



## **Winnersh Parish Council**

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### Minutes of the **WINNERSH PARISH COUNCIL** meeting held on **Tuesday 20<sup>th</sup> February 2024 at 7:30pm** at the Winnersh Community Centre

#### **Councillors Present:**

Cllr L Doyle	Cllr P Fishwick	Cllr A Fyfe
Cllr P Giacon	Cllr D Green ( <b>Chairman</b> )	Cllr G Harper
Cllr M Kak	Cllr R Nicholson	Cllr F Obileye
Cllr R Shepherd-Dubey		

**Officers:** Marcia Milsom, Clerk

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

Apologies were received from Cllrs Boadu, Bray 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 23<sup>rd</sup> January 2024 (previously circulated) be confirmed and signed as a true record.

*Cllr Shepherd-Dubey joined the meeting at 7.33pm.*

#### **5. PUBLIC SESSION**

There were no members of public in attendance.

## 6. CORRESPONDENCE

The following items of correspondence had been received:

- i. Letter from Wokingham District Veteran Tree Association on Diamond Jubilee Oak Tree project 10 year review – attached at Appendix 2. A report on the project was sent separately. **Noted.**
- ii. Further to the email received last month from The Glass Company re partnership working for local glass collection, the Clerk has identified that no other T&PC's have been approached. There are a number of reviews on their Facebook page - <https://www.facebook.com/TheGlassCompanyGroup> . WBC has advised that they have had no contact with the company.

It was agreed that WPC would consider signposting residents to the company's services (effectively an advertising agreement) but could not recommend or endorse the service. It was noted that it would be prudent to operate this on a trial basis of one year.

The Clerk would speak to The Glass Company to determine if this was an acceptable way forward and report back to the next meeting.

**ACTION: CLERK**

- iii. Information from Cubiquity Media for ordering the official portrait of King Charles III which has now been released. The Clerk has placed an order for a copy and there is no cost to Town & Parish Councils. **Noted.**
- iv. BALC newsletter – attached at Appendix 2b. The Clerk highlighted the free training opportunities for Councillors but advised that non-attendance would incur a cost to the Council.

## 7. MEETINGS OF COMMITTEES OF COUNCIL

### i. Recreation & Amenities Committee

It was **RESOLVED** that the minutes of the Recreation & Amenities Committee meeting held on 6<sup>th</sup> February 2024 (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 13<sup>th</sup> February 2024 (previously circulated) be confirmed and signed as a true record with the following amendment:

Item 4: The Committee agree with changing the speed limit through Wokingham and taking traffic dominance out of the town, ***as well as through Winnersh on the Reading Road with appropriate new signage, making use of the new bypass.*** The Committee are however, concerned over the use of electric scooters. Whilst legal guidance is available on usage, they note this is not being enforced.

## 8. QUESTIONS

Cllr Fyfe asked if there was any reason why there was no correspondence or visitors from members of the public and how the Council identified what residents wanted.

It was noted that the local press never attended meetings and that the majority of contact to both the Parish office and Councillors related to hire of the facilities or matters under WBC responsibility. The Clerk advised that there was still confusion on the role and responsibilities of the Parish Council and that there was a misconception that it formed part of the church or the borough council.

*Cllr Doyle joined the meeting at 8.17pm.*

Cllr Fishwick advised that along with maintaining the Bearwood Recreation Ground, the Parish Council had adopted the two train stations and leased land for allotments. There was interaction with local schools to involve them with projects in these areas.

It was noted that WPC should re-think its engagement strategy and that Councillors needed to actively engage with local residents and help support schemes and projects run by the Parish Council.

The Clerk advised that some Town & Parish Councils held Councillor surgeries or drop-in sessions. It was agreed that this was a good starting point and Cllr Green offered to start investigating a session at Sainsbury's.

**ACTION: CLLR GREEN**

The Clerk was asked to add an item to the next agenda to discuss resident engagement.

**ACTION: CLERK**

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

Cllr Harper reported that he had attended a meeting of the Hurst Consolidated Charities. This was a charity formed as an amalgamation of numerous smaller charities in the local area and was responsible for the Almshouses in Twyford and Hurst. Meetings are held quarterly. **Noted.**

## 10. REPORTS FROM WBC WARD AND PARISH COUNCILLORS

- i. A written report from Ward Councillors had been circulated prior to the meeting and was attached at Appendix 3. **Noted.**
- ii. There were no reports from Parish Councillors.

## 11. CAPITAL PROJECT UPDATE

An update on 2023-24 capital projects was attached at Appendix 4. **Noted.**

## 12. CIL UPDATE

A report showing CIL income and expenditure was attached at Appendix 5. **Noted.**

## 13. ANNUAL PARISH MEETING

The Annual Parish Meeting will be held on Tuesday 21<sup>st</sup> May 2024 at 7.00pm.

The Clerk had arranged the following:

- Presentations by some 2023/24 grant recipients
- Presentation from WBC Mayor on 2023/24 activities.

The Parish office staff had also discussed possible other ideas to attract attendees including:

- Art competition by local school children
- Presentation from Berkshire Youth/Rainbow Youth Club
- Health Talk – Age UK / Healthwatch Wokingham
- Presentation on waste/recycling from WBC

It was **RESOLVED** to continue with the usual format for 2024 and look at the format for the 2025 meeting following the increased engagement exercise.

## 14. SUMMER FETE 2024

A progress report was attached at Appendix 6. **Noted.**

Cllr Harper asked for an additional section relating to Parking and Cllr Green asked for the 'Winnersh Games' to be added to the Arena section.

Cllr Harper advised that he had contacted a local morris dancing group to see if they were available to attend.

It was **RESOLVED** that a flyer would be printed and hand delivered to advertise the event but no printed Winnersh Matters newsletter would be produced.

## 15. CIVIC AWARDS

The Clerk had produced a poster to advertise the 2024 Civic Award scheme – attached at Appendix 7. This would be uploaded to the website, social media and displayed in the noticeboard.

