



**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> JULY 2023 AT 7:30pm  
AT THE WINNERSH COMMUNITY CENTRE**

---

**Councillors:**

Cllr P Bray

Cllr D Green (Chairman)

Cllr F Obileye

Cllr L Doyle

Cllr G Harper

Cllr R Shepherd-Dubey

Cllr P Giacon

Cllr N Kilby

**Officers:**

Marcia Milsom, Clerk

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Boadu, Fishwick, Kak, Nicholson and Southgate.

**2. DECLARATION OF INTEREST**

None.

**3. CLERK'S REPORT**

The Clerk's report with updates on matters arising from the previous minutes was attached as Appendix 1. **Noted.**

**4. MINUTES OF THE PREVIOUS MEETINGS**

It was **RESOLVED** that the minutes of the meeting held on 20<sup>th</sup> June 2023 (previously circulated) be confirmed and signed as a true record.

**5. PUBLIC SESSION**

There were no members of public in attendance.

## 6. CORRESPONDENCE

The following items of correspondence had been received:

- i. Email from Neil Carr re Standards Committee vacancy – attached at Appendix 2.

It was **RESOLVED** that Cllr Harper's name be put forward to WBC as a candidate for the Standards Committee.

- ii. Local Government Boundary Commission – final recommendations for future electoral arrangements for Wokingham have been published – <https://www.lgbce.org.uk/all-reviews/Wokingham> . **Noted**.
- iii. Email from Jennifer Yeboah, WBC Traffic Engineer re proposals on amendments to waiting restrictions on Lenham Close, Sadlers Lane and Watmore Lane. The proposals were attached at Appendix 3. **Noted**.
- iv. Email from Haran Gill on behalf of the Board of Trustees for Siri Guru Singh Sabha Gurdwara Reading with updated statement re planning application 231077, Mizuno House – attached at Appendix 4. **Noted**.

Cllr Bray advised that change of use applications do not go to committee at WBC.

- v. Email from Alison Flawith, WBC Active Travel Team re Cycle September – attached at Appendix 5. A promo pack had been sent to all Councillors separately.

It was **RESOLVED** that WPC sign up to the Love To Ride scheme and promote the campaigns.

**ACTION: CLERK**

- vi. Information from Involve Community Services re Community Navigator Scheme – attached at Appendix 6. **Noted**.

It was **RESOLVED** to support promotion of the scheme, including TheJoyApp service which signposts residents to the most appropriate services for their needs, offering support to connect with social or physical activities in the community and help manage their own health and wellbeing.

**ACTION: CLERK**

## 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> July 2023 (previously circulated) be confirmed and signed as a true record.

## ii. **Planning & Transport Committee**

It was **RESOLVED** that the minutes of the Planning & Transport Committee meeting held on 11<sup>th</sup> July 2023 (previously circulated) be confirmed and signed as a true record.

## **8. WINNERSH ALLOTMENT LEASE DEED OF AMENDMENT**

The Clerk has now received the final Deed of Amendment regarding the change in access to the allotment site – attached at Appendix 7a. The original lease document was attached at Appendix 7b. Cllrs Doyle and Harper have reviewed the proposed changes. It was **RESOLVED** that the final Deed of Amendment be signed by a member of the Executive Committee.

**ACTION: CLERK**

## **9. QUESTIONS**

Cllr Giacon raised concern regarding the removal of the recycling banks at Sainsbury's.

Cllr Bray advised that WBC could not afford kerbside glass recycling and that some facilities have a contract with WBC for bottle bank provision. Sainsbury's had not taken out a contract with WBC, providing its own service which they had now opted to remove.

Cllr Bray advised that she was investigating whether there were any conditions for the provision of recycling as part of the planning consent for the Sainsbury's extension.

Cllr Giacon also noted that there were issues and concerns with kerbside recycling and general waste being mixed in the collection vehicles. Cllr Bray advised that all vehicles were fitted with cameras and that incidents should be reported directly to WBC for investigation.

The Clerk was asked to write to the Manager of Sainsbury's Winnersh to determine the reasons for the removal of the recycling banks.

**ACTION: CLERK**

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

None.

## **11. REPORTS FROM WBC WARD AND PARISH COUNCILLORS**

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

Cllr Green raised a query on the grass cutting in Winnersh and the wider area. Cllr Bray advised that there had been no changes to the WBC grounds contract, however due to the wet weather in March and April, the contractor had fallen behind with the schedule and despite employing additional staff, was struggling to catch up. WBC officers were pushing to get all areas cut and priority was being given to sight lines at junctions. Cllr Bray noted that Winnersh had not yet been included in the weekly cutting schedules and was following this up. She also noted her concern that the long grass was a potential fire hazard in warm weather.

Cllr Green also raised a query on the bins that had been covered up. Cllr Bray advised that there was a need to reduce the cost of emptying bins but that WBC officers had acted early before the Executive Committee had made a final decision regarding removal of the bins and a consultation exercise had been carried out. She advised that all bins remained in operation at this time. Cllr Green noted that the black coverings should be removed until it was agreed whether bins would be removed.

Cllr Bray advised that she would forward all Councillors a link to the WBC page for reporting issues such as litter bins, pot holes, etc.

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

## 12. CAPITAL PROJECT UPDATE

- i. An update on 2023-24 capital projects was attached at Appendix 9. **Noted.**

## 13. BANKING

Following communication to all Councillors from the APC, the Unity Trust log in page has now changed to [www.online.unity.co.uk/login](http://www.online.unity.co.uk/login). *For noting.*

The APC has only received notice of two Councillors unable to log-in and had contacted Unity Trust to rectify. If any other Councillor was unable to log-in, they should advise the APC immediately. This would ensure that all Councillors were able to authorise payments, which should be done within 48 hours of approval, ensuring transparency and audit compliance.

Cllr Obileye advised that he was also unable to log in and the Clerk would pass this information to the APC.

**ACTION: CLERK/APC**

## 14. ORDERS FOR PAYMENT

A schedule of all payments was attached at Appendix 10.

- i. It was **RESOLVED** to approve the schedule of payments.
- ii. It was **RESOLVED** that Cllrs Green and Harper would examine and authorise the payments listed on the schedule, together with Cllr Doyle for the payment to Cllr Harper.

**ACTION: CLLRS GREEN, HARPER & DOYLE**

## 15. CHRISTMAS EVENT WORKING GROUP

An initial meeting was planned for 24<sup>th</sup> July 2023. **Noted.**

## 16. FACILITIES DEVELOPMENT WORKING GROUP

The Working Group met on 3<sup>rd</sup> July 2023 – notes attached at Appendix 11. **Noted.**

## **17. CLIMATE CHANGE EMERGENCY WORKING GROUP**

- i. A report from Cllr Fishwick was attached at Appendix 12. **Noted.**
- ii. Following the connection of the car park streetlight to the solar panels, the APC had been liaising with SSE regarding disconnection of the supply. It had now been identified that to prevent ongoing standing charges and set usage costs, the supply cable needed to be cut and capped underground.

Quotes were awaited from SSE for complete disconnection works carried out by SSE, including digging and also supply disconnection only with digging by separate contractor. The Clerk advised that these would be in the region of £700.00, however having spoken to an electrician, there may be the option to cut and cap within the cabinet which should reduce the cost.

It was **RESOLVED** that the disconnection works be carried out in the most cost-effective way.

**ACTION: CLERK/APC**

## **18. WINNERSH SUSTAINABLE TRANSPORT WORKING GROUP**

- i. A report by Cllr Fishwick was attached at Appendix 13. **Noted.**

The next Full Council meeting would be held on Tuesday 19<sup>th</sup> September 2023 at 7.30pm.

The meeting closed at 8.31pm.

