cases for Winnersh Parish
- 8.3   **Email:** 03/04/2023  
      **Subject:** WBC Live Enforcement Cases for Winnersh Parish
- 8.4   **Email:** 11/04/23  
      **Subject:** Addressing - 2 King Street Lane Winnersh
- 9.    **Any other matters considered urgent by the Chairman:** None
- 10.   **Date and time of the next meeting:** Tuesday 25 April 2023 at 20.30 or immediately after the Finance and General Purposes committee meeting.

There being no further business the meeting closed at 20:29

**Item 5 - Ward member update to Winnersh Parish Council from Borough Councillors Prue Bray, Paul Fishwick and Rachelle Shepherd-DuBey**

**18<sup>th</sup> April 2023**

**Local Cycling and Walking Infrastructure Plan (LCWIP)**

The final draft document of the LCWIP was presented to the Executive on 21<sup>st</sup> March 2023 and was approved. A submission has been made for development funding to Active Travel England for the A329 Reading Road (BP garage Winnersh) towards Wokingham. Agenda item 114 applies.

[Agenda for Executive on Tuesday, 21st March, 2023, 7.00 pm - Wokingham Borough Council \(moderngov.co.uk\)](https://moderngov.co.uk/agenda/2023/03/21/2023-03-21-7-00pm-wokingham-borough-council/)

An announcement on the bid is expected during early May 2023.

As part of the development of the LCWIP on the 30<sup>th</sup> March Winnersh Parish Council, along with ward and Town Council representatives, attended the first Walking, wheeling and cycling Group meeting and were presented with the four phases of the route and the initial proposals for the A329 Reading Road between the BP garage (Winnersh) and Emmbrook Road (Emmbrook). A future meeting of the group is planned late May/early June.

**Moving Traffic Offences**

The Executive at its meeting on 21<sup>st</sup> March approved the application to the Department for Transport for powers to enforce Moving Traffic offences at 11 sites across the Borough. It is expected to receive an announcement for the DfT in June 2023. Agenda item 116 applies.

[Agenda for Executive on Tuesday, 21st March, 2023, 7.00 pm - Wokingham Borough Council \(moderngov.co.uk\)](https://moderngov.co.uk/agenda/2023/03/21/2023-03-21-7-00pm-wokingham-borough-council/)

**IEMD – Old Forest Road reduced speed limit.**

An IEMD is planned for 27<sup>th</sup> April when a report will be presented to me to consider the reduction in speed limit on Old Forest Road from 40mph to 30mph. The Parish Council will be consulted on the report and has currently supported the reduction.

**Road maintenance**

**B3030 Mole Road (Bearwood Road to New Road)** will be closed between 20:00 and 06:00 11<sup>th</sup>/12<sup>th</sup> May to carry out remedial works.

**Targett Court and Wilson Court** are scheduled for micro asphalt on 12<sup>th</sup> to 14<sup>th</sup> April (subject to weather).

## **Schools**

Every child who will be in Year 7 in September has now been offered a school place. 96% were allocated a place at one of their preferred schools. We have been lobbying for more money to provide extra places, due to the pressure on our schools, and we have been awarded £10 million in the next round of funding, which takes us to 2026. This is not enough to completely cure the problem but is a big help. It is £8.5 million more than any other Berkshire authority, some of whom got no money.

## **British Horse Society applications to re-open bridleways**

The British Horse Society has submitted hundreds of applications across the country to re-open bridleways that they believe have not properly been extinguished as rights of way. The council has no option but to investigate these and decide whether or not to put them on our local register. A number of these applications have been submitted for the Borough, and one affects Winnersh. The route in question runs across the gardens of a number of properties off Robin Hood Lane, across the A329(M) – not where the bridge is – and across the lake at Dinton Pastures. It predates the creation of both Dinton and the motorway. The council is appointing a consultant to work on these applications. This may take some time, as there have been so many applications that there is now a shortage of people who know what to do with them. Even if the council decides not to designate the route, the BHS can appeal to the Planning Inspectorate. A considerable amount of resource is having to be devoted to this, with much of it likely to be wasted effort due to the impracticality of resurrecting the routes.