The closing date for nominations had been provisionally set as 14<sup>th</sup> May to allow sufficient time for the selection panel to meet and make a recommendation to Council on 21<sup>st</sup> May and this was agreed.

It was **RESOLVED** that the Executive Committee would form the Selection Panel.

## **16. ORDERS FOR PAYMENT**

A schedule of all payments was attached at Appendix 8.

- i. It was **RESOLVED** to approve the schedule of payments.
- ii. It was **RESOLVED** that Cllrs Doyle and Harper would examine and authorise the payments listed on the schedule.

**ACTION: CLLRS DOYLE & HARPER**

## **17. FACILITIES DEVELOPMENT WORKING GROUP**

The Working Group had created a survey on usage and ideas for Allnatt Pavilion, for distribution to residents and existing hirers. The results would be analysed at a future meeting. **Noted.**

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

- i. A report from Cllr Fishwick was attached at Appendix 9a. **Noted.**
- ii. Minutes of the Windsor to Reading Steering Group meeting were attached at Appendix 9b. **Noted.**

The next Full Council meeting would be held on Tuesday 19<sup>th</sup> March 2024 at 7.30pm.

The meeting closed at 9.19pm.

**Full Council Clerk's Report - February 2024**

Meeting Action Point	Date Decision Ratified	Minute reference	Owner	Notes	Status
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
Sindlesham Room/JGR drawings	18.04.23	7 i.i d	Clerk	Clerk obtaining lift quotes	In progress
Investment Accounts	19.09.23	8 iii d	Clerk/APC	CCLA account application in progress.	In progress
D-Day 80	23.11.23	13	Clerk	<b>Agreed no event to be held</b>	<b>Complete</b>
Woodland Tree pack	23.11.23	19 ii	Clerk	<b>Tree whips due 26th Feb - 8th March. Cllrs Fishwick and Harper have determined location of planting. Primary schools will be involved in planting</b>	In progress
SR/JGR windows	23.11.23	19 iii	Clerk	<b>Additional window installed. Project complete</b>	<b>Complete</b>
MH Toilet refurbishment	19.12.23	9 i. a	Clerk	<b>Works commenced 22nd January</b>	In progress
The Glass Company	23.01.24	6 iii	Clerk	<b>On agenda for discussion</b>	In progress
Overview & Scrutiny	23.01.24	6 iv	Clerk	<b>Clerk has submitted enforcement item to WBC for consideration. More info requested</b>	In progress
Thermostats	23.01.24	7 i a	Clerk	<b>Thermostats installed and operational</b>	<b>Complete</b>
Insulation	23.01.24	7 i b	Clerk	<b>Surveys carried out. Main Hall deemed to have sufficient insulation. Clerk arranging for additional insulation to be installed in JGR</b>	In progress
Park & Ride advertising	23.01.24	12 ii	Clerk/CELO	<b>Park &amp; Ride service promoted on social media channels</b>	<b>Complete</b>
Litter Pick	23.01.24	13	Clerk	<b>Rainbow Park venue confirmed at 11am. Invites sent to Scouts &amp; Brownies. Event advertised in e-newsletter and on will be advertised on social media when official poster is</b>	In progress

**Meetings/Training attended by Clerk:**

16th January	F&GP Meeting
23rd January	Council Meeting
1st February	On-site allotment contractor meeting
6th February	R&A Meeting
<b>Upcoming Staff Holiday</b>	
5th - 12th March	Chris Fazey

## WBC/WDVTA Diamond Jubilee Oak Trees – 10th Year Report

We thought the chairman, councillors and grounds managers of Winnersh Parish Council would be interested in the WDVTA survey report on the progress of the 60 Diamond Jubilee oak trees that were planted across the Borough in a joint project with Wokingham Borough Council 2012/13. (attached) For a map of the planting sites see section 1.4 p.5. There are three Diamond Jubilee Trees growing within the Winnersh Parish boundaries all at Winnersh Meadows. #18, #19, #20. The survey was undertaken in the autumn of 2022 and written up in 2023 with later updates.

We have been very pleased to find that of the 60 trees planted 56 were still alive, most in a very good condition. Sadly four of the original trees (including #18 in Winnersh Meadows) have been lost for different reasons but in 2023 their substitutes were mostly found to be thriving. #18 replacement tree became very dry in the summer of 2023 and our volunteers watered it from time to time. It would be very helpful if it your grounds staff could monitor it during dry periods in the next three or four years and arrange for it to be watered if needed.

We have noted some changes to some of the sites during the ten years since the trees were planted. In particular we have been encouraged to see that, in at least four sites more tree planting has taken place, considerably increasing overall the number of new trees the project has initiated. We have been particularly pleased to see the new orchard which has been planted in Winnersh Meadows not far from #18 and we hope it continues to thrive.

We owe much of the success of this project to the excellent professional work carried out by Oliver Ward and his colleagues at Heartwood Tree Surgery. The original contract allowed for the trees to be maintained and watered for five years thus ensuring that none died from drought or lack of care. We are also grateful to a number WDVTA colleagues and friends for keeping an eye on the trees and alerting us if and when problems arose.

Martin Woolner, a local ecologist and tree expert, has been supportive of the project and some of his comments are included in the report. He points out that overall *'variation in the amount of growth, size, shape, leafiness is to be expected in part due to the genetic variation of the plants purchased'*. There are also many other varied factors that might affect the trees' survival but he says reassuringly that *'Quercus robur is a real survivor'*.

One particular matter that concerned us, though, was the potential damage to trees from close mowing up to the bark. Martin, quoting Ted Green of the Ancient Tree Forum, recommends that trees should be left 'unapproached' for the first few decades, allowing vegetation to occupy the space around the tree as a protection. Not mowing around the base of trees is to be recommended and mulching is to be avoided. Leaving bare earth is only necessary where watering is needed in a dry summer.

We know that the original bases for most of the tree plaques have rotted and are very grateful indeed to Stephanie McKay and her husband, Andrew, for putting in new bases. The plaques are lost for a few trees and for these we will be creating new labels.

