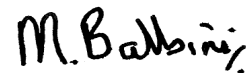


To all members of the Recreation and Amenities Committee

Notice is hereby given, and you are summoned to attend a meeting of the Recreation and Amenities Committee **THURSDAY 27 January 2022, commencing 19.30 hrs** at the School Green Centre, RG2 9EH



Mike Balbini, Clerk
21 January 2022

Members: Cllrs P Alexander, N Boyer, E Brown, I Clarke (Ch), P Emmment, P Jahromi, L James, I Montgomery, A Narayanan and M O'Brien

Agenda

1. Public questions

- 1.1 To **RECEIVE** and **CONSIDER** public questions.

2. Apologies and declarations of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence;
- 2.2 To **RECEIVE** members' declarations of interest.

3. Minutes of the previous meeting

- 3.1 To **RECEIVE** and **APPROVE** the minutes of 25 November 2021 as a correct record of the meeting (attached).
- 3.2 To **CONSIDER** matters arising from the minutes

4. Parish-wide Update

- 4.1 To **RECEIVE** and **CONSIDER** a business case for improvements to be made to the Spencers Wood Recreation Ground
- 4.2 To **RECEIVE** and **CONSIDER** terms of business for BDS surveyors to project manage the Millworth Lane project

5. Community Service

- 5.1 To **RECEIVE** and **NOTE** a verbal report from Cllr Brown on Community Services
- 5.2 To **RECEIVE** and **CONSIDER** a verbal request from Cllr Narayanan to install a wellbeing library as part of the facility provided by the SGC Library
- 5.3 To **RECEIVE** and **CONSIDER** a recommendation from Cllr Clarke to re-instate the Bus Shelter on Basingstoke Road

5.4 To **RECEIVE** and **NOTE** a report from Cllr Montgomery regarding the Pavilion Youth Club

6. Grant Applications

6.1 To **RECEIVE** and **CONSIDER** a grant request from Link Visiting Scheme (£900) (attached)

7. Venue status

7.1 To **RECEIVE** and **NOTE** a booking report on the SWP (attached)

7.2 To **RECEIVE** and **NOTE** a booking report on the SGC (attached)

8. Correspondence

8.1 To **RECEIVE** and **CONSIDER** a quote for a pest control contract for all allotments in SPC

8.2 To **RECEIVE** and **CONSIDER** a letter from a resident regarding the sloping access onto the SGC courtyard

8.3 To **RECEIVE** and **CONSIDER** an email regarding Orchard Rise Allotments

8.4 To **RECEIVE** and **CONSIDER** an email regarding suggestions for Spencers Wood Pavilion

8.5 To **RECEIVE** and **CONSIDER** an email from a potential hirer requesting 1 hours free hire of a room at SGC for set up for 45 weeks

8.6 To **RECEIVE** and **CONSIDER** a request from a resident to install signage referring to the Grazeley War Grave

9. Date of next meeting

9.1 24 February 2022

Minutes approved on:	
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Clerk: Mike Balbini
Shinfield Parish Hall
School Green
Shinfield
Reading
RG2 9EH
Tel: (0118) 988 8220
E-mail: clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Thursday 28 October 2021, at the Spencers Wood Pavilion commencing at 7:30pm

Present: Cllrs. N Boyer (Ch), E Brown, P Emmet
Attending: Mike Balbini (Clerk), Kouy Young (Deputy Clerk)