## 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	16,874.22	Winnersh Hall main entrance, double fire doors, single fire door and storage room doors, Sindlesham Room main entrance doors, Parish Office.	All doors fitted. Access control system installed. Fobs distributed to hirers and system now live
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	Proposal to move forward with plan for replacement men's and ladies toilets plus unisex baby changing facility and refurbishment of disabled toilet.
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.	<b>COMPLETE</b>
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	Agreed at R&A not to move forward with dimmable LED lighting. Clerk investigating costs of changing bulbs to LED
8	R&A	Curtains/Blinds	8,000.00	1,472.39	Replace curtains/blinds in the Winnersh Hall/Sindlesham Room/ Allnatt Pavilion and Parish Office	Blinds installed 16th March. <b>COMPLETE</b> . 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)
			<b>£ 104,600.00</b>	<b>£ 28,431.71</b>		



## Capital Projects Update 2023/24

Item No		Project	Budget	Committed/ Actual Cost to date	Project Detail	Action/Notes
1	R&A	Community Hall Floor	10,000.00	8,784.12	Agreed to carry out sand and re-seal of existing floor and replace at a future date.	Works scheduled for August 2023.
2	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	Disabled toilet quotes reviewed at R&A. Recommendation on agenda. Quotes being sought for main toilet upgrade.
3	R&A	Path Renewals & Ramps	15,000.00		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
4	R&A	Dimmable Lighting	5,000.00		Low level/dimmable lighting in the Winnersh Hall and Sindlesham Room	R&A Committee reviewed quotes. Recommendation on agenda.
5	R&A	Sindlesham Room/Parish Office	25,000.00		Strip out bar area and install internal lift and staircase from bar area to John Grobler Room	Project discussed at R&A. Recommendation on agenda.
6	R&A	Car Park levelling	10,000.00		Disabled bay tarmac and gravel	Cllr Harper sourcing quotes
7	R&A	Play Area Equipment replacement	20,000.00	16,857.40	New toddler unit	Toddler unit order placed with ARD. Installation anticipated end April/early May.
8	R&A	Hall Curtains	5,000.00		Replace the curtains in the main hall	Cllr Doyle sourcing quotes
9	R&A	Pavilion House	30,000.00		New kitchen & bathroom, electrical works, plastering works, carpet to stairs and landing, new windows and doors	Quotes discussed at R&A. Recommendation on agenda.
10	F&GP	Small Projects	500.00			
11	FC	Climate Change Working Group	10,000.00			
12	FC	Sustainable Transport Working Group	500.00			
			<b>£ 161,000.00</b>	<b>£ 25,641.52</b>		