We hope you find this report of interest and please let us know if there is any further new news of any of the trees.

Best regards

Barbara Stagles  
WDVTA Jubilee Trees Co-ordinator January 2024



# Berkshire Association of Local Councils

## Newsletter

February 2024

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### 1. INTRODUCTION

Dear Parish and Town clerks, Councillors, and auxiliary staff.

Firstly, my apologies for the lack of Newsletters in the last few months. The executive committee has been busy behind the scenes and following our AGM we have added 4 new executive members. This is great news as we are now able to spread the responsibilities through the committee recognising everyone's skill set. Our main strategy this year is on training, our website and communication.

What do I want from you:

- Your commitment to our training programme ensuring all the councillors you are responsible for receive enough information for them to consider what courses are needed.
- Regular reports of important events in your area to be included in our news letter.
- Ideas and suggestions for our Website.

We want it to be appealing to all. All ideas to [balcexec@balc.org.uk](mailto:balcexec@balc.org.uk) please.

**Roland Cundy, Chairman, BALC Executive Committee**

### 2. TRAINING

The 2024/2025 training schedule is currently being uploaded onto the website. However, please see the details below of the current training sessions with availability. More information and booking details are listed on the website [here](#).

Please remember that as BALC members, training fees are included within your membership and paid for by BALC on your behalf, this includes attendance at Hampshire ALC courses.

However, please also note that under the [Terms and Conditions](#) of booking, if places are booked and the attendees do not turn up, or cancel within 14 days, the respective Councils will be charged. Where attendees are unable to attend, and this is notified in advance, delegates will be rebooked on a future course.



<b>MARCH 2024</b>				
<b>Officer Development</b>	Year End for Officers *	Thursday 7 <sup>th</sup> March	10:00 – 12:30	Potters Heron Hotel, Ampfield
<b>APRIL 2024</b>				
<b>Councillor Development</b>	Councillor Update – Auditing *	Tuesday 16 <sup>th</sup> April	10:00 – 12:30	Potters Heron Hotel, Ampfield
<b>Development For All</b>	Managing Employees in Local Councils *	Tuesday 23 <sup>rd</sup> April	10:00 – 12:30	Weybrook Park, Basingstoke
<b>MAY 2024</b>				
<b>Councillor Development</b>	Governance for Local Councils – Councillors*	Tuesday 7 <sup>th</sup> May	10:00 – 12:30	Weybrook Park, Basingstoke
<b>JUNE 2024</b>				
<b>Development for All</b>	Introduction to Planning *	Thursday 16 <sup>th</sup> June	18:30 – 21:00	On-line via Zoom
<b>Officer Development</b>	What You Need to Know *	Wednesday 12 <sup>th</sup> June Pt 1 Tuesday 25 <sup>th</sup> June Pt.2	10:00 – 12:30	Weybrook Park, Basingstoke
<b>Development for All</b>	Managing Absence & Capability *	Wednesday 26 <sup>th</sup> June	10:00 – 13:00	Weybrook Park, Basingstoke
<b>Councillor Development</b>	The Knowledge & Core Skills	Thursday 27 <sup>th</sup> June	10:00 – 14:30	Shaw House, Newbury

\*Courses are open to both BALC and HALC members.

All training courses can be booked through the website, using the new Bookwhen system. You will get an automatic confirmation upon booking, then a reminder 7 days prior to the event. Where a link is required for an on-line meeting, this will be sent 3 to 4 days prior to the session. Please note that with respect to the evening of online planning courses, the final email will include the link for the training session with the Meeting ID and passcode. If you haven't received this email, please let us know by no later than 2pm on the day of the course so that we can ensure it is resent to you.

If you have any problems using the on-line booking system or need additional details on any of the courses, then please email [training@hampshirealc.org.uk](mailto:training@hampshirealc.org.uk) for assistance.

To ensure that you are provided with the training you need, we need you to feedback and let us know what training courses you want. Please email the BALC Executive at [balcexec@balc.org.uk](mailto:balcexec@balc.org.uk).

### **3. CLERK/OFFICER UPDATES**

#### **Officer/Clerks Update**

The latest officer's update was held on Wednesday 17<sup>th</sup> January 2024 at Shaw House, Newbury. Unfortunately, due to a number of last minute 'drop outs', was poorly attended, and this was mentioned on several feedback forms. The session covered several topics including information on our Legal Services advice team, employment update and ideas to get a good attendance at your Annual Parish Meeting. These sessions are a great opportunity to network with other clerks, as well as learning sessions, but we need to try and get a better attendance to justify holding them in the future. It would be useful to know what could be done to encourage you to attend. Is it venue, the topics, day of the week, or time? We will be sending out a survey in due course to try and get an overview, so please complete the survey or let us know by emailing [balcexec@balc.org.uk](mailto:balcexec@balc.org.uk), with any ideas or suggestions.

#### **Certificate in Local Council Administration**

The Certificate in Local Council Administration (CiLCA) qualification is a Level 3 foundation qualification that provides local council staff, such as clerks, with a broad knowledge of all the aspects of their work including roles and responsibilities, the law, procedures, finance planning and community involvement. This qualification will take approximately 12 months to complete and is administered by the Society of Local Council Clerks (SLCC) as part of the framework of qualifications. The dates for this year's mentoring sessions are now available on the website. The BALC Executive committee are keen to support Clerks in achieving their CiLCA qualification and are currently discussing incentives. More details will follow.

### **4. MEMBER SERVICES UPDATE**

#### **4.1 Updated NALC Legal Topic Notes**

There have been recent amendments to two NALC Legal Topic Notes, LTN 31E Local Council General Powers (England) and LTN 87 Procurement. The updated versions are now available on the website.

#### **4.2 Section 137 Expenditure Limit**

The Department for Levelling Up, Housing and Communities has notified the National Association of Local Councils (NALC) that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2024/25 is £10.81.