21/RA/67	Public Questions
	67.1 Accessible Playgrounds Presentation
	67.1.1 A resident gave a presentation outlining the problems faced by children with disabilities in the parish accessing play equipment. The resident had performed an audit of SPC playgrounds which he had graded as overall good but highlighting improvements that could be made. 67.1.2 The Chair thanked the resident and stated that the Committee and the Parish Council were keen to include accessible play equipment on the playgrounds owned by SPC when the scheduled refurbishments were due but noted that playgrounds created by developers were under the jurisdiction of the developers until adopted by WBC.
	67.2 Spencers Wood Village Hall Presentation
	67.2.1 The Chair of the Spencers Wood Village Hall thanked SPC for their grant of £3,000 and detailed the improvements to the hall that had happened as a result. 67.2.2 Thanks was also given for the use of the Spencers Wood recreation ground car park during the Farmers Market. This had proved successful as had the Saturday Community Cafe. A Halloween Disco and Christmas events were planned. It was PROPOSED that SPC purchase a Christmas Tree for the Spencers Wood Village Hall. Proposed: Cllr Emmet Seconded: Cllr Boyer Unanimously Agreed
21/RA/68	Apologies and declarations of members' interests
	68.1 Apologies were received from Cllr. Clarke, James, Montgomery and O'Brian.
	68.2 There were no declarations of members' interests.

21/RA/69	69.1 Minutes of the Previous Meeting
	The minutes of the committee meeting of 29 July 2021 were approved as a correct record and signed by Cllr. Boyer. Proposed: Cllr Jahromi Seconded: Cllr Brown Unanimously Approved
	69.2 Actions
	<u>14.3 Clerk to contact WBC regarding a safety survey on trees located on SPC land.</u> A tree survey has been commissioned and the results awaited therefore this item was closed.
	<u>14.4 Volunteer evening to be organised for October 2021 to say thank you for efforts made during the pandemic.</u> The Deputy Clerk confirmed that this item was ongoing and that the event would take place in December.
	<u>32.3.2 Clerk to draft a policy on SPC's approach to CCTV</u> This has been completed and the item closed.
	<u>48 Cllr Jahromi to supply Clerk with information on flower bed and monument to enable his to add it to the next R&A agenda</u> See item 68.4 below.
	<u>55 Deputy Clerk to send draft CCTV policy to the Data Protection Officer at WBC for validation.</u> The Deputy Clerk confirmed that this item was now complete.
	<u>62.1.3 Clerk to contact Cllr Clarke to discuss next steps in procurement process for Spencers Wood Rec facilities.</u> Clerk to contact Cllr Clarke to discuss next steps in procurement process for Spencers Wood Recreation ground facilities.
	<u>62.2.3 Clerk to provide monthly report detailing significant maintenance tasks carried out in the parish to help identify any recurring issues.</u> This had not been provided due to the high volume of work and other priorities.
62.4.2	<u>Clerk to obtain clarification on GDPR in relation to the level of detail that could be shared on room hire</u> This item was noted as complete.
63.2.4	<u>Clerk to obtain clarification on who was contracted to do what groundwork at The Manor sports facilities.</u> It was confirmed that grounds work was performed by White Horse Contractors.
65.1.2	<u>Clerk to provide Cllr. Emmet with contact details of Phil Milburn, WBC, to discuss issues at the Fulbrook Avenue Play Area</u> This item was noted as complete.
	69.3 Matters Arising
	There were no matters arising.
21/RA/70	Parish Wide Update
	70.1 Spencers Wood Recreation Ground Working Party Update