	Schedule of Payments - April 2023			
	Payee	Description	Amount	Comments
	Payroll			
1	Net Salaries	Net Salaries (MM/CF/JR/JY/KS)	£ 6,202.68	Apr-23
2	HMRC	PAYE & NI	£ 1,613.10	
3	Berkshire LGPS	LGPS Contributions	£ 2,255.44	
	Invoiced Payments			
4	Allotment Association	Expense 2022-2023	£ 770.22	2022/23
5	ARC Youth Counselling	Grant Application 22/23	£ 250.00	2022/23
6	ARD Playgrounds	Bearwood Rec Playground Repairs	£ 1,060.56	01 March 2023
7	Business Stream	29 Dec 22 - 28 Mar 23	£ 252.05	Mar-23
8	Castle Water	Community Centre	£ 285.34	1 Feb 23 - 31 Jul 23
9	Castle Water	Pavilion	£ 491.37	1 Feb 23 - 31 Jul 23
10	Collard	Waste Removal	£ 99.17	Mar-23
11	Collard	Duty of care certificate	£ 59.99	Mar-23
12	David Green	Chairmans allowance	£ 80.00	Mar-23
13	David Knight	Window Cleaning	£ 120.00	Apr-23
14	EON	Gas - Community Centre	£ 1,712.58	1 Mar 23 - 1 Apr 23
15	EON	Gas - Allnatt Pavilion	£ 79.67	1 Mar 23 - 31 Mar 23
16	EON	Electric - Comm'ty C'tre	£ 120.71	1 Mar 23 - 31 Mar 23
17	Greenpower Installations LTD	10kWh Battery for Solar	£ 9,391.73	Mar-23
18	Gallagher Insurance	Annual Contract renewal	£ 4,274.26	Apr-23
19	Holly Digital	Printer/Copier charges	£ 39.90	Mar-23
20	ITQED	IT monthly support	£ 98.80	Apr-23
21	ITQED	PC backups & anti-virus	£ 40.19	Apr-23
22	ITQED	365 backup	£ 57.60	Apr-23
23	ITQED	Annual Contract renewal	£ 1,408.32	Mar-23
24	Jay Printers	Business Cards - MM & KS	£ 96.00	Mar-23
25	Lesley Doyle	Postal Tubes	£ 12.99	Mar-23
26	Nick Robins	Grounds Maintenance	£ 733.20	01 March 2023
27	Web Marketing Matters	Website support	£ 177.12	Mar-23
	TOTAL for Payroll/Invoiced Payments/Refunds		£ 31,782.99	
	Direct Debits			
28	BT	Broadband and phone	£ 39.00	Mar-23
29	Sage	Accounts Software	£ 14.40	Mar-23
30	Daisy	Caretaker mobile phone	£ 14.17	Mar-23
31	Sirus Telecom	Monthly maintenance	£ 55.98	Mar-23
	TOTAL for Direct Debits		£ 123.55	
	Lloyds/UNITY Bank Multipay Card			
32	Net World Sports	Basketball nets	£ 29.08	Mar-23
33	Wokingham BC Parking	MM - Parking for Meeting	£ 2.00	Mar-23
34	Wokingham.gov.uk	Licence - temp event notice	£ 21.00	Mar-23
35	Wokingham.gov.uk	Premises Licence	£ 10.50	Mar-23
36	Parkinson Partnership	Sport facilities - VAT briefing	£ 10.00	Mar-23
37	Timpson	Allotment Keys	£ 49.50	Mar-23
38	Digital ID	Key Fobs - Access control	£ 145.20	Mar-23
39	Sainsburys	Litter Picking refreshments	£ 14.00	Mar-23
40	Amazon	Portfolio Case	£ 9.99	Mar-23
41	Lloyds Credit Card	Monthly fee	£ 3.00	Mar-23
	TOTAL for Multipay Card by Direct Debit		£ 294.27	
	TOTAL SPEND			
	Paid since the last meeting			
	TOTAL paid since last meeting		£ -	
	Bank Balance held			
	Unity Bank		£ 220,388.14	As at 13/04/2023
	Natwest Business Reserve		£ 45,446.69	As at 31/03/2023
	Natwest Current Account		£ 2,500.00	As at 02/02/2023
	TOTAL for all Bank Accounts		£ 268,334.83	

## 230320 Notes of Facilities Development WG

In attendance: Cllrs David Green, Geoff Harper, John Southgate  
Marcia Milsom (Clerk)

1. The Clerk had previously circulated the report presented to Council in May 2022 and the buildings survey report prepared in 2017.
2. The WG felt that the main hall was currently adequate albeit a little tired in places. It was noted that there were some capital works underway.
3. Clerk asked to investigate procedure of access control in the event of a power cut.

**ACTION: CLERK**

4. WG noted that the Allnatt Pavilion and Caretaker's house were the obvious places to focus efforts.
5. Caretaker's House:
  - in need of some repairs
  - is there a need/want for a caretaker?
  - When current caretaker leaves, is there a need to continue with on-site caretaker or could it be off-site?
6. In principle, WG in agreement that house should remain and for investment to be made.
7. Clerk asked to review potential caretaking requirements for future consideration.

**ACTION: CLERK**

8. Could reclaim some of the garden space for additional parking or EV charging.
9. Allnatt Pavilion:
  - Need to engage structural engineer to carry out survey. Clerk asked to arrange.

**ACTION: CLERK**

- Useful to determine soundness of building.
- Following survey, discuss options.
- Any renovation work should include bricking up old doorway into Pavilion House.

The Working Group will meet again to discuss results of the structural survey.

Quotes for works to Pavilion House being presented to next R&A meeting.

## **Winnersh Parish Council**

### **Climate Change Action Plan**

#### **Action – update (11<sup>th</sup> April 2023)**

**Action 14 EV charge points.** Investigate the feasibility of installing Electric vehicle charging points at Bearwood Recreation Ground car parking area.

**Lead Cllr Fishwick Update** – Options continue to be considered with Wokingham Borough Council, but no new funding opportunities are currently available.

Note that there will be a site in **Chatsworth Avenue** Winnersh with two charging points obtained through a Wokingham BC arrangement and this will be installed by July 2023.