The amount is a result of increasing the amount of £9.93 for 2023/24 by the percentage increase in the retail index between September 2022 and September 2023 under Schedule 12B to the 1972 Act.

#### **4.3 Martyn's Law – Standard Tier Consultation**

The Home Office has launched a six week consultation on the requirements imposed on the standard tier premises under the Terrorism (Protection of Premises) Bill. It is live now until 18<sup>th</sup> March 2024.

This consultation is targeted at organisations, businesses, local and public authorities, and individuals who own or operate publicly accessible premises or events that the [Terrorism \(Protection of Premises\) Bill](#) will potentially affect.

They are keen to ensure that there is 'low to no' financial burden on the owners and managers of those premises within the standard tier ie. those with a maximum capacity of between 100-799. The capacity is based on maximum capacity, using the same calculations as those for fire risk safety purposes. The requirements are based on protection and preparedness, rather than prevention.

If you own a building, but it is managed by a management company or trustees, then it will be the managing company/trust that will be responsible for ensuring the premises fulfils the requirements, and those requirements passed on to any hirers.

Responses to the consultation should be submitted online, the consultation is open to all, and should take approximately 10 minutes to complete. Everyone is urged to respond.

You can access the details and how to respond [here](#).

#### **4.4 Parish Exclusion from Referendum Principles**

The National Association of Local Councils (NALC) has advised of the government's decision to exclude local (parish and town) councils from council tax referendum principles for the 2024/25 financial year.

In response to the government's consultation on the [Provisional Local Government Finance Settlement 2024/25](#), NALC highlighted that, in many cases, the precept was the sole means for local councils to raise funds for community projects in their areas. They must retain the flexibility to make reasonable increases to the precept where necessary, with due prudence.

#### **4.5 Procurement Thresholds**

The thresholds for public procurement have changed from 1 January 2024

Public contracts, with an estimated value (including VAT, since 1 January 2022):  
over £214,904 (previously £213,477) for goods or services, or  
over £5,372,609 (previously £5,336,937) for public works (construction),

must comply with the full requirements of the Public Contracts Regulations 2015 (which will be replaced by the Procurement Act, when it takes effect later in 2024). These include specific tendering methods and timescales, as well as a requirement to advertise on both the Contracts Finder website and Find-a-Tender (the UK e-notification service).

Where a contract will run for several years, it is the total (not annual) value that matters.

Where the estimated total value (including VAT) is below these thresholds, but exceeds £30,000 (after 21 December 2022), a council is required to advertise the opportunity on Contracts Finder if they publish an open invitation to quote/tender. If they are inviting specific firms and not opening it up to wider competition, they don't have to advertise the opportunity on Contracts Finder (Public Contracts Regulations 2015, Reg. 110(5)(b)).

However, a council must comply with its own Standing Orders and Financial Regulations and if those regulations require an open invitation and a formal tender process, the council should follow them. Tendering processes ensure fair competition, achieve value for money and avoid anti-competitive behaviour. They protect the council and taxpayers.

If a council simply chooses specific firms to invite, it must avoid allowing non-commercial considerations (defined in Part 2 of the Local Government Act 1988) to influence its decisions. If a council invites some suppliers and not others, it should record its reasons.

If the council genuinely believed the value would be under £30,000 but the tenders came in above that, the Regulations do not require it to go back and start again.

Regardless of whether the opportunity was advertised, Regulation 112 requires a council to publish the award of a contract over £30,000 on Contracts Finder within a reasonable timescale. There is no specified timescale for parishes, but we suggest within 3 months.

This information is only intended as a brief guide and councils should ensure they follow the Regulations and guidance on [www.gov.uk](http://www.gov.uk), seeking professional advice if they are in any doubt.

#### **4.5 D-Day 80 – Town Parish & Community Councils – 6<sup>th</sup> June 2024**

This year sees the 80-year anniversary of the D-Day Landings and several community events are planned around the country. More details can be found on [www.d-day80beacons.co.uk](http://www.d-day80beacons.co.uk)

## **5. COMMUNICATION OPPORTUNITIES: SHARING YOUR STORY**

As usual, we are keen to celebrate all the interesting things that you are all are involved in. Please get in touch if you have any information, you think would benefit your fellow Clerks and Councillors such as good news stories, achievements and local information and examples of best practice. Please send any items to [balcexec@balc.org](mailto:balcexec@balc.org).

Don't forget, if you would like to advertise an employment or voluntary opportunity on the Hampshire ALC website, please download and complete the form found on our website [here](#). Please email completed forms to [admin@hampshirealc.org.uk](mailto:admin@hampshirealc.org.uk)

## 6. LOCAL COUNCIL OPPORTUNITIES

If you would like to advertise an employment or voluntary opportunity on the BALC website, further information can be found on the following [link](#): -

For current vacancies in Berkshire please see the following link:

<https://www.balc.org.uk/local-council-opportunities>

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

**20<sup>th</sup> February 2024**

**New Lion Buses**

On Monday 12<sup>th</sup> February Reading Buses introduced its new fleet of double decker buses on the Lion 4 / X4 route which operates between Bracknell – Wokingham – Winnersh – Earley and Reading along the A329 corridor.

Each bus costs £325,000 and Reading Buses have invested nearly £3m into the network.

Cllrs Prue Bray (Deputy Leader) and Paul Fishwick (Executive member for active travel, transport and highways) were invited to the launch of the new buses that was held in Market Place Wokingham.



**Active travel scheme Winnersh to Wokingham town centre Phases 3 and 4 consultation**

Phases 3 (Mill Lane to Station Approach) and phase 4 (Station Approach to Broad Street Wokingham) will be consulted on from Monday 19<sup>th</sup> February 2024 for a period of 4 weeks.

The Forest, Emmbrook Secondary and The Holt Schools will be invited to participate in the consultation.

Posters will be installed along the routes and a hard copy of the plans will be available to view at Shute End and Winnersh Parish Council offices.