## Full Council Clerk's Report - Jun 2023

Meeting Action Point	Date Decision Ratified	Minute reference	Owner	Notes	Status
Hall floor sand/seal	24.01.23	8.6	Clerk/GH	Works scheduled for August 2023.	In progress
CIL Co-funding - California Country Park	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
CIL Co-funding - Local Bus Services	21.03.22	23	Clerk	Clerk has confirmed contribution with WBC. Awaiting payment request	In progress
Allotment combination locks	18.04.22	7 i.i c	Clerk	An order has been placed with A1 Locks for replacement combination locks. Work will be completed once WBC have carried out adjustments to the vehicle gate	In progress
Sindlesham Room/JGR drawings	18.04.22	7 i.i d	Clerk	Sketch drawings being prepared for R&A	In progress
Pavilion House works	18.04.22	7 i.i e	Clerk	Windows and doors installed. All other orders for works have been placed.	In progress
MH disabled toilet refurbishment	18.04.22	7 i.i f	Clerk	Works commenced w/c 03.07.23.	Complete
Allnatt Pavilion building survey	18.04.22	7 i.i g	Clerk	Facilities WG met to discuss report results. Clerk sourcing quotes for trial pit holes	In progress
Sindlesham Room door magnet	18.04.22	7 i.i j	Clerk	The steel frame has been installed and magnet awaiting fitting	In progress
Co-option	20.06.23	4	Clerk	The Clerk has received confirmation from WBC that WPC can continue to advertise vacancies. Original applicant has been informed of intention to co-opt in September	Complete
Boundary/Ward Review	20.06.23	7 ii	Clerk	Clerk has written to WBC requesting a Community Governance Review. Acknowledgement received.	Complete
Forest School Consultation	20.06.23	9 i	Clerk	The Clerk has submitted a response to the consultation	Complete
Staff PPE	20.06.23	20	Clerk	The Clerk is working with the Caretaker and Relief Caretaker for suitable PPE	In progress
Christmas event	20.06.23	21	Clerk & WG	A Working Group has been set up - Raf Nicholson, Lesley Doyle, Manju Kak, David Green, John Southgate. An initial meeting is planned for end of July	In progress

## Other issues:


## Meetings/Training attended by Clerk:

17th June	Summer fete
20th June	Council meeting
21st June	Wokingham Clerk's forum
27th June	Caretaker cover
3rd July	WBC induction presentation
3rd July	Facilities WG meeting
4th July	R&A meeting
10th July	Contractor meeting
11th July	Meeting with Reds10 at allotments

Hi all

We have a vacancy for a Parish Council rep on the WBC Standards Committee. The Committee meets four times each year to look at issues relating to the Member Code of Conduct and standards of behaviour in general.

There are three Town and Parish reps on the Committee – we currently have two reps from the Town Councils, so the vacancy is for a Parish Council rep.

Please can you let me know if any of your Members are interested – by the end of July. If more than one Member is interested we will run an informal interview process.

Any queries, please give me a shout.

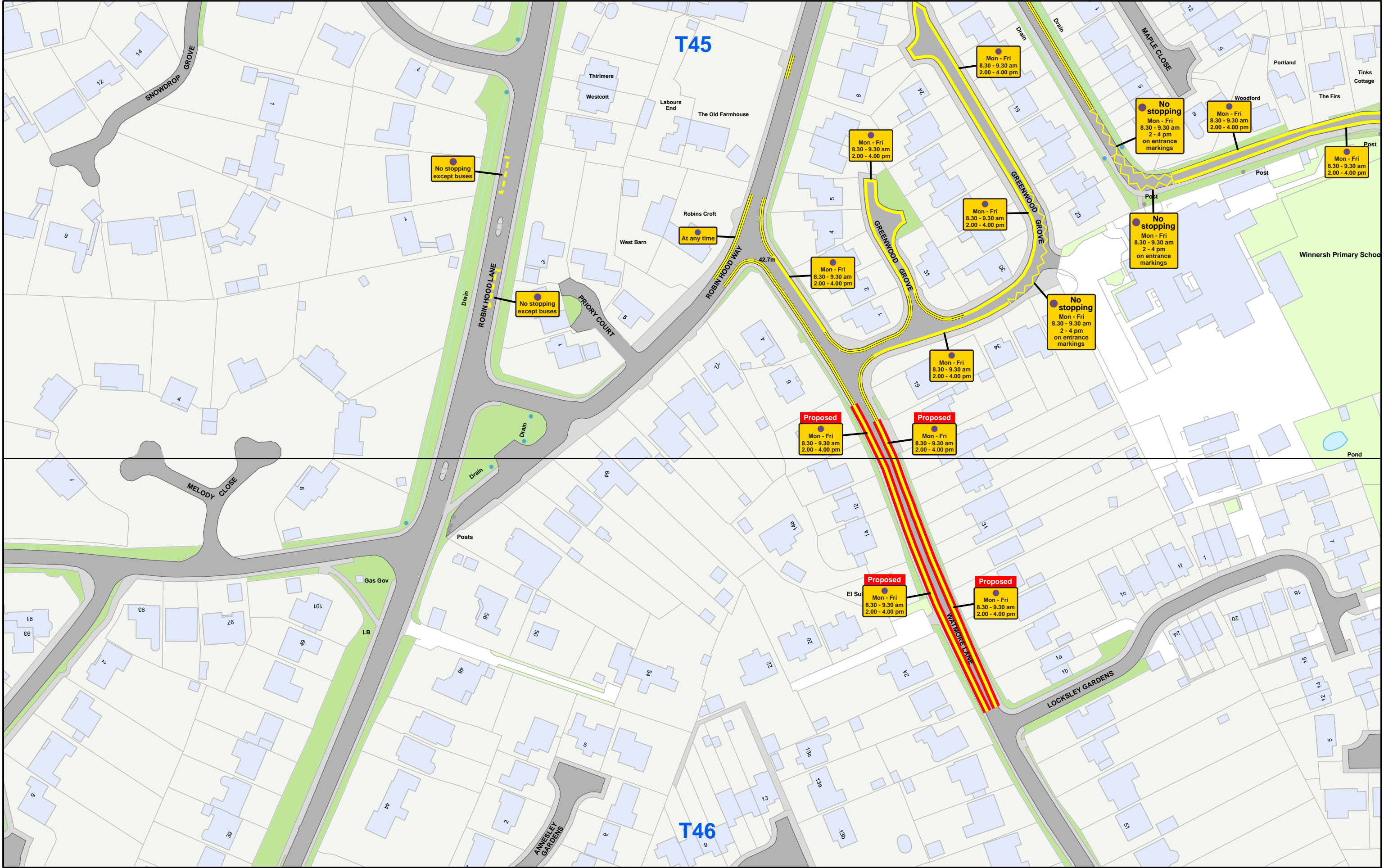
Thanks

Neil

Neil Carr  
Democratic Services  
Wokingham Borough Council









**SRI GURU SINGH SABHA GURDWARA**  
READING, UK

30a Cumberland Road  
Reading  
Berkshire  
RG1 3LB

Tel: 0118 966 5500  
E: [singhsabhareading@gmail.com](mailto:singhsabhareading@gmail.com)  
Web: [www.readinggurdwara.org](http://www.readinggurdwara.org)

(Charity Registration No. 266714)

## **Applicant additional statement** **Planning application number: 231077**

The Board of Trustees from Siri Guru Singh Sabha Gurdwara Reading have set a clear and inclusive vision for the proposed Gurdwara and community centre at Mizuno House that will positively impact all local Winnersh residents.

The below statement outlines the key proponents of our vision and also highlights the meticulous planning that has taken place to mitigate any potential areas of concern to ensure that the proposed change of use does not negatively impact any local residents.

As set out in our planning application, the existing building has a lawful planning use as an unrestricted office building. This use had an 'impact', and related vehicular trips associated with it. The proposal is for a different use, which we consider would have a more positive impact than its former use on residents and the wider Winnersh community. It is of course entirely surrounded by existing retail and business development.

We would encourage the planning officer and any other interested parties to visit the current Gurdwara site at 30a Cumberland Road, Reading, Berkshire, RG1 3LB. This may assist in better understanding the Sikh community's needs and current restrictions. The three key points to note are:

- Residential area – the current Gurdwara has been located right in the heart of a residential housing for the last 49 years. There have been no records of any complaints regarding noise, food or any other issues raised by local residents. We have made great efforts to foster strong relationships with our local neighbours.
- Parking – there are no allocated car parking spaces for the current Gurdwara premises. This has been the case since the existing Gurdwara first opened in 1974 and for our weekly service on a Sunday, the congregation either walk, take the bus or car share (finding available parking where possible). In addition, the existing area has 2-hour parking restrictions so congregation members if they are lucky enough to find an available space are restricted on how long they spend at the Gurdwara.
- Functionality – serving others is the core concept of our religion and the congregation yearns to conduct more 'Sewa' (selfless service) for the local community. The current premises has a lot of 'dead space' with large metal poles supporting the structure meaning that dedicating space to function rooms or classrooms is impossible.

### **Our Vision for the future**

The function of a Gurdwara has always been much more than just a place of worship but rather a central hub to serve the whole community. It is a community centre that has no barriers to entry, food is given to all and there is run on voluntary service all with the underlying purpose of serving others.