	70.1.1 The Spencers Wood recreation ground facilities project verbal update was NOTED .
	70.1.2 The recommendation of the Business Case to assemble the detailed specification for the tender process to bring back to the committee was AGREED. Proposed: Cllr Boyer Seconded: Cllr Jahromi Unanimously Agreed
	70.2 Millworth Lane Report from Sports Strategy Working Party 70.2.1 The report was received, and it was AGREED that the working party must produce a comprehensive plan detailing work to be carried out on site before any work commenced. Proposed: Cllr Boyer Seconded: Cllr Brown Unanimously Agreed 70.2.2 The working party was awaiting a report from the consultant.
	70.3 Sports strategy in the parish meeting It was noted that a meeting had taken place on 24 September between Cllr Clarke and WBC to discuss the sports strategy however as Cllr. Clarke was absent it was agreed that this item would be carried forward.
	70.4 Spencers Wood Pavilion Lettings
	70.4.1 A verbal report was given by the Deputy Clerk noting that bookings at Spencers Wood Pavilion were progressing well with up to five bookings taken every day. Feedback from hirers so far had been excellent and its reputation seemed to be generating further bookings. 70.4.2 The Deputy Clerk had attended the pavilion very late following a party. This was considered dangerous by the members. 70.4.3 The Clerk was asked to investigate security measures at the Spencers Wood Pavilion and review at the School Green Centre. Proposed: Cllr Brown Seconded: Cllr Jahromi Unanimously Agreed
	70.5 Fertilisation of Daffodils It was noted that this would be reviewed in early 2022.
21/RA/71	71.6 Allotments Update
	The Clerk reported that water troughs had been installed at Deardon Lane and Millworth Allotments but that the finish was not satisfactory. The facilities manager had asked to meet with the contractors to rectify the issues.
21/RA/72	Community Service Update
	The Community Services update was NOTED .
21/RA/73	Grant Applications
	73.1 Citizens Advice Reading
	It was PROPOSED that a grant of £1,250 for Citizens Advice Reading be APPROVED. Proposed: Cllr Boyer Seconded: Cllr Jahromi Unanimously Agreed

	73.2 Spencers Wood Carnival
	It was PROPOSED that a grant of £3,500 for the Spencers Wood Carnival be APPROVED in view of the importance of the event to the parish. Proposed: Cllr Emmment Seconded: Cllr Boyer Unanimously Agreed
21/RA/74	Correspondence
	74.1 Orchard Rise
	A report on Orchard Rise circulated prior to the meeting was NOTED .
	74.2 Winter Planters
	It was PROPOSED that SPC entered a contract for five planters consisting of three on School Green and two for the plaza outside the School Green Centre. Proposed: Cllr Emmment Seconded: Cllr Brown Unanimously Agreed
	74.3 Hedge on Recreation Lane
	It was PROPOSED that the committee agree to allow the hedge on Recreation Lane to be grown two foot taller as requested by a resident. Proposed: Cllr Emmment Seconded: Cllr Jahromi Unanimously Agreed
21/RA/75	Date of next meeting: 25 November 2021
	Exclusion of the Press and the Public
	It was RESOLVED that, in view of the confidential nature of the business about to be transacted in relation to personal and business information, it is advisable in the public interest that the public and press were temporarily excluded and asked to withdraw from the next items on the agenda.
21/RA/76	Provision of cleaners to the New Community Centre
	It was PROPOSED that the recommendation of the business case to award the current Spencers Wood Pavilion cleaners a limited contract to clean the new community centre to fully understand the scope of the cleaning task and then decide on future actions was APPROVED . Proposed: Cllr Boyer Seconded: Cllr Jahromi Unanimously Agreed
21/RA/77	Late Entries
	77.1 Asbestos Survey and Legionella Survey at the Millworth Lane Pavilion It was PROPOSED that the recommendation to carry out an Asbestos and Legionella survey at a cost £350.00 each at Millworth Lane pavilion noted in the safety survey carried out by Quadriga be APPROVED . Proposed: Cllr Emmment Seconded: Cllr Jahromi Unanimously Agreed
	77.2 Parish Tree Survey

	It was PROPOSED that a tree survey be carried out in the parish at a cost of £2500.00. Proposed: Cllr Brown Seconded: Cllr Boyer Unanimously Agreed
	77.3 Request for Tree Planting Sites
	Further to a request from a local school for sites in the parish to plant apple trees that had been gifted to them the following options were determined: • Two in Deardon Orchard • Langley SANG and Ridge SANG subject to approval from the University of Reading. which the Clerk undertook to seek.
	77.4 War Memorial Planters It was PROPOSED that planters be installed around the war memorial. Members considered the proposal and decided that planters would detract from the memorial. Proposed: Cllr Jahromi Not Approved
	77.5 Spencers Wood Car Park
	It was PROPOSED that permission be granted for Spencers Wood Village Hall to use car park next to it when the Farmers Market took place every third Sunday of the month Proposed: Cllr Boyer Seconded: Cllr Emmet Unanimously Agreed
	The meeting closed at 10:05pm