A public event will also be held on Wednesday 21<sup>st</sup> February at Wokingham train station between 3pm and 6pm where the plans will be on display and questions can be raised with officers from the Borough Council.

### **Taylor Wimpey planning appeal**

The planning inquiry on the refusal of planning permission for Taylor Wimpey's outline application for 234 houses at Winnersh Farm has been held over several days, starting on 30<sup>th</sup> January. Prue went to the first day and was able to speak against the application, the only third party to speak. It will be a few weeks at least before we know the outcome.

### **WBC play areas**

Some maintenance and upgrade work has been done to several of the WBC-owned play areas in Winnersh. This includes the replacement of some equipment, and the introduction of a swing suitable for disabled children in one of the play areas off Jersey Drive.

### **Tree planting at Hatchwood Mill**

Due to the wet weather and waterlogged ground, the tree planting that was due to take place at Hatchwood Mill on 13<sup>th</sup> February has had to be postponed. It will now take place on Saturday 9<sup>th</sup> March. WBC contractors are in charge of the planting, but residents are able to volunteer to assist. The plan is to provide a new area of woodland located roughly between the new NEAP and the old woodland the other side of the Chatsworth stream. Anyone who wants to help will be welcome. The planting will start at 11 am.

### **WBC budget**

The borough council is due to set its budget on Thursday 22<sup>nd</sup> February. The budget papers have been through Overview & Scrutiny in detail, and there has been a consultation with the public which produced over 400 responses, which were mainly in favour of the principles behind how the budget has been put together. The finances are tight, with about £16 million of savings having to be made and a 4.99% Council Tax increase being needed, but we are in a reasonably stable situation, and in a better position than many other local authorities.



Capital Projects Update 2023/24 - February 2024

Appendix 4

Item No		Project	Budget	Actual Cost to date	Committed Cost to date	Original Project Detail	Action/Notes	Status
1	R&A	Floor Scrubber/Dryer		1,449.99			Machine purchased.	Complete
2	R&A	Community Hall Floor	9,000.00	8,784.12		Agreed to carry out sand and re-seal of existing floor and replace at a future date.	Sand and re-seal works completed	Complete
3	R&A	Toilet Refurbishment	30,000.00	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 completed	Complete
				650.00	16,700.00		Works commenced 22nd Jan 24	In progress
4	R&A	Path Renewals & Ramps	15,000.00	3,650.00		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.	Works carried out w/c 11th September	Complete
5	R&A	Dimmable Lighting	5,000.00	342.18		Low level/dimmable lighting in the Winnersh Hall and Sindlesham Room	LED lighting uprade completed	Complete
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	Clerk continuing to obtain quotes. Project carried forward to 2024/25	In progress
7	R&A	Car Park levelling	10,000.00	5,900.00		Disabled bay tarmac and gravel	Works carried out w/c 11th September	Complete
8	R&A	Play Area Equipment replacement	20,000.00	16,857.40		New toddler unit	New unit installed.	Complete
9	R&A	Hall Curtains	5,000.00	2,518.00		Replace the curtains in the main hall	Fitting completed January 2024	Complete
10	R&A	Pavilion House	28,344.00					
		Windows/Doors		6,143.33		New windows and doors	Windows/doors fitted 22nd/23rd May.	Complete
		Kitchen/Bathroom		13,545.41		New kitchen & bathroom, electrical works, plastering works	Works completed	Complete
		Carpet		502.68		Carpet to stairs and landing	Works completed	Complete
		Decorating		3,600.00			Works completed	Complete
				23,791.42				
11	R&A	New tables	1,656.00	1,273.59			Tables delivered	Complete
12	F&GP	Small Projects	500.00					
13	FC	Climate Change Working Group	10,000.00	4,089.58	4,287.33		SR/JGR windows replaced with uPVC.	Complete
14	FC	Sustainable Transport Working Group	500.00					
15	FC	Sindlesham Room Door Magnet	-	685.92			Magnet installed	Complete
16	FC	Coronation	1,000.00	1,162.89			Bench installed. Artwork framed and hung in hall.	Complete
			£ 161,000.00	£ 76,682.71	£ 20,987.33			



Winnersh Parish Council	Date Paid	Amount Paid	Amount Spent/Agreed	Outstanding	Spend Deadline	
	28-Oct-17	£5,249.18	£5,249.18	£0.00	28-Oct-22	Height barrier (2850.62) + part LED lighting (2398.56)
	28-Apr-18	£11,874.70	£11,874.70	£0.00	28-Apr-23	Part LED lighting (2236.44) + LED JGR (897) + Defib (300) + solar battery (7826.44) + Signage (480) + part Coronation Bench (134.82)
	28-Oct-18	£8,344.26	£8,344.26	£0.00	28-Oct-23	Part Coronation Bench (652.54) + California Park (5000) + Bus Service 23/24 (1552.01) + part Bus Service 24/25 (1139.71)
	28-Apr-19	£2,768.00	£2,768.00	£0.00	28-Apr-24	Part Bus Service 24/25 (1521.29) + part Allnatt Pavilion (1246.71)
	28-Oct-19	£3,321.60	£3,321.60	£0.00	28-Oct-24	Part Allnatt Pavilion (3321.60)
	28-Apr-20	£6,559.30	£6,559.30	£0.00	28-Apr-25	Part Allnatt Pavilion (6559.30)
	28-Oct-20	£8,405.79	£8,405.79	£0.00	28-Oct-25	Part Allnatt Pavilion (3872.39) + Teenage Shelter (4533.40)
	28-Apr-21	£10,775.82	£10,775.82	£0.00	28-Apr-26	Part Teenage Shelter (466.60) + part SR/JGR access (10309.22)
	28-Oct-21	£13.74	£13.74	£0.00	28-Oct-26	Part SR/JGR Access (13.74)
	28-Apr-22	£26,862.48	£14,697.03	£12,165.45	28-Apr-27	Part SR/JGR Access (10927.04) + Bus Service 25/26 (2661) + Bus Service 26/27 (1108.99)
	28-Apr-23	£6,098.38	£0.00	£6,098.38	28-Apr-28	
	28-Oct-23	£29,213.15	£0.00	£29,213.15	28-Oct-28	
Totals:		£119,486.40	£72,009.42	£47,476.98		