**Action 21 Energy of the future.** This topic is to look at what the Parish Council could do to generate its own energy requirements in the future. This is to be considered with the facilities improvements plan.

**Lead Cllr Green Update –.**

#### **Repairs**

Due to no mapping carried out when they were installed we had no physical layout of where each Optimisers/Panels are on the roofs.

We have had to un-bolt all of the panels to get to the Optimisers and record the serial numbers, from this I can then put the data onto the Solaredge Mapper.

So from now on we will know where a faulty Optimisers/Panel is located on the roof.

This has been a very long winded process.

We've now powered then backup and we need to wait for a week to see what's faults there are.

One panel is noticeably damage which we have left off, along with a second panel due to lack of fixing.

There were a four fixings that were corroded and have broken, so will need to order some new ones.

#### **Battery**

I have been waiting for the StorEdge DC Interface unit to come into stock. This unit fits in between your old inverter and the LG battery.

As SolarEdge has moved forward with these technologies this is probably why there's no stock.

I think the best option would be to upgrade the 6kW inverter to the new one, then a SolarEdge 10kW battery can be connected straight on to the inverter.

The new inverter would be the master and still communicate with the older inverters.

The added plus for this that the whole system will be SolarEdge and is more user friendly on the app.

As the cost of the interface unit was quite expensive, there's not much cost to add for a new inverter.

The LG battery is a little bit cheaper than the SolarEdge, but if you buy the inverter and battery together it works out the same. The additional cost of £345.23 has been approved by Chair, vice chair and Chair of F & GP.

This will provide a 6kW inverter and 10kW Battery all SolarEdge Technology.

**Action 23    Winnersh Matters.** To reduce the paper version of Winnersh Matters from 5,000 copies (Summer 2021) to 500 by Summer 2022 with introduction of e-newsletter and magazine.

**Lead Cllr Doyle Update** – An April 2023 e-newsletter has been produced. This will be followed by a May/June Fete special.

**Action 27 Communication with residents.** Promotion of what Winnersh Parish Council is doing about Climate Change and suggesting ways in which they can help mitigate the impacts.

**Lead Cllr Fishwick Update** – an article has been included in the Winter 2022/23 edition of the e-newsletter – ongoing action to promote the Climate emergency in further versions of e-newsletter.

**Action 28 – Fruit trees planted at Bearwood Recreation Ground/Allotments.** Planting of fruit trees as a small orchard like Winnersh Meadows. Residents may pick the fruit or its used in the Café? .

**Lead Cllr Shepherd-DuBey / Cllr Harper Update** –

The planting of 8 trees was planned during March 2023, after the National Highways works have been completed and a donation of £150 taken from the Climate Change fund was approved by Council at the December meeting of Council. However, the National Highways works have been delayed due to bad weather in December and January.

It is now likely that the trees will be planted during the autumn of 2023.

**Once the trees are planted this action will be marked as completed.**

**Action 29 – Residents suggested actions.** Residents suggested ideas for action using e-newsletter and web site/social media.

**Lead Cllr Doyle** – part of development of e-newsletter (links with Actions 23 and 27). – Planned article in future e-newsletter.

**Summary and recommendation.**

The Climate Change Action Plan has an Annual Review and updates and new actions are reported to Council at each meeting. The last annual review was carried out on 31<sup>st</sup> January 2022 and reported to Council on 8<sup>th</sup> February 2022 (item 13 refers).

The Council set itself 29 actions most of which have been completed or are ongoing. The Climate Change Working Group is now considering new actions for 2023/24, but suggest that these are brought to the new Parish Council after the May 2023 elections.

## Report on Energy audit options



Tel: 07919340236

Website: [www.dexmah.com](http://www.dexmah.com)

### Energy Performance Certificate (EPC)

- This type of survey and calculation is usually carried out to comply with Minimum Energy Efficiency Standards (MEES) regulations. The result of this service is a document that will provide your buildings with a rating from E (lowest) to A (highest) based on their energy efficiency and a fairly generic list of improvements you can make.
- It is a straightforward procedure that involves a site survey and some calculations to provide the certificate and recommendations.
- For sites such as yours, if you do not have a legal requirement for an EPC, this would act as a sort of benchmarking exercise to see what score you currently achieve. For the standard level of this service, the associated recommendations will provide some generic guidance (e.g. install LED lighting) that would apply to your buildings but will also only provide some generic return on investment time approximations that may not be accurate for you as the methodology is based on a typical building of the same shape and not your actual building.