Action items:

Minute Ref	Details	Action by
14.4	Volunteer evening to be organised for late December 2021 to say thank you for efforts made during the pandemic	Deputy Clerk
48	Cllr Jahromi to identify other areas in the parish to locate raised flower beds	Cllr. Jahromi
55	Deputy Clerk to send draft CCTV policy to the Data Protection Officer at WBC for validation.	Deputy Clerk
62.1.3	Clerk to contact Cllr Clarke to discuss next steps in procurement process for Spencers Wood Rec facilities.	Clerk
62.2.3	Clerk to provide monthly report detailing significant maintenance tasks carried out in the parish to help identify any recurring issues.	Clerk
70.2.1	Millworth Lane WP to produce a detailed plan of actions to be taken at Millworth Lane as a whole	ML WP
70.3	Cllr Clarke to provide a report from Cllr Clarke on the meeting held 24 Sept 2021 with B Thompson of WBC re sports strategy in the parish	Cllr Clarke
70.4.3	Clerk to investigate security measures at the Spencers Wood Pavilion and review at the School Green Centre.	Clerk
77.3	Clerk to ask UoR whether Apple trees can be planted in the SANGS	Clerk

Shinfield Parish Business Case

Project Name: Spencers Wood Recreation Ground Improvement Plan.

Date: 27 January 2002

Project Owner Cllr Ian Clarke

The sponsor: Recreation And Amenities Committee

Description (aims/objectives/why do we need the project)

1. Provide a replacement for the current outdoor gym which is defective and at the end of its lifespan.
2. Provide recreational amenity for the youth of the parish
3. Meet an increasing demand for recreational activities suitable for older children due to a considerable amount of local house building.
4. Provide local alternative activities to football or cricket

Proposed solution(s) and recommendation(s)

1. Remove the end of life and defective Outdoor Gym equipment from current location.
2. Remove the remaining basketball equipment from the space between the Pavilion and the Allotments
3. Resurface the previous basketball area and install a new Outdoor Gym
4. Install a Multi-Use Games Area (Basketball, Netball, Five-a-side football, Tennis etc.) at a central point alongside the boundary with the allotments

Any risks related to recreational and fitness equipment would be reduced through modernisation.

Collectively the provision of these new and other existing healthy activities would meet the broad spectrum of local need in a single location

Risks and Benefit

Shinfield Parish Business Case

Impact

The proposed solution would provide safe recreational, health and wellbeing opportunities through a modern range of activities for adults and children of all ages.

1. A modern outdoor Gym would benefit adults
2. The MUGA would benefit in particular the youth of the Parish, for which there is little provision at present.
3. The existing play area would remain for younger children.
4. The existing skate park would remain.
5. The existing zip wire would remain.
6. Child football would continue as before.

Resources required

The quotations obtained last year are now out of date.

Updates have been applied for and should be available for presentation at the R&A meeting of 27 January 22

It is anticipated that costs will be in the region of £120.000 to £130.000.

Timelines

12 weeks from approval of Planning Permission

Approval Schedule

1. Public consultation completed Aug 2021
2. R&A Committee 27th January 2022 to provisionally support outline budget
3. Project to be passed to BDS Surveyors (Same as Millworth Lane) to make a site survey and confirm detailed project.
4. Detailed project to be presented to full council for approval

Approval status: Pending

Shinfield Parish Business Case**Final assessment**

Was the objective(s) met:

Lessons learned:

From: Ian Clarke <ian.clarke@shinfieldparish.gov.uk>
Subject: Fwd: Millworth Lane Pavilion
Date: 17 January 2022 16:50
To: [REDACTED]

Sent from my iPhone

DISCLAIMER

The content of this message may be confidential, legally privileged and protected by law. Unauthorized use, copying or disclosure of any of it may be unlawful. If you are not the intended recipient please notify the sender and remove it from your system. While attachments to this e-mail are checked for viruses, we do not accept any liability for any damage sustained by viruses.