Projects funded by CIL	Spent	Amount
Height Barrier	2019/20	£2,850.62
LED lighting conversion MH	2019/20	£4,635.00
LED lighting conversion JGR	2020/21	£897.00
Defibrillator installation	2021/22	£300.00
Solar battery	2022/23	£7,826.44
Recreation Ground signage	2023/24	£480.00
Coronation bench	2023/24	£787.36
California Park co-funding *	2023/24	£5,000.00
Bus service co-funding	2023/24	£1,552.01
Bus service co-funding *	2024/25	£2,661.00
Allnatt Pavilion	2024/25	£15,000.00
Teenage Shelter	2024/25	£5,000.00
SR/JGR access	2024/25	£21,250.00
Bus service co-funding *	2025/26	£2,661.00
Bus service co-funding *	2026/27	£1,108.99
		£72,009.42

\* not yet requested

## Winnersh Summer Fete 2024 - Action List

Description	Detail	Status	Action	Who
Theme	Agree theme (if any)			Council
Charities	Two local charities		Agree 2 local charities to receive donations	Council
Sponsorship	Sponsorship package levels	Packages same as 2023		Complete
	Business sign-up		PF to approach local businesses	Paul Fishwick
Publicity	Pre-advertising		Produce Save The Date flyer	Clerk
	Free press		Contact for advertising space	JY
	Winnersh Matters		Produce printed newsletter?	Clerk
	Flyer/poster design, printing, distribution	Clerk has design on Canva. Will update with current info as received.	Finalise design; Arrange printing; Organise delivery to all households	Clerk/ All Cllrs for delivery
	Banners		Update with 2024 date	Clerk
	On-street publicity		??	??
	Website		Upload flyer	JY
	Social media		Upload flyer	JY
	Local radio		Advertise nearer the time	Clerk
	School newsletters		Send flyer to schools	Clerk
	Winnersh Triangle news bulletin		??	??
Stalls	Invitations to previous participants	Initial invitations sent to previous stall holders	Send out initial invitations to previous equipment/ entertainment providers	Clerk
	New groups		Post stall holding opportunity on social media	Clerk
	Info point		??	??
Static Attractions	Inflatables		Contact WBC	Clerk
	WBC activity equipment(climbing wall/ archery)		Contact WBC	Clerk
	Face painting		Contact WBC	Clerk
	Magician/balloon modeller		Contact WBC	Clerk
	Circus Scene		Contact Circus Scene	Clerk
	Fire service/police	Fire Service confirmed attendance		Complete
	Musical entertainment		Contact Saxcelerate	Clerk
	Scouts	JY has confirmed Scout attendance		Complete
Arena Programme	Dance display	Dance Zone confirmed display		Clerk
	Brass Band?		Confirm if wanted	Council
	Maypole dancing (Bearwood)		Contact Bearwood School	Clerk
	Wheelbarrow / Tug of War		Contact local schools	DG/PF
Equipment	PA system	Booked - same cost as 2023		Complete
	Wheelbarrows		Arrange use of wheelbarrows	GH?
	Trophies		Order trophies/medals	JY
	Arena & car park perimeter (Volkers)		Book 4-6 weeks before	Clerk
	Fire extinguisher		Book hire of mobile extinguisher unit (£86)	Clerk
	Music for races		Organise suitable music	Clerk/DG
	Signage for parking		Check existing signage	Clerk/JY
	Straw & sandbags (depending on weather)		??	??

Statutory	First Aid	First aid provision booked through Beyond First Aid		Complete
	TEN Licence		Complete application form	JY
	Insurance		Notify insurers of event. Obtain PLI certs from stallholders/ equipment providers	Clerk
	Risk Assessment		Update with 2024 details	Clerk
Catering	Ice cream van		Source and book supplier	Clerk
	Candy floss / sweet stall		Book supplier	Clerk
	Burgers / drinks	Scouts confirmed attendance		Complete
	Tea, coffee, cakes	Confirmed attendance		Clerk
	Bar - who? Siren Brewery/ Southern Bar/ Outback	Southern Bar Services confirmed attendance		Complete
	Pizzatron		Contact to see if they can attend earlier	Clerk
	Samosas	Stall holder confirmed		Complete
Raffle	Prizes		Source prizes	LD
	Ticket books	Sufficient books available		Complete
	SumUp machine		Ensure machine and mobile charged and ready	Clerk
Other	Mayor	Mayor booked to attend		Complete



# DO YOU KNOW A LOCAL HERO?

**WINNERSH PARISH COUNCIL IS ACCEPTING  
NOMINATIONS FOR CIVIC AWARDS IN TWO CATEGORIES  
(INDIVIDUAL OR VOLUNTARY ORGANISATION)**

**NOMINATIONS CAN BE  
MADE FOR AN INDIVIDUAL  
OR VOLUNTARY  
ORGANISATION THAT HAS  
MADE A SIGNIFICANT  
CONTRIBUTION TO THE  
RESIDENTS OF WINNERSH**

**FOR MORE INFORMATION ON  
HOW TO NOMINATE YOUR LOCAL  
HERO, OR TO DOWNLOAD A  
NOMINATION FORM, GO TO  
[www.winnersh.gov.uk](http://www.winnersh.gov.uk) or call  
us on 0118 9780244**

**CLOSING DATE FOR NOMINATIONS: TUESDAY 14th MAY 2024**  
**AWARDS WILL BE PRESENTED AT THE WINNERSH SUMMER FETE ON SATURDAY 15th JUNE 2024**