In the new proposed site, the upstairs floor would be for worship and prayer services and the ground floor would be for the community kitchen and the following community services:



1. **Elderly** – post Covid there has been an increase in loneliness and difficulty for our elderly population to access basic needs and this is exacerbated either due to limitations of technology use and/or language barriers. Given the large ageing population in Wokingham and especially those of Asian background who would use the Gurdwara for companionship there is a strong wellbeing need that needs to be met. The Gurdwara would run specific sessions for the elderly geared towards more health awareness, bringing in qualified nurses or physiotherapists from within our congregation and beyond, and this could help ease the burden on local GP surgeries.
2. **Young families and toddlers** – the current nursery waiting lists in Winnersh are extremely long and this is driven by the lack of availability of nursery staff in the local area. As a result toddler groups in local Churches and community halls are becoming oversubscribed or are not able to run in the long term due to funding issues. There is a need for more cost-effective areas where parents can meet, and toddlers can be stimulated and mix with other children especially post Covid. With a larger facility, the Gurdwara could have coffee mornings a few times a week for young parents and toddlers.
3. **Dedicated learning spaces** – education is very important to us especially as Sikhs have a unique identity it is very important that we have a facility where we can teach the congregation about Sikh history (i.e. the rich British and Sikh history which includes all of the Victoria Crosses won by the Sikh battalions in both World Wars) and the Punjabi language. Our current facility does not allow for dedicated learning areas meaning our younger children are growing up with no idea about their identity. Furthermore, purpose-built classrooms could be used for all purposes and used as an asset to assist with Council initiatives and even the national levelling up agenda to help upskill local residents. Examples of this type of initiative already exist, with a Gurdwara in Slough entering a partnership with a local engineering college to deliver cost effective qualifications using the Gurdwara classrooms.
4. **Young adults** – there is a lack of youth centres/clubs in the Winnersh area and given the current patterns of social media and knife crime in the UK, it is imperative that as a Borough we provide more opportunities to engage out youth. The Sikh community have already set up a successful Tae Kwon Doe club and in the past had also established the 101<sup>st</sup> Reading Sikh Scout group. Any function area that is built as part of the Mizuno building could then also be used by other youth associations or local groups at a cost-effective rate rather than renting from a commercial leisure centre.
5. **Community outreach** – Langar (community kitchen) is a big part of our community and we have been supporting those that are homeless or fallen on tougher times for the last 20 years in Reading town centre. Hot meal distribution took place every Saturday behind Broad St Mall/Marketplace for over 15 years and then over the last 5 years we have moved to the back of M&S on Wednesday and Sunday evenings where hot meals and warm clothing are given out for free. In times of crisis, such as Covid, we had helplines set up, congregation groups went shopping for all of their local residents who did not feel comfortable leaving the house and the Gurdwara was approached by a wide variety of organisations for support. Unfortunately, due to the limited capacity at Cumberland Rd we were unable to answer all of the request for assistance. With a building that allows more functionality the congregation would be ready and able to assist with any local and national initiatives. In addition, interfaith discussions are key part of generating community harmony and we have a strong relationship with Reading interfaith network and would be happy to host these types of events to promote diversity and provide a safe space for people to ask questions to gain a better understanding of their local residents.





### **What is not part of a Gurdwara and community centre?**

- No wedding parties or any other non-religious celebration events will take place at the site. Only the religious service of a wedding takes place in the Gurdwara which consists of hymns and prayers. There is no live music, outside catering or entertainment that takes place on a Gurdwara premises.
- No meat, alcohol or tobacco is served or permitted to be consumed on the Gurdwara premises.
- There are no external speakers, bells or calls to prayer as part of the Sikh religion and our main weekly service takes place on a Sunday morning.
- Any function rooms or classrooms that can be used by local groups or residents during the week must adhere to the guidelines of respecting all faiths and genders and will also not be permitted to serve any alcohol, meat or tobacco products.

### **Mitigating any potential areas of concern**

We fully appreciate that there may be certain concerns from local residents about the impact the proposed change of use may have on the area, and we have carefully considered all of these aspects before registering the change of use application.

We are confident that by taking a reasonable approach and having an open dialogue there is no particular issue that cannot be overcome and have outlined our plans to address some of the key areas below:

#### **A. Parking**

As mentioned, the current Gurdwara premises at Cumberland Road has zero car parking spaces. Although walking, cycling and the use of public transport will be actively encouraged. Having nearly 80 dedicated spaces will be more than enough to cover our regular weekly service.

Having a dedicated parking area that has security gates also allows the Gurdwara/community centre to assist with Wokingham Borough Council's green energy targets as provision can be made for secure cycle storage and electric car charging points.

Overflow options – there are only a few major religious celebrations in the year (such as Vaisakhi in April and Diwali in November). For these events, advance planning can be made to ensure the ample overflow carparking options (such as the Winnersh park and ride) are used by congregation members.

Voluntary car parking attendants – we commit to allocating voluntary car parking attendants to ensure that congregation members are not parking in residential streets to negatively impact local residents. It is much easier to control the parking habits of the whole congregation who will be travelling to a single place at a set time rather than individual commuters during the week. We very much want to be part of the community and intend to work closely with residents.

The Mizuno building has a bus stop right outside the front entrance where the X4 bus stops every 15/30 minutes. This will cater for the majority of our congregation on Sundays who are elderly residents. Winnersh Triangle railway station is also a within a few minutes walking



distance from the Mizuno building so the transportation links available will help to reduce the need for travel by car.

## **B. Traffic flow and operating hours**

Reading Road similar to other areas is sometimes congested in the morning and evening commuting hours, albeit the recent completion of the Winnersh relief road has assisted significantly. As mentioned, our main prayer service takes place on a Sunday morning similar to most Churches and this is outside of the peak traffic flow patterns and there is a comprehensive transport study that has been included in the planning application which concludes there will be minimal impact on the local area.

On Wokingham Road, there are two Churches in residential areas which have been operating for a number of years with no major impact on the local residents.

Even for the community services such as toddler groups during the week, these would start and finish outside of peak morning and evening commuting hours in order to limit the impact to the traffic flow in the local area.

## **C. Noise**

As mentioned, the current Gurdwara has been in the middle of a residential street for the last 49 years and there has been no noise complaints at all. The Mizuno site is located within an industrial park with the immediate neighbours being Halfords and Winnersh Plant Hire so we strongly feel that we would not be materially adding to the existing noise pollution, noting the impact of the existing office use.

Our weekly prayer service consists of prayers read from our holy scriptures and then hymns being sung by the priests. There is no formal choir, calls to prayer or bells being rung.

## **D. Food preparation**

The community kitchen (Langar) is an integral part of any Gurdwara and is monitored by the national food standard agencies. Our kitchen is fitted with industrial vents and all food is cooked fresh on site daily. Details of these can be secured via an appropriate planning condition. The Sikh community has decades of experience in food preparation, hygiene and disposal and we have not had any complaints regarding any aspect of the community kitchen in the last 49 years at Cumberland Road.

## **What we hope will be the outcome of re-purposing the Mizuno building?**

- A tighter knit Winnersh and Reading community – across all faiths and those of no faith.
- A central hub to congregate, plan and mobilise to help on local and national campaigns. Sikhs come from a very martial tradition and our congregation want to have a facility where they will be ready for any call to action to assist in local or national initiatives.
- An area for children to learn about the Sikh identity, the elderly generation who made so many sacrifices to have a place for companionship and the Sikh community to have a sustainable place that caters to their inclusive prayers and worship.

We welcome any further discussion or questions on any area of our application.

Hello All,

I hope you are all having a lovely summer so far.

Its that time of year again when we start promoting Cycle September. This is aimed at everyone that lives and works in the borough. It is a behavioural change platform that encourages people to start riding and then increase riding levels. We have had a huge uptake in the programme over the last year and I would love to keep that going. Please do advertise it with your residents. The promo pack has a link to lots of different art work and premade templates you can use and adapt.

I also love friendly competition and feel like we need someone to rival Early and give them a run (or cycle) for their money! The categories are split into size starting at 1-3 people so even the smallest council can join in. Staff, volunteers and councillors can participate in your team. You do not need to cycle to work to participate, all rides of 10 minutes or more count. You also gain points for encouraging others to join.

If Katie or I are listed as your Cycle champion feel free to kick us out and add your own champion. You can create your own council or ask me if you would like me to set you up a page.