Begin forwarded message:

From: Tony Grover <tonyg@bdssurveyors.co.uk>
Date: 17 January 2022 at 13:22:27 GMT
To: Edward Brown <edward.brown@shinfieldparish.gov.uk>
Cc: Ian Clarke <ian.clarke@shinfieldparish.gov.uk>, Laurence James <Laurence.james@shinfieldparish.gov.uk>
Subject: RE: Millworth Lane Pavilion

Hi Eddie,

Hope you're well. A follow-up to last week's emails, please see below cost info for works at Millworth Lane. I propose a 2-stage approach....

Stage 1 – Site survey

I thought it worthwhile to separate this out because the overall site survey is an item which will benefit all of the potential future projects that are in mind, and it would therefore be disproportionate to allocate it all to what we discussed is a relatively limited budget just to get the pavilion back into use for the short-term future. The cost to produce a topographical survey of the whole site including floor plans and elevations of the pavilion building amounts to £3,610 + VAT. Terms of business are to raise an invoice upon completion of the work, for payment by way of electronic transfer within 21 days.

Stage 2 – Pavilion works

I propose the following scope;

- Preparation of drawings and a schedule of works to confirm the scope of the refurbishment.
- Liaison with contractors to obtain quotations.
- Contractor appointment and liaison during the construction phase to monitor the quality and progress of work, and certify contractor payments.

The fee for stage 2 amounts to a lump sum equivalent to 15% of the works value. Terms of business are to raise an interim invoice for circa 50% of the fee value upon issue of tender packages to contractors, a balancing sum equivalent to 75% of the fee upon contractor appointment, and the remaining 25% invoiced upon completion of works. Again, for payment by way of electronic transfer within 21 days.

I trust this is of interest, although any queries please feel free to get in touch. If you'd like to go ahead, please let me know and we can get a date in the diary for the survey work.

Regards

Tony

Tony Grover



Tony Grover
DipSurv MRICS MCABE
Chartered Building Surveyor

Tel: 0118 9884477
Mob: 07715 761193
Email: tonyg@bdssurveyors.co.uk
Web: www.bdssurveyors.co.uk



Unit 20 Pipers Industrial Estate
Pipers Lane
Thatcham
Berkshire, RG19 4NA

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From: Edward Brown <edward.brown@shinfieldparish.gov.uk>
Sent: 12 January 2022 13:36
To: Tony Grover <tonyg@bdssurveyors.co.uk>
Cc: Ian Clarke <ian.clarke@shinfieldparish.gov.uk>; Laurence James <Laurence.james@shinfieldparish.gov.uk>
Subject: Millworth Lane Pavilion