	Schedule of Payments - February			
	Payee	Description	Amount	Comments
	Payroll			
	Net Salaries	Net Salaries (MM/CF/VC/JY/KS)	£ 6,252.24	Feb-24
	HMRC	PAYE & NI	£ 1,614.06	
	Berkshire LGPS	LGPS Contributions	£ 2,466.52	
	Invoiced Payments			
	Alpha Windows	Window replacement 1 x office	£ 655.00	Jan 2024
	ARD	Playground Inspection	£ 144.00	Jan 2024
	Bowak	Caretakier Supplies	£ 85.25	Jan 2024
	Castle Water	Community Centre water	£ 65.39	Feb 2024
	Castle Water	Allnatt Pavilion/Pav House water	£ 86.17	Feb 2024
	Collard	Duty of care certificate	£ 59.99	Jan 2024
	Collard	Waste Removal	£ 127.52	Jan 2024
	Dave Knight	Window cleaning	£ 120.00	Feb 2024
	ITQED	IT monthly support	£ 98.80	Jan 2024
	ITQED	PC backups & anti-virus	£ 40.19	Jan 2024
	ITQED	365 backup	£ 57.60	Jan 2024
	Nick Robins	Grounds Maintenance	£ 394.80	Jan 2024
	PumpMaster	Toilet Blockage	£ 170.40	Jan 2024
	SLCC	FILCA - KS	£ 144.00	Feb 2024
	Web Marketing Matters	Website Support	£ 202.80	Jan 2024
	TOTAL for Payroll/Invoiced Payments/Refunds		£ 12,784.73	
	Direct Debits			
	BT	Telephone & broadband charges		
	Daisy	Caretaker mobile phone	£ 9.00	Jan 2024
	Sage	Accounts Software	£ 15.60	Feb 2024
	Sirus	CCTV maintenance	£ 55.98	Jan 2024
	British Gas	Winnersh Hall gas		
	British Gas	Allnatt Pavilion gas		
	YGP	Electric		
	TOTAL for Direct Debits		£ 80.58	
	Lloyds/UNITY Bank Multipay Card			
	Avern Cleaning Supplies	Floor Cleaning pads	£ 57.58	Jan 2024
	Screwfix	Isolating Valve	£ 2.49	Jan 2024
	Amazon	Wall Planner 24/25	£ 8.99	Jan 2024
	Chemassist	Urinal Unblocker	£ 211.20	Jan 2024
	Lloyds Credit card	Monthly fee	£ 3.00	Feb 2024
	TOTAL for Multipay Card by Direct Debit		£ 283.26	
	TOTAL SPEND			
	Paid since the last meeting			
	Sathish Prabakaran	Cancelled booking refund	£ 176.00	Feb 2024
	Kam Bhogal	Cancelled booking refund	£ 117.00	Feb 2024
	The Curtain & Blind Co	MH Curtains - final payment	£ 1,510.80	Jan 2024
	TOTAL paid since last meeting		£ 1,803.80	
	Bank Balance at 15.02.24			
	Unity Bank		£ 181,145.36	
	Redwood		£ 85,000.00	
	TOTAL for all Bank Accounts		£ 266,145.36	

## The Winnersh Sustainable Transport Group

20<sup>th</sup> February 2024

### Stations Adoptions Winnersh and Winnersh Triangle stations



The Parish Council in partnership with Network Rail and the Community Rail Partnership have proposed a series of artwork murals to go onto the bridge abutments at Winnersh Triangle station.

Cllr Kak has been liaising with local schools and has received artwork from years 2 to 5 from Bearwood School and is awaiting similar from Wheatfield School. Winnersh school have been asked again if they wish to participate.

As part of the agreement with Network Rail, the Parish Council as the promoter needs to demonstrate that they have consulted with the public. Therefore, a public consultation is planned to commence from Monday 4<sup>th</sup> March for 4 weeks ending on Sunday 31<sup>st</sup> March 2024.

### Community Rail Partnership

A Community Rail Partnership meeting was held on 29<sup>th</sup> January 2024 at Winnersh Triangle and the minutes of that meeting are attached as appendix 1.

The aim is to hold these meetings at various locations along the line to attract more participation.

The Community Rail Partnership have launched Platform for change that allows local scout groups to get involved in helping at adopted stations. I have taken this away as an action.

### Winnersh and Sindlesham Community Speedwatch

It has now been a year since any Community Speedwatch sessions were held due to lack of resources.

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 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.

Cllr Paul Fishwick







# Southeast Communities Rail Partnership (SCRP) CIC



## Windsor to Reading Community Rail Line

**Minutes 29<sup>th</sup> January 2024**

### In person The Exchange Winnersh Triangle

#### 1 Present:

Cllr Paul Fishwick	Winnersh Parish Council
Rob Curtis	Wokingham Transport Team Manager
Crina Hossu	Winnersh Triangle Business Park
Paula Aldridge	SWR Community Rail Manager
Robert Williams	Reading Buses
Julie Pillai	My Journey Team Wokingham Borough Council
Fiona Morton	SCRP CEO
Sandy Mahon	SCRP Line Officer

#### 2) Apologies

Philip Ayres, SCRCP Finance Director	Teresa Pearson, Station Manager (Ascot, Longcross, Sunningdale, Virginia water, Egham)
Cllr Robert King, Councillor Runnymede	Daniel Wright, CRN
Alan Carr Warhorse Memorial	John Evans Windsor Line Passengers Association
David Wilby, SWR Regional Development Manager	Liz Manley
Donna Morgans, Optalis	Jenna Fox, Coordinator for Reading Brunel Arts
Dave Evans, Reading Football Club	Cllr Jo Randall
Jacqui Grindle Arts Society Englemere (Young people representative)	Stephen Wise, Reading Council Transport Planner
Madeline Hawes Wokingham Art Society	Agnieszka Morille, Rail Community Officer Manager – Metro Area
Edwin Trout	Debs Morrison, CLASP
Bernadette Miamo, Station Manager (Ashford, Staines, Datchet & Windsor & Eton Riverside)	Fubara Pepple
Chris Howard, Chair Visit Surrey	Guy Grannum
Cllr Isabel Mullins	Indira Seevaratnam, Ascot Arts Society
Aidan Brack, Interim Station Manager	Anna Overd, CLASP
Cllr Manju Kak	Tim Barclay, Chair SCRCP
Cllr Andrew Mickleburgh	Zoran Matic

Jonathan Archibald	Jack Wharton, Network Rail
Manoj Bhardwaj	Rowan Morphew
Marcus Cain, Park Manager Winnersh	Mary Meclayton

### 3) Minutes of 17<sup>th</sup> October 2023

Accepted

### 4) Matters Arising not on the agenda

Sandy to update the membership list.