Arborfield and Newham

Barkham

Charvil

Earley <https://www.lovetoride.net/wokingham/companies/38802>

Hurst

Finchampstead

Remenham

Ruscombe

Shinfield <https://www.lovetoride.net/wokingham/companies/42752>

Sonning

Swallowfield

Twyford

Wargrave

Wokingham <https://www.lovetoride.net/wokingham/companies/46347>

Wokingham Without Parish

Woodley <https://www.lovetoride.net/wokingham/companies/46359>

Winnersh

Wokingham Borough Council

**Alison Flawith**

Active Travel Officer

My Journey team

07774 292108



# CYCLE SEPTEMBER

1-30 SEPTEMBER 2023

- 
- >>> Ride anywhere, any time
  - >>> Win prizes for riding a bike
  - >>> Everybody is welcome
  - >>> Join the movement to get more people riding and smiling
- 

Register for FREE at [lovetoride.net/wokingham](https://lovetoride.net/wokingham)



LOVE TO RIDE



@lovetoride.net



@lovetorideglobal



@lovetoride\_

Community Navigation is part of involve Community Services and is funded by Wokingham Borough Council, Better Care fund, the scheme has been running in its present format for nearly five years and is mostly a telephone-based service.

Our Navigators can signpost residents to the most appropriate services for their needs, offering support to connect with social or physical activities in the community and help manage their own health and wellbeing. The Navigators have excellent knowledge of services, charities and organisations available in the Wokingham area and work within involves' Wellbeing Team, this also includes Social Prescribers and Cancer Support.

The Community Navigation Scheme is open to anyone in Wokingham Borough. We can signpost to anything from peer support and activities to managing a health condition or needing advice on being a carer . We have in some cases found household items to support families or put them in touch with local grants that could benefit them. Our Community Navigators will explore a range of options for the patient to engage with and all information supplied to a Navigator is confidential.

It is our aim to connect the patient with the services and activities that improve mental health and wellbeing. Sometimes things can become much clearer when you have someone to assist you to explore what you truly need!

If you would like to chat about our scheme please contact me on 01344 304 404, if you would like to look at our referral form which sits on the JOY platform please follow the link, [Joy - The right support is just a few clicks away \(thejoyapp.com\)](https://thejoyapp.com). I have also attached a leaflet for your information and can send you hard copies if you would like them.

Thank you and I look forward to hearing from you.

Kind Regards  
Sally Franks  
Community Navigator



# involve

MAKING A DIFFERENCE LOCALLY



## COMMUNITY NAVIGATION



*A free confidential telephone and online support service for Wokingham Borough residents, helping you find social support & activities in your community to improve your health & wellbeing...*



The Community Navigators can find out what is available to meet your needs and give you guidance, but it's your choice overall how you wish to proceed with the information given to you.

*"This is an excellent service and I feel we are lucky to have it. The team who run it are extremely knowledgeable, professional and efficient."*

*"Thank you for all of your help. I wouldn't have found these activities without you!"*

SUPPORT

ADVICE

*It's easy to contact our friendly team:*



**community.navigation  
@involve.community**



**01344 304 404**



**involve.community/  
community-navigation**

**DATED**

**2023**

**DEED OF VARIATION**

**relating to**

**Allotment Land Woodward Close Winnersh Berekshire**

**between**

**Wokingham Borough Council**

**and**

**Winnersh Parish Council**

CONTENTS

CLAUSE	
1. Interpretation.....	2
2. Variations to the Lease .....	4
3. Tenant's covenant.....	4
4. Registration of this deed .....	4
5. Jurisdiction.....	4
6. Third party rights.....	4

SCHEDULE	
Schedule 1 Variations to the Lease .....	<del>65</del>
1. Replacement of existing clauses .....	<del>65</del>

## HM Land Registry

Landlord's title number: BK93471 and BK2908

Tenant's title number: BK507148

This deed is dated

2023

## PARTIES

- (1) **Wokingham Borough Council** of Civic Offices Shute End Wokingham RG40 1BN  
(Landlord)
- (2) **Winnersh Parish Council** of Winnersh Community Centre New Road Sindlesham  
RG41 5DU(Tenant)

## BACKGROUND

- (A) This deed is supplemental and collateral to the Lease.
- (B) The Landlord and the Tenant have agreed to vary the Lease on the terms set out in this deed.
- (C) The Landlord is entitled to the immediate reversion to the Lease.
- (D) The residue of the term granted by the Lease is vested in the Tenant.
- (E) The Lease contains a right of way over land vested in the Landlord.
- (F) Clause 7 of the Lease allows the Landlord to vary the route of the right of way after compliance with various obligations referenced in the said clause 7.

## Agreed Terms

### 1. Interpretation

The following definitions and rules of interpretation apply in this deed.

#### 1.1 Definitions:

**Lease:** a lease of the Property dated 24<sup>th</sup> February 2020 and made between (1) Wokingham Borough Council and (2) Winnersh Parish Council.

**Property: Premises** allotment Land at Woodward Close Winnersh as more particularly described in and demised by the Lease and edged red on Plan 1 annexed hereto.

Commented [GR1]: The current lease Plan

- 1.2 References to the **Landlord** include a reference to the person entitled for the time being to the immediate reversion to the Lease. References to the **Tenant** include a reference to its respective successors in title and assigns.
- 1.3 A reference to the Lease includes any deed, licence, consent, approval or other instrument supplemental to it.
- 1.4 Unless otherwise specified, a reference to legislation or a legislative provision is a reference to it as amended, extended or re-enacted from time to time.
- 1.5 A reference to legislation or a legislative provision shall include all subordinate legislation made from time to time under that legislation or legislative provision.
- 1.6 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.7 The Schedules form part of this deed and shall have effect as if set out in full in the body of this deed. Any reference to this deed includes the Schedules.
- 1.8 The expression **tenant covenant** has the meaning given to it by the Landlord and Tenant (Covenants) Act 1995.
- 1.9 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.10 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.11 Any obligation on a party not to do something includes an obligation not to allow that thing to be done.
- 1.12 Except where a contrary intention appears, references to clauses and Schedules are to the clauses and Schedules of this deed and references to paragraphs are to paragraphs of the relevant Schedule.
- 1.13 Clause, Schedule and paragraph headings shall not affect the interpretation of this deed.
- 1.14 Any words following the terms **including, include, in particular, for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

- 1.15 Except to the extent that they are inconsistent with the definitions and interpretations in clause ~~14~~ of this deed, the definitions and interpretations in clause [NUMBER] of the Lease shall apply to this deed.

## **2. Variations to the Lease**

- 2.1 From and including the date of this deed the Lease shall be read and construed as varied by the provisions set out in the Schedule.
- 2.2 The Lease shall remain fully effective as varied by this deed and the terms of the Lease shall have effect as though the provisions contained in this deed had been contained in the Lease with effect from the date hereof.

## **3. Tenant's covenant**

The Tenant covenants to observe and perform the tenant's covenants in the Lease as varied by this deed.

## **4. Registration of this deed**

- 4.1 Promptly following the completion of this deed, the Tenant shall apply to register this deed at HM Land Registry against the Tenant's registered title number BK507148 and the Landlord's registered title number BK93471 and BK2908
- 4.2 The Tenant and the Landlord shall ensure that any requisitions raised by HM Land Registry in connection with an application for registration are dealt with promptly and properly.
- 4.3 This deed and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.

## **5. Jurisdiction**

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this deed or its subject matter or formation.

## **6. Third party rights**

This deed does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this deed.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.



## Schedule 1 Variations to the Lease

### 1. Replacement of existing clauses

1.1 The definition of "Premises" in the Lease shall be deleted and replaced by

4. Premises "ALL THAT Land at Woodward Close Winnersh Berkshire as more particularly described in and demised by the Lease and edged red on plan annexed hereto and marked as Plan 1

1.2 Clause 2 of the Lease shall be deleted and replaced by the following clause:

"2 Demise

The Council demises to the Tenant the Premises TOGETHER WITH the right for the Tenant its servants agents and licensees ( in common with all persons having a like right)at all times by day or night with or without vehicles of any description and with or without animals for all purposes connected with the use and enjoyment of the Premises to pass and repass over the land edged ~~green-blue and coloured orange~~ on the plan ~~marked-annexed hereto and marked as Plan 2 annexed hereto~~ EXCEPTING AND RESERVING as mentioned below TO HOLD from 24<sup>th</sup> February 2020 for a term of 15 years expiring on 23 February 2035 YIELDING AND PAYING to the Council in advance yearly and proportionately for a fraction of a year the rent of ONE THOUSAND POUNDS ( £1000.00) per annum subject to review as hereinafter provided to be paid annually in advance on the second of April in each year ."