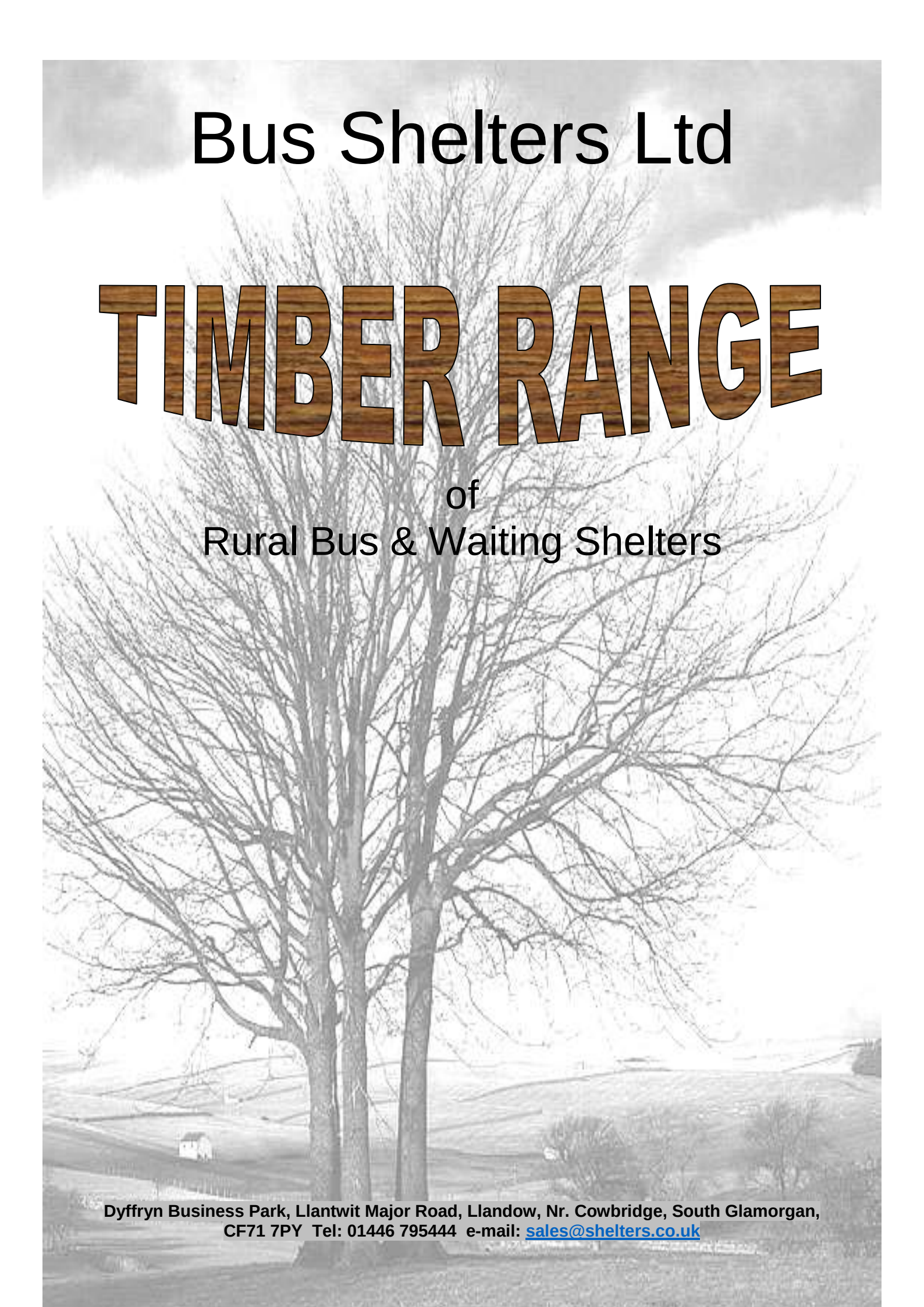
Afternoon John.

Attached is the minutes of a meeting at Millworth Lane Pavilion on 29th Nov 21 which effectively recommends the work required in ideal terms to bring the building up to scratch.

Following this morning's discussion, economy is the password so obviously disregard anything in the recommendations that are non-essential and feel free to suggest cost effective solutions where appropriate.

Regards

Eddie



Bus Shelters Ltd

TIMBER RANGE

of
Rural Bus & Waiting Shelters

Dyffryn Business Park, Llantwit Major Road, Llandow, Nr. Cowbridge, South Glamorgan,
CF71 7PY Tel: 01446 795444 e-mail: sales@shelters.co.uk

The Guildford



The Q.B.



Dyffryn Business Park, Llantwit Major Road, Llandow, Nr. Cowbridge, South Glamorgan,
CF71 7PY Tel: 01446 795444 e-mail: sales@shelters.co.uk

Shelters are mainly constructed both internally and externally with 16mm clear cedar tongued and grooved timber. The sides and backs of the shelter have cavity walls sealed at the ends with Canadian softwood. This system is used to place added strength to the sections and also to increase life expectancy of the shelter.