### 5) Election of Chair and Vice Chair

Cllr Paul Fishwick Proposed by Paula Aldridge Seconded by Fiona Morton.

Vice Chair Rob Curtis Proposed by Paula Aldridge Seconded by Robert Williams..

### 6. Station Feedback

No station adopters could make the meeting, except for Winnersh and Winnersh Triangle, so Sandy gave a quick update:

**Ascot** Art programme continuing. Sandy and station manager met with SWR sustainability team and plans have been agreed for wildflower planting, planters made from sleepers and a large hexagonal planter with seating. Need to make sure we have community partner in place to maintain them. Station staff doing great job.

**Ashford** Adoption group are applying for funding for Art in the waiting rooms and on the bridge.

**Bracknell** Arts Society have a rolling programme of exhibits.

**Datchet** still looking for a group to adopt, Christmas tree and decorations were installed.

**Earley** discussions for art in waiting rooms with station manager ongoing.

**Egham** Sandy making lots of effort to finish project. Update needed from Cllr Robert King.

**Longcross** project ongoing with final sign-off required. Adoption group researching prices and possible fundraising.

**Reading Station** Family Day on 15<sup>th</sup> February 10- 15 30 **\*stop press\*** now sold out. Events will take place in Brunel Arcade. SCRP Education Team created a quiz, art workshop, BTP in attendance, rail related props and dressing up/photo opportunities, Rail Community officers will attend.

**Staines** Community Garden going well. Plans for artwork with local schools, using the back of the advertising hoarding that overlooks the garden. Paula hoping to develop a partnership with JCDecaux that could be rolled out at other locations.

**Sunningdale** Bird boxes have been removed as in bad repair.



**Windsor & Eton Riverside** Optalis still maintaining planters. New bulbs coming through for the Spring.

**Winnersh** Artwork in shelters. Plan for name of station picked out in stones held off for now. May make a very good Railway 200 project.

**Winnersh Triangle** Wildflower seeds sown in February. Schools preparing artwork for the tunnel. Designs will go out on social media for public consultation. A professional artist will make the student design. **Action: Crina** to pass on details of professional artist to Cllr Fishwick she has used in the past.

**Wokingham** Optalis interested in producing vinyls to go on footbridge between the platforms. **Action: Sandy** to pick up with Donna Morgans as there is a need to consider the visibility of signage.

## 7. Update from SWR

Paula thanked Cllr Fishwick for taking on the role of Chair. The first of several Arterio trains being tested on Windsor to Reading Line. Encouraged everyone to take a trip. Soft roll out as drivers still undergoing training to check everything is working reliably. New video on SWR website. <https://www.southwesternrailway.com/travelling-with-us/our-trains/arterio>

CRN awards work on the line highlighting coronation connections shortlisted for an award. Lots of activities this year suitable for nominations in the future.

Bike thefts a huge issue at stations. More bike marking events are planned.

Dr Bike event 28<sup>th</sup> March at Staines station in conjunction with Talking Tree Community Action Group.

My Journey Team have an event at Wokingham on 21<sup>st</sup> February with Dr Bike from 15 00 to 18 00

Wokingham Borough Council Transport Plan is out for consultation. **Action: Rob** to send link to Fiona & Sandy for circulation on social media.

Big Bulb Plant Out scheduled for September There will also be a 'grow the tallest sunflower' competition 29<sup>th</sup> April until 1<sup>st</sup> September.

SWR CRP conference will be on 10<sup>th</sup> October 2024. Please save the date.

Railway 200 information on "birthdays of stations" circulated. Event on 7<sup>th</sup> July at Datchet, Ellis Car Race will end at Datchet. Aspiration to have history Boards installed.

## 8. Update from SCRP

SCRP hold two Stakeholder Advisory Board per year. Industry professional attend from 5 train operating companies in addition to key stakeholder across the region. Next meeting 31<sup>st</sup> January. All Chairs and Vice Chairs invited to attend the hybrid meeting. We will be focusing on Railway 200 and gathering information to make the case for our work in relation to social value.

SCRIP applied on behalf of Windsor to Reading Line for project funding for an integrated transport idea. Reading Buses and Optalis will design a Try a Bus and a Train programme. The aim to include train staff in the event also and produce a case study. Proposed dates are 15<sup>th</sup> & 18<sup>th</sup> April. Very grateful to Robert for supporting this project.

SWR CCIF SCRIP have applied to funds to employ an education officer to educate young people on rail safety.

**9. Action Plan 2022-2023 Review.** Sandy presented update. Progress noted on all pillars. Please see update action plan attached. Sandy drew group's attention to next meeting date where the steering group will help shape the action plan for 2024-2025.

**Action ALL** Please come with your suggestions for priority projects to the next meeting or send to Sandy.

Interactive Map. Original designers pulled out now secured new designers. Project progressing well. **Action ALL** Please send Sandy high quality pictures she can use and information about any hidden gems along the line.

Dr Bike Three more sessions planned for Winnersh Triangle, Allison Flawith to confirm dates with Sandy.

## **10 AOB**

CciF Applications being assessed at the moment.

**11. Date of next meeting:** 13<sup>th</sup> May at Reading Bus Depot Reading Buses, Great Knollys Street, Reading, RG1 7HH, 12-1.30pm.

Possible future venues suggested Ascot & Wokingham Borough Council **Action: Sandy to confirm future dates and venues.**