1.3 Clause 4.8 of the lease shall be deleted

EXECUTED AS A DEED by  
WOKINGHAM BOROUGH COUNCIL  
affixing its COMMON SEAL  
in the presence of

AUTHORISED SIGNATORY

EXECUTED AS A DEED  
on behalf of WINNERSH  
PARISH COUNCIL acting  
by

.....

Councillor

.....

Councillor



Winnersh Parish Council  
Winnersh Community Centre  
New Road  
Wokingham  
RH41 5DU

YOUR REF:

OUR REF: WINNE01-02

DATE: 17 June 2021

Dear Sirs

**Re: Lease of allotment land Winnersh Allotments**

Please find enclosed documents for your safe keeping.

Please confirm safe receipt.

Yours faithfully

*Surrey Hills Solicitors*

**Surrey Hills Solicitors LLP**

[ian.davison@surreyhillssolicitors.co.uk](mailto:ian.davison@surreyhillssolicitors.co.uk)



DATED

24 February

2019/20.

WOKINGHAM BOROUGH COUNCIL

and

WINNERSH PARISH COUNCIL

Lease relating to allotment land at  
Woodward Close Winnersh Berkshire

## PREScribed CLAUSES

All words in italicised text and inapplicable alternative wording in a clause may be omitted or deleted.

Clause LR13 may be omitted or deleted.

Clause LR14 may be omitted or deleted where the Tenant is one person.

Otherwise, do not omit or delete any words in bold text unless italicised.

Side-headings may appear as headings if this is preferred.

Vertical or horizontal lines, or both, may be omitted.

LR1. Date of lease

24 February 2020.

LR2. Title number(s)

LR2.1 Landlord's title number(s)  
BK93471

### LR2.2 Other title numbers

BK2908

LR3. Parties to this lease

Give full names and addresses of each of the parties. For UK incorporated companies and limited liability partnerships, also give the registered number including any prefix. For overseas companies, also give the territory of incorporation and, if appropriate, the registered number in the United Kingdom including any prefix.

#### **Landlord**

WOKINGHAM BOROUGH COUNCIL of  
Civic Offices Shute End Wokingham RG40 1BN

#### **Tenant**

WINNERSH PARISH COUNCIL of  
Winnersh Community Centre New Road Sindlesham  
RG415DU

#### ***Other parties***

None

**LR4. Property**

Insert a full description of the land being leased

or

Refer to the clause, schedule or paragraph of a schedule in this lease in which the land being leased is more fully described.

Where there is a letting of part of a registered title, a plan must be attached to this lease and any floor levels must be specified.

In the case of a conflict between this clause and the remainder of this lease then, for the purposes of registration, this clause shall prevail.

Clause 1

**LR5. Prescribed statements etc.**

If this lease includes a statement falling within LR5.1, insert under that sub-clause the relevant statement or refer to the clause, schedule or paragraph of a schedule in this lease which contains the statement.

In LR5.2, omit or delete those Acts which do not apply to this lease.

LR5.1 Statements prescribed under rules 179 (dispositions in favour of a charity), 180 (dispositions by a charity) or 196 (leases under the Leasehold Reform, Housing and Urban Development Act 1993) of the Land Registration Rules 2003.

None

LR5.2 This lease is made under, or by reference to, provisions of:

~~Leasehold Reform Act 1967~~

~~Housing Act 1985~~

~~Housing Act 1988~~

~~Housing Act 1996~~

None

**LR6. Term for which the Property is leased**

Include only the appropriate statement (duly completed) from the three options.

From and including

The term is as follows: 15 years from 24 February 2020.

MM  
Suziel.

**LR7. Premium**

Specify the total premium, inclusive of any VAT where payable.

None



LR8. Prohibitions or restrictions on disposing of this lease

This lease contains a provision that prohibits or restricts dispositions.

Include whichever of the two statements is appropriate.

Do not set out here the wording of the provision.

LR9. Rights of acquisition etc.

LR9.1 Tenant's contractual rights to renew this lease, to acquire the reversion or another lease of the Property, or to acquire an interest in other land

Insert the relevant provisions in the sub-clauses or refer to the clause, schedule or paragraph of a schedule in this lease which contains the provisions.

None

LR9.2 Tenant's covenant to (or offer to) surrender this lease

None

LR9.3 Landlord's contractual rights to acquire this lease

None

LR10. Restrictive covenants given in this lease by the Landlord in respect of land other than the Property

None

Insert the relevant provisions or refer to the clause, schedule or paragraph of a schedule in this lease which contains the provisions.

LR11. Easements

LR11.1 Easements granted by this lease for the benefit of the Property

Refer here only to the clause, schedule or paragraph of a schedule in this lease which sets out the easements.

Clause 2

LR11.2 Easements granted or reserved by this lease over the Property for the benefit of other property

Clause 3

LR12. Estate rentcharge burdening the Property

None

Refer here only to the clause, schedule or paragraph of a schedule in this lease which sets out the rentcharge.

LR13. Application for standard form of restriction      None

Rules 2003.

LR14. Declaration of trust where there is more than one person comprising the Tenant      Not Applicable

If the Tenant is one person, omit or delete all the alternative statements.

If the Tenant is more than one person, complete this clause by omitting or deleting all inapplicable alternative statements.

This Lease is made the

24

day of

February.

20<sup>20</sup>  
~~2019~~

**1 Particulars**

**1.1 The Council** WOKINGHAM BOROUGH COUNCIL of Civic Offices Shute  
End Wokingham Berkshire RG40 1BN

**1.2 The Tenant** WINNERSH PARISH COUNCIL of Winnersh Community Centre  
New Road Sindlesham Wokingham Berkshire RG41 5DU

**1.3 The Premises** ALL THAT land situate at Woodward Close Winnersh in the  
County of Berkshire shown edged red on the plan annexed hereto (the Plan)

**1.4 Permitted User** For allotment gardens within the meaning of section 22 of  
the Allotments Act 1922

23 February 2035  
24 February 2020 ✓

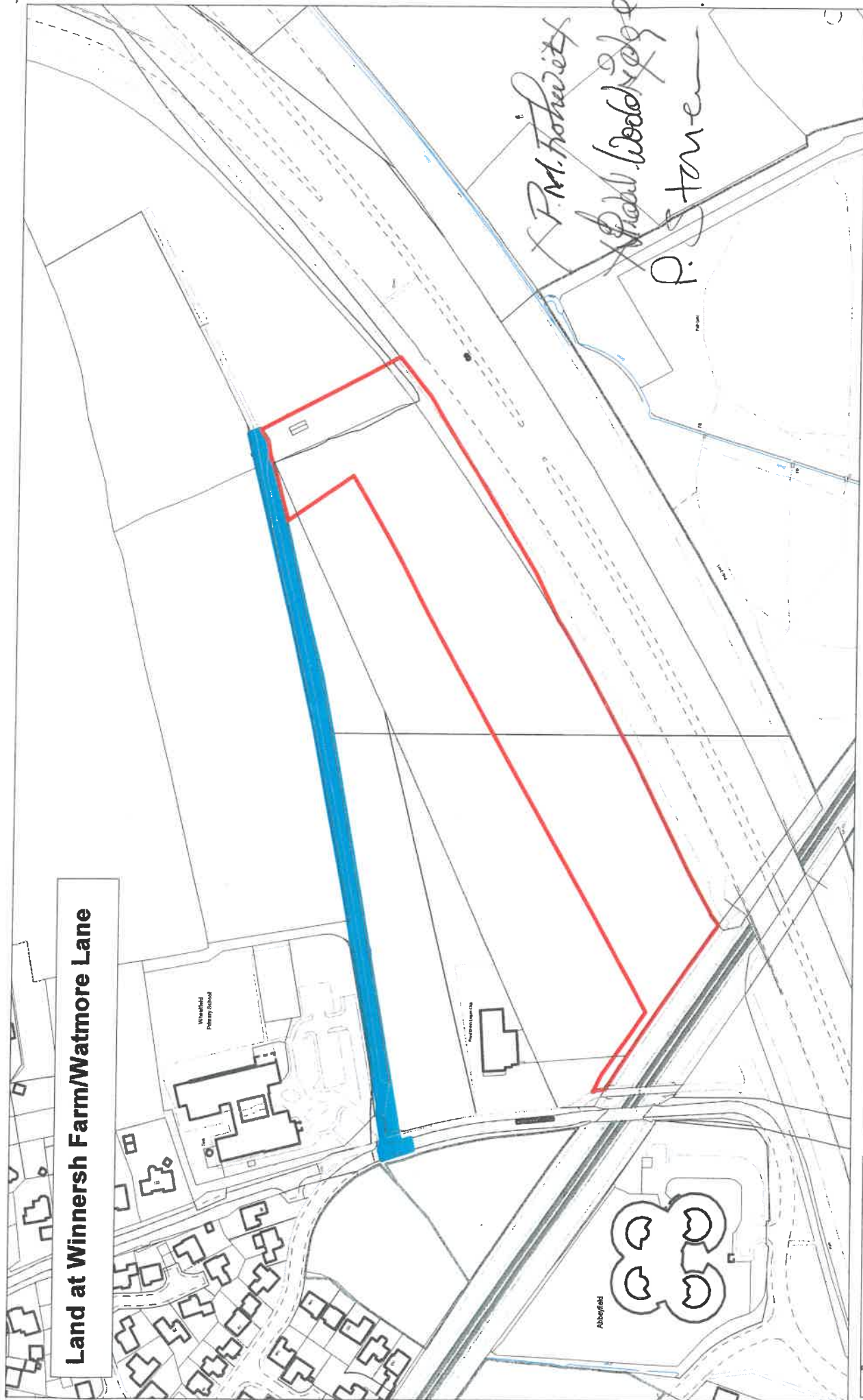
**2. Demise** The Council demises to the Tenant the Premises TOGETHER WITH the right for the Tenant its servants agents and licensees (in common with all other persons having the like right) at all times hereafter by day or night with or without vehicles of any description and with or without animals for all purposes connected with the use and enjoyment of the Premises to pass and repass over the land coloured blue on the Plan EXCEPTING AND RESERVING as mentioned below TO HOLD from the 2nd day of April 201... for a term of 15 years expiring on the 1st April 203... YIELDING AND PAYING to the Council in advance yearly and proportionately for an fraction of a year the rent of ONE THOUSAND POUNDS (£1,000.00) per annum subject to review as hereinafter provided to be paid annually in advance on the 2nd day of April in each year.