### Detailed Energy Efficiency Report

- With this service, we would carry out a non-intrusive survey of your building to analyse the various facets (building fabric, building services, energy systems, etc.) that contribute towards your building's energy efficiency from a standpoint of age, condition and suitability for use. With this information, we will be able to provide you with a report that states in detail what is installed in your building, how it can be improved, what effects improvements would have in terms of CO2 emissions and energy bills as well as a cost/benefit analysis of various improvements with approximate investment payback terms.
- As this report looks at greater depth into the financial aspect of improving sustainability, it may be a preferable option if you wish to seek funding in the future as it would allow you to put some numbers down to make your case.

### Thermographic Survey

- This type of survey is carried out with a thermographic camera to analyse your building fabric. The camera will highlight areas in your building where heat is being transferred outside, rather than being kept inside. The output of this survey would be a report detailing the sources of heat loss in your building and recommendations for improvement. Acting on these recommendations will ensure that your buildings lose less heat in the winter, saving you on energy bills.

At this stage I feel that these services would be the most suitable for what you're looking to achieve. Generally, what we find helps clients is to issue a quotation for all of the services as separate items and you can then choose from the services you want. For example you may want the benchmarking nature of the EPC and the level of detail from the energy efficiency report but if you planned some major refurbishments, a thermographic survey may not suit your requirements. In this instance, we would carry out the work for 2 of the services and exclude the 3<sup>rd</sup>.

As general ballpark figures, EPCs would cost in the region of £250-£500+VAT, a thermographic survey and report would be around £750-£1,000+VAT and the detailed energy efficiency/condition/improvements report would be around £800-£1,500+VAT.

It should be noted that these costs are dependant on the scope and complexity of the building and should also be considered in isolation. If you wished to carry out multiple services, discounts can be achieved by having the relevant surveys carried out on the same day, saving on site visit costs.

It should be noted that the rough prices given would be on a per building basis but as with finding discounts for carrying out multiple services on the same day, the same can also be true of accessing multiple sites on the same day.

## PROPERTY & CONSTRUCTION CONSULTANTS

RIDGE

Beaumont House  
59 High Street  
Theale  
Reading  
RG7 5AL  
0118 932 3088  
[www.ridge.co.uk](http://www.ridge.co.uk)

04<sup>th</sup> April 2023  
Submission No. S23-1235

By email ([parishclerk@winnersh.gov.uk](mailto:parishclerk@winnersh.gov.uk))

Marcia Milsom  
Winnersh Community Centre  
New Road  
Wokingham  
RG41 5DU

Dear Marcia,

### **Winnersh Community Centre, Wokingham – EPC Improvement Assessment**

Thank you for inviting us to quote for professional consultancy services for the above project, see over page for a summary of our quotation along with additional information included in our detailed build up.

Please ensure that you read the accompanying documentation as this will detail our scope of service, exclusions, and clarifications.

Our fee proposal is excluding VAT, including normal disbursements, normal expenses and subject to our standard Terms & Conditions V25.

We hope that our proposal is of interest, and we look forward to receiving your instructions for this important project.

Please do not hesitate to contact us should you have any questions or wish to discuss further.

Yours faithfully

**Nikos Filianakis**  
**Senior Sustainability Engineer**  
**Non-Domestic Energy Assessor Level 3/4/5**  
**Public Buildings Assessor**  
**For Ridge and Partners LLP**

Copy                      Dan Fisher (Ridge)  
Enclosure    Terms and Conditions (Rev 25)



## Project Summary

The project is to investigate options to improve the existing EPC ratings of the 2 buildings of Winnersh Community Centre. The cost includes the lodgement of 2 EPCs of the buildings as well.

## Services Provided



## Key Members of Our Proposed Team



**Nikos Filianakis**  
Senior Sustainability  
Engineer  
Non-Domestic Energy  
Assessor Level 3/5  
Public Buildings Assessor



**Paula Herrera**  
Sustainability Engineer

## Summary of Our Fees

	<b>EPC Improvement Assessment</b>	<b>£2,400</b>
--	-----------------------------------	---------------

Above fees exclude VAT but include normal disbursements, normal expenses and are in line with our T&C's V25

## Please read on for important information regarding our proposal

This letter (the “Offer Letter”) sets out the basis on which we will provide services to you in respect of the Project.