**3. Exceptions**

There are reserved to the Council

**3.1** All mines and minerals stone gravel and sand and underground substances of every kind with right of entry to get and work the same making reasonable compensation for all damage done

**3.4** The right for its officers servants agents or contractors with or without materials to enter onto the Premises having given reasonably prior notice for the purposes of altering the position of the access point to the Premises from Reading. Road causing as little damage as possible and making every reasonable endeavour to ensure that continuous access is provided to the Premises during the carrying out of any relevant works.



Land at Winnersh Farm/Watmore Lane

Winnersh  
Primary School

Watmore Lane

Abbeyfield

*P.M. Houghton*  
*P. Storer*  
*P. Woodcock*



**WOKINGHAM**  
BOROUGH COUNCIL

The map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of HMSO. (c) Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Wokingham Borough Council Licence Number 100019592.



19 March 2019

1:2500 @ A4



#### 4. Covenants

4.1 To pay the rent reserved by this Lease and all rates taxes and outgoings imposed or charged upon the Premises or upon the owner or occupier there

4.2 To cultivate in good and husband like manner and use for allotments

4.4 To keep all conduits serving the Premises in good repair and condition

4.5 To keep in good repair and condition all ways and structures on or at or in the Premises

4.6 To preserve all timber and timber like trees and not to cut lop top drive nails into or otherwise injure or permit to be cut lopped or injured in any way any.

4.7 Not without the written consent of the Council to underlet or assign or part with possession of the Premises or any part of the Premises except for the purpose of allotments tenancies or licences

4.8 To pay a fair proportion of the upkeep of the land coloured blue on the Plan or any substituted land under clause 8

4.9 To deliver up at the expiration or sooner determination of the term possession of the Premises in such state and condition as shall be consistent with the due performance and observance of covenants herein contained.

4.10 to use the Premises solely in accordance with the Permitted Use.

#### 5. Covenants by the Council

5.1 The Council covenants with the Tenant that the Tenant paying the rent reserved by this Lease and observing and performing the covenants and stipulations on the Tenant's part contained in this Lease shall peaceably hold and enjoy the Premises during the term without any interruption by the Council or any person rightfully claiming under or in trust for the Council

5.2 That if the Council shall desire to determine the term on or after ~~1st April 20~~ the Council shall give the Tenant at least fifteen months' notice in writing of such termination and upon the expiration of such notice this lease shall be deemed to be determined and the Tenant at the expense of the Council shall execute a Deed of Surrender in respect of this Lease on such determination and take all actions required by the Council to remove any entry at the Land Registry in respect of the registration of this Lease or any notice protecting the same against the Landlords title.

5.3 If the Council serves notice under clause 5.2 determining this Lease then the notice shall only take effect if the Council

(i) provides to the Tenant reasonably suitable alternative premises of approximately equivalent size within 1 kilometre from the Premises on similar terms as this Lease having

(ii) obtained planning consent therefore and laid out the same to the reasonable satisfaction of the Tenant by the expiration of the said notice.

#### 6. General Conditions

**PROVIDED ALWAYS** and it is expressly agreed that:

6.1 The Council shall have power to re-enter and determine this demise on non-payment of rent 28 days after the same shall have become due (whether formally demanded or not) or on

9m  
Smsrl.  
22  
February  
2035.

breach or non-observance of any of the conditions or covenants contained in this Lease and on the Tenant's part to be observed and performed.

6.2 The Council reserves the right to enter onto the Premises at all reasonable times in order to inspect the same and to ensure due observance of the conditions and covenants herein contained but shall cause as little damage as possible and make good any damage caused to the satisfaction of the Tenant

6.3 Any notice under this Lease to be served on the Tenant in writing and served upon the Clerk of the Parish Council either personally or by leaving it at Winnersh Community Centre New Road Sindlesham Wokingham Berkshire RG41 5DU or by sending it by registered post or the recorded delivery service to such premises or place and in the case of a notice to be served on the Council it shall be served in a like manner at Civic Offices Shute End Wokingham Berkshire RG40 1 BN

6.4 All disputes and differences which may subsequently arise between the parties under or in connection with this Lease shall be referred in accordance with the Arbitration Act 1996 to a single arbitrator to be agreed on by the parties hereto or failing agreement to be nominated by the President for the time being of the Royal Institution of Chartered Surveyors.

**7 Lift and Shift** The Council may at any time during the Term by six months' notice in writing to the Tenant terminate the right of the Tenant and all persons authorised by it to pass and repass in accordance with clause 2 hereof over the land coloured blue on the Plan provided the Council, at its expense, provides a suitable alternative access route to and from the Premises to the reasonable satisfaction of the Tenant before the expiration of such notice.

**8 Rent Review** The rent referred to in clause 2 shall be reviewed in accordance with the Schedule hereto

#### **9 Option to Renew**

9.1 the Council hereby grants to the Tenant an option to take a new Lease on the terms set out in this clause.

9.2 the Tenant may exercise the option by serving notice on the Council not more than 12 months before the expiration of the term of this lease a notice requesting a new lease on the terms as set out herein (which for the avoidance of doubt includes a further lease for a term of 15 years from the expiry of this lease)

9.3 if the Tenant serves the notice referred to in clause 9.2 the Council shall grant to the Tenant and the Tenant shall accept from the Council a new lease on the terms set out herein

9.4 the form of the new lease shall be the same as this lease save

9.4.1 this clause 9 shall not apply;

9.4.2 the Annual Rent as defined in the Schedule shall equal the rent payable under this lease indexed in accordance with the schedule to the date of commencement of the term of the new lease; and

9.4.3 the Review Date in the Schedule will be every 5<sup>th</sup> anniversary of the commencement of the term of the new lease.

9.4.4 the date in clause 5.2 shall be 15 months after the commencement of the term of the new lease

IN WITNESS whereof the Tenant acting by two of its Members has signed this Deed and the Council has caused its Common Seal to be affixed to this Deed the day and year first before written

#### Schedule – Rent Review

##### Definitions

Annual Rent: rent at an initial rate of £1000 per annum and then as revised pursuant to this lease

Base CPI Month: December 2019

Base Rent: rent of £1000 per annum.

Interest Rate: the base rate from time to time of National Westminster Bank or if that base rate stops being used or published then at a comparable commercial rate reasonably determined by the Landlord.

CPI: the Consumer Prices Index or any official index replacing it.

Rent Payment Dates: 2nd April in each year

Review Date: 2nd April 2025..... and every 5th anniversary of that date.

##### 1. Review of the Annual Rent

1.1 In this clause, the President is the President for the time being of the Royal Institution of Chartered Surveyors or a person acting on his behalf (President), and the Surveyor is the independent valuer appointed pursuant to clause 1.10 (Surveyor).

1.2 The Annual Rent shall be reviewed on each Review Date to equal the Annual Rent payable immediately before that Review Date (or which would then be payable but for any abatement or suspension of the Annual Rent or restriction on the right to collect it) or, if greater, the indexed rent determined pursuant to this clause.

1.3 The indexed rent for a Review Date shall be determined by multiplying the Base Rent by the index value of the CPI for the month two months before the month in which that Review Date falls, then dividing the product by the index value of the RPI for the Base CPI Month.

1.4 The Council shall calculate the indexed rent as soon as reasonably practicable and shall give the Tenant written notice of the indexed rent as soon as it has been calculated.

1.5 If the revised Annual Rent has not been calculated by the Council and notified to the Tenant at least five working days before a Review Date, the Annual Rent payable from that Review Date shall continue at the rate payable immediately before that Review Date. No later than five working days after the revised Annual Rent is notified by the Landlord to the Tenant, the Tenant shall pay: (a) the shortfall (if any) between the amount that it has paid for the period from the Review Date until the Rent Payment Date following the date of notification of the revised Annual Rent and the amount that would have been payable had the revised Annual Rent been notified at least five working days before that Review Date; and (b) interest at the Interest Rate on that shortfall calculated on a daily basis by reference to the Rent Payment Dates on which parts of the shortfall would have been payable if the revised Annual Rent had been notified at least five working days before that Review Date and the date payment is received by the Landlord.

1.6 Time shall not be of the essence for the purposes of this clause.



1.7 Subject to clause 1.8, if there is any change to the methods used to compile the CPI, including any change to the items from which the CPI is compiled, or if the reference base used to compile the CPI changes, the calculation of the indexed rent shall be made taking into account the effect of this change.

1.8 The Council and the Tenant shall endeavour, within a reasonable time, to agree an alternative mechanism for setting the Annual Rent if either: (a) the Council or the Tenant reasonably believes that any change referred to in clause 1.7 would fundamentally alter the calculation of the indexed rent in accordance with this clause 1, and has given notice to the other party of this belief; or (b) it becomes impossible or impracticable to calculate the indexed rent in accordance with this clause 1. This alternative mechanism may (where reasonable) include, or consist of, substituting an alternative index for the CPI. In default of agreement between the Council and the Tenant on an alternative mechanism for setting the Annual Rent, the Surveyor shall determine an alternative mechanism.

1.9 The Surveyor shall determine a question, dispute or disagreement that arises between the parties in the following circumstances: (a) where any question or dispute arises between the parties as to the amount of the Annual Rent payable or as to the interpretation, application or effect of any part of this clause 1; or (b) where the Landlord and the Tenant fail to reach agreement under clause 1.8. The Surveyor shall have full power to determine the question, dispute or disagreement[, and shall have power to determine any issue involving the interpretation of any provision of this lease, his jurisdiction to determine the question, dispute or disagreement referred to him or his terms of reference. When determining such a question, dispute or disagreement, the Surveyor may, if he considers it appropriate, specify that an alternative mechanism for setting the Annual Rent should apply to this lease, and this includes (but is not limited to) substituting an alternative index for the CPI.

1.10 The Surveyor shall be an independent valuer who is a Member or Fellow of the Royal Institution of Chartered Surveyors. The Council and the Tenant may, by agreement, appoint the Surveyor at any time before either of them applies to the President for the Surveyor to be appointed.

1.11 The Surveyor shall act as an expert and not as an arbitrator. The Surveyor's decision shall be given in writing, and the Surveyor shall provide reasons for any determination]. The Surveyor's written decision on the matters referred to him shall be final and binding in the absence of manifest error or fraud.

1.12 The Surveyor shall give the Council and the Tenant an opportunity to make written representations to the Surveyor and to make written counter-representations commenting on the representations of the other party to the Surveyor. The parties will provide (or procure that others provide) the Surveyor with such assistance and documents as the Surveyor reasonably requires for the purpose of reaching a decision.

1.13 Either the Council or the Tenant may apply to the President to discharge the Surveyor if the Surveyor: (a) dies; (b) becomes unwilling or incapable of acting; or (c) unreasonably delays in making any determination. Clause 1.10 shall then apply in relation to the appointment of a replacement.

1.14 The fees and expenses of the Surveyor and the cost of the Surveyor's appointment and any counsel's fees, or other fees, reasonably incurred by the Surveyor shall be payable by the Council and the Tenant in the proportions that the Surveyor directs (or if the Surveyor makes no direction, then equally). If the Tenant does not pay its part of the Surveyor's fees and expenses within ten working days after demand by the Surveyor, the Landlord may pay that part and the amount it pays shall be a debt of the Tenant due and payable on demand to the Council. The Council and the Tenant shall otherwise each bear their own costs in connection with the rent

review. The Council and the Tenant shall otherwise each bear their own costs in connection with the rent review.

THE COMMON SEAL of  
WOKINGHAM BOROUGH COUNCIL  
was hereunto affixed in the presence of

EXECUTED as a Deed  
on behalf of  
WINNERSH PARISH COUNCIL

Councillor

Councillor

X P.M. Fisher X  
X P. V. Woodbridge X

X P. Stamen X

Clerk



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

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

### **Moving Traffic Offences**

Civil enforcement of Moving Traffic Offences was laid before Parliament on 27<sup>th</sup> June 2023 and will come into operation on 22<sup>nd</sup> July 2023. An IEMD has been set up for 27<sup>th</sup> July for the Executive member Active travel, transport and highways to approve the selected sites for Wokingham. It is expected that the sites will be enforceable from early September 2023. Note 1<sup>st</sup> offence in the first 6 months a warning notice is sent.

### **DfT/National Highways consultation**

An IEMD for the Executive member for active travel, transport and highways is being set up for early August to respond to the three consultation reports sent out by the DfT/National Highways.

### **Bus Service Improvement Plan / Enhanced Partnership**

The draft Bus Enhanced Partnership is being presented to the Overview & Scrutiny Committee on 18<sup>th</sup> July (item 20), before being finalised for the Executive meeting on 28<sup>th</sup> September 2023. [Agenda for Overview and Scrutiny Management Committee on Tuesday, 18th July, 2023, 7.00 pm - Wokingham Borough Council \(moderngov.co.uk\)](https://www.moderngov.co.uk/agenda/2023/07/18/18th%20July%202023/7.00pm%20-%20Wokingham%20Borough%20Council)

### **Amendment 6 Yellow lines**

Proposed yellow lines at three locations will go out to public consultation on 27<sup>th</sup> July 2023 for Sadlers Lane near Reading Road, Lenham Close near Old Forest Road and Watmore Lane near Greenwood Grove.

### **Litter Bins**

Approximately 10% of existing litter bins around the borough are proposed to be removed in order to save the cost of emptying them. The bins that will be selected will be chosen because of low usage and the proximity of other bins.

### **Forest School**

The school's consultation on becoming a co-educational school has closed. There was a good level of responses – 858 in total. 57.5% supported the change, 39.2% opposed it and 3.4% did not express a view. The trust and governors have reviewed the results and have decided to go ahead with the change, with the aim of becoming co-ed in September 2024.

## Capital Projects Update 2023/24

Item No		Project	Budget	Actual Cost to date	Committed Cost to date	Project Detail	Action/Notes
1	R&A	Floor Scrubber/Dryer		1,449.99			Machine purchased. <b>Complete</b>
2	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.
3	R&A	Toilet Refurbishment	30,000.00	650.00	5,527.62	Replace the toilets in the WCC and replace with 3 unisex and 1 accessible + corridor to lead to the outside	Disabled toilet works started 03.07.23 (should be completed by meeting date). Quotes being sought for main toilet refurbishment following change of project detail agreed at R&A.
4	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.	Clerk sourcing revised quotes for repair of existing path following Facilities WG discussions
5	R&A	Dimmable Lighting	5,000.00		342.18	Low level/dimmable lighting in the Winnersh Hall and Sindlesham Room	LED lighting upgrade. <b>Complete</b>
6	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	Awaiting sketch drawings
7	R&A	Car Park levelling	10,000.00			Disabled bay tarmac and gravel	Clerk sourcing revised quotes
8	R&A	Play Area Equipment replacement	20,000.00	16,857.40		New toddler unit	New unit installed. <b>Complete</b>
9	R&A	Hall Curtains	5,000.00			Replace the curtains in the main hall	Cllr Doyle sourcing quotes
10	R&A	Pavilion House	28,344.00		13,609.41	New kitchen & bathroom, electrical works, plastering works, carpet to stairs and landing	Orders placed. Decorating quotes being sought
		Windows/Doors		6,143.33		New windows and doors	Windows/doors fitted 22nd/23rd May. <b>Complete</b>
11	R&A	New tables	1,656.00	1,273.59			Tables delivered. <b>Complete</b>
12		Small Projects	500.00				
13	FC	Climate Change Working Group	10,000.00	145.20			Additional key fobs for access control
14	FC	Sustainable Transport Working Group	500.00				
15	FC	Coronation	1,000.00	945.86			Bench installed. Artwork framed - installation imminent.
			<b>£ 162,000.00</b>	<b>£ 27,465.37</b>	<b>£ 28,263.33</b>		