## Project

The project is located at the site known as Winnersh Community Centre at the following address:

New Road  
Wokingham  
RG41 5DU

The community centre includes 2 buildings, the community centre building and the Allnatt pavilion.

## Scope

Prior to undertaking any works, Ridge and Partners would request any record information relating to the existing buildings including previous EPCs, building fabric information, mechanical and electrical services information and building usage, occupancy and operating hours.

Ridge and Partners would undertake a survey to verify the record information for the building or obtain the information required to generate a new EPC for each of the buildings. Following the survey, the buildings will be modelled in Integrated Environmental Solutions Virtual Environment (IES VE) and a draft EPC shall be generated and compared to the current EPC's.

Ridge and Partners will utilise internal Building Surveyor's and Building Services Engineers to explore options to improve the EPC rating. These options shall be modelled in IES VE and the draft EPC re-calculated.

The investigations and options shall be presented in a technical report.

## Programme

Task	Duration
Mobilisation	3 weeks from appointment
Existing building investigations and options report	4 weeks from attending site

## Exclusions and Clarification

We have assumed the following:

- Access to undertake surveys will be within normal working hours (8:30am – 17:00pm)
- Existing Operation and Maintenance (O&M) information will be made readily available
- Drawings for the building including current layout, sections and elevations are available
- Opening up and access will be provided by the Client.

We have not included for the following:

- Attendance out of hours
- Opening up works
- Procurement of any plant or third-party attendances
- Physical testing or verification of existing equipment
- All costs exclude VAT

## Fee Breakdown

Scope	Fee
Site Visit to take measurements, highlight fabric and energy issues for 2 buildings	<b>£650</b>
EPC Calculations and 2 Analysis Reports	<b>£1,300</b>
EPC lodgements for 2 buildings	<b>£450</b>
<b>Total</b>	<b>£2,400</b>

Above fees exclude VAT but include normal disbursements, normal expenses and are in line with our T&C's V25

## ADDITIONAL ITEMS

<b>Grade</b>	<b>Hourly Rate £</b>	<b>Day rate £</b>
Graduate Engineer	£40	£320
Engineer	£55	£440
Senior Engineer	£70	£560
Chartered Engineer	£80	£640
Associate	£90	£720
Partner	£110	£880

Additional meetings above those listed shall be charged at the full day rate per attendee.



## Greenpower Installations Limited

8 Astor Close  
Wokingham  
Berkshire  
RG41 5JZ

Tel. 01189 371501

[www.greenpowerinstallations.co.uk](http://www.greenpowerinstallations.co.uk)  
[admin@greenpowerinstallations.co.uk](mailto:admin@greenpowerinstallations.co.uk)

Marcia Milsom  
Winnersh Community Centre  
Mole Rd  
Sindlesham  
RG41 5DU

12<sup>th</sup> April 2023

Dear Marcia

Quotation for Solar panel repairs.

Following the investigation into the issues with the solar panels, we have found that two of the panels are broken along with five optimizers that are faulty. SolarEdge should be sending three or five new optimizers to replace the faulty ones. They have send two replacement units at some time in the past, so they may only send 3 units. You may have to purchase two optimizers depending on what turns up (it's a bit grey!! Depends on what tech guy!)

**Replacement panels-** I have specified a solar panel that are available and are the same physical size as the existing ones, these are also about 60watts long a panel.

1. Supply and replace two panels, these will be replaced with Eurener MEPV 120 Half-cut 340W panel.
2. Delivery to site.
3. To relocate to panels around so the new panels are on new inverter.
4. Supply new fixing bolts and clamps.
5. Configure new panel on the inverter.

**Cost for all the above £667.50 + Vat.**

### Optimizers

1. Replace the five optimizers and configured on the associated inverter.
2. Supply new fixing bolts and clamps.

**Cost for all the above £432.50 + Vat**

### Extras

- Cost for the two P401 optimizers is £ 98.44 (if necessary).

Thank you for giving me the opportunity of quoting, if you have any questions or queries, please do not hesitate to contact me.

Yours sincerely

Ashley lang