	Schedule of Payments - July			
	Payee	Description	Amount	Comments
	Payroll			
1	Net Salaries	Net Salaries (MM/CF/JR/JY/KS)	£ 6,034.94	Jul-23
2	HMRC	PAYE & NI	£ 1,550.92	
3	Berkshire LGPS	LGPS Contributions	£ 2,255.44	
	Invoiced Payments			
4	A Solo Security	Alarm monitoring & maintenance	£ 1,221.60	May 23-Apr 24
5	Berkshire Construction	Mood lighting in main hall	£ 410.62	June 2023
6	Holly Digital	Printer/Copier service	£ 39.91	June 2023
7	Collard	Waste Removal	£ 118.20	June 2023
8	David Knight	Window Cleaning	£ 120.00	June 2023
9	ITQED	IT monthly support	£ 98.80	June 2023
10	ITQED	PC backups & anti-virus	£ 40.19	June 2023
11	ITQED	365 backup	£ 57.60	June 2023
12	Nick Robins	Grounds Maintenance	£ 762.00	June 2023
13	SLCC AGM	Expenses to Marcia	£ 30.00	June 2023
14	Web Marketing Matters	Website support	£ 177.12	June 2023
15	Elliott Staker	Allotment - Strimming	£ 100.00	June 2023
16	Elliott Staker	Fete - Caretaker	£ 100.00	June 2023
17	1st Winnersh Scoutts	Fete Donation	£ 70.00	June 2023
18	Early Air Cadets	Fete Donation	£ 75.00	June 2023
19	Saxophone Octet	Fete Donation	£ 75.00	June 2023
20	Link Visiting Scheme	Fete Donation	£ 500.00	June 2023
21	First Days Charity	Fete Donation	£ 500.00	June 2023
22	Citizens Advice Wokingham	Grant 2023/2024	£ 1,000.00	June 2023
	TOTAL for Payroll/Invoiced Payments/Refunds		£ 15,337.34	
	Direct Debits			
23	BT	Broadband and phone	£ 57.17	June 2023
24	Daisy	Caretaker mobile phone	£ 14.17	June 2023
25	Sage	Accounts Software	£ 14.40	June 2023
26	Sirus Telecom	Monthly maintenance	£ 55.98	June 2023
	TOTAL for Direct Debits		£ 141.72	
	Lloyds/UNITY Bank Multipay Card			
27	Ropes Direct	Tug of war rope	£ 166.68	June 2023
28	The picture Frame	Frames for school artwork	£ 260.43	June 2023
29	Screw Fix	Screws for fete gazebo - line paint	£ 19.39	June 2023
30	Sainsburys	Civic Awards	£ 90.00	June 2023
31	Canva	Online design platform	£ 99.99	June 2023
32	Amazon	Office stationary	£ 58.16	June 2023
33	Lloyds	Monthly fee	£ 3.00	June 2023
	TOTAL for Multipay Card by Direct Debit		£ 697.65	
	TOTAL SPEND		£ 16,176.71	
	Paid since the last meeting			
	TOTAL paid since last meeting			
	Bank Balance at			
	Unity Bank		£ 222,440.64	As at 13 July 2023
	Natwest Business Reserve		£ 49,499.03	As at 30 June 2023
	Natwest Current Account		£ 2,500.00	As at 11 May 2023
	TOTAL for all Bank Accounts		£ 274,439.67	

**230703 Notes of Facilities Development WG**

In attendance: Cllrs Lesley Doyle (LD), Paul Fishwick (PF), David Green (DG), Geoff Harper (GH), John Southgate (JS)  
Marcia Milsom (MM) - Clerk

1. The Clerk had previously circulated the structural survey report from Allcott Associates.
2. GH re-capped the previous meeting and outlined the decision to keep and refurbish Pavilion House (works now started) and to focus attention on upgrading/replacing Allnatt Pavilion (AP).
3. MM advised that the report stated the building is structurally sound.
4. Trial holes had been suggested to determine the issue with the floor.
5. GH – building needs reconfiguring.
6. PF – there is a need for additional hall space for hire.
7. GH – previous discussions have included relocation of Council office. Need to make best use of building to get best return on any capital investment.
8. PF – John Grobler Room (JGR) could be hired out if the office is relocated.
9. MM – happy for office to be moved downstairs. Would improve visibility and access to residents. Keen to move Council meetings and release the main hall back into general circulation.
10. JS – could reconfigure JGR to accommodate staff in main room and release all of AP for general hire.
11. DG – could Council meetings be held upstairs if staff moved into main JGR room?
12. MM – likely not enough space once lift/stairs installed to accommodate 15 Councillors, staff and any residents attending.
13. DG – need to engage an architect to come up with options.
14. GH – suggests that AP be stripped internally and reconfigured to give space for 2 rooms, 1 of which could be the Parish office.
15. GH – could reclaim one or more of the garages for incorporation into AP building and install a shed for caretaker storage.
16. Agreed that there is still a need for a public toilet and therefore the outside toilet should remain. May need modification to ensure DDA compliance.
17. Agreed that MM liaise with architect to get quote for sketch designs for options to create 2 rooms with central toilet facilities serving both with either kitchenette in each rooms or 1 single kitchen serving both. Options for incorporation of garages as well.  
**ACTION: CLERK**
18. MM asked to ascertain whether we are obliged to have baby changing facilities and also what size is required for DDA compliant toilet.  
**ACTION: CLERK**
19. Funding options discussed – some CIL money available plus Long Term Facility Improvements reserve. Allcott had provided estimated costs of repair only (£75k), refurbishment (£145k) and replacement (£300k)
20. MM – are there any S106 funds available? MM to query this with WBC.  
**ACTION: CLERK**
21. MM – Charvil PC are just starting pavilion refurbishment project. MM will try to obtain details of works and costs.  
**ACTION: CLERK**
22. MM asked to speak to Allcott Associates regarding quote or advice for trial holes.  
**ACTION: CLERK**

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

## **Winnersh Parish Council - Climate Change Action Plan**

### **Action – update (18<sup>th</sup> July 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.

Work has commenced installing the on-street Electric Vehicle charging points with SSEN, that includes two chargepoints in Chatsworth Drive Winnersh. These will be active during July/August 2023.

**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** – ongoing action to promote the Climate emergency in further versions of e-newsletter are planned after the fete.

**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 it's 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. 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 Council set itself 29 actions, most of which have been completed or are ongoing. There is a strong link with the Facilities Improvements Working Group in making our facilities as efficient as possible. The new Climate Change Working Group is planned to meet during the summer and develop new actions that can then be brought to the meeting of the Parish Council in September 2023.



## The Winnersh Sustainable Transport Group

### Stations Adoptions Winnersh and Winnersh Triangle stations



Winnersh Parish Council, as lead for the two stations, is represented on the Community Rail Partnership Group (CRP) by Cllr Paul Fishwick.

The CRP hold quarterly meetings, and the next meeting will be held on 18<sup>th</sup> July 2023. Cllr Manju Kak has kindly volunteered to attend as Cllr Paul Fishwick is unavailable.

A report from that meeting will be included at the next Full Council during September.

At the last meeting of Council it was reported that Cllr Fishwick had chased the CRP related to the proposed mural and wildflower garden at Winnersh Triangle station. Network rail have now sent an agreement form that the Sustainable Transport Group will consider on 12<sup>th</sup> July.

### Winnersh and Sindlesham Community Speedwatch

Since the last meeting of Full Council on 20<sup>th</sup> June there has not been any Community Speedwatch session due to lack of resource.

The current volunteer team consists of Cllrs Bray, Doyle Fishwick and Shepherd-DuBey and former Cllr Hanna who is only available at weekends.

Several residents, including a couple of new ones since the last report, have shown interest in becoming volunteers but have not completed the compulsory online Police training session.

We do need to recruit more volunteers to enable the approved sites to be monitored.

Further sessions will be planned, when resources allow, and recruitment of new volunteers is continuing through the e-newsletter.