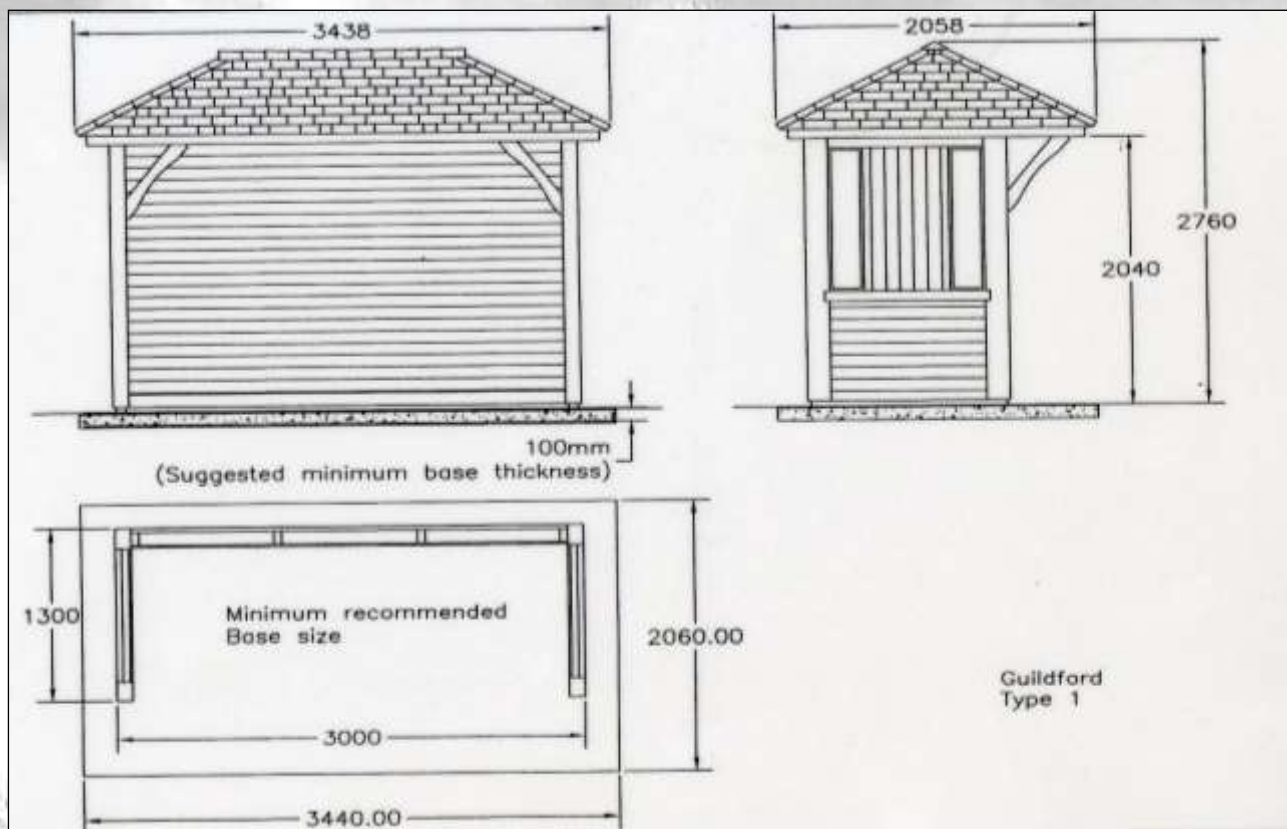
Shelter roofs are of single 16mm clear cedar, covered with green mineralised bitumastic felt. Along the edge of the roof is placed a solid fascia for appearance and strength. The roof secures to the 3" x 1 1/2" rafters by means of galvanised plates.

All timbers are treated (including inside of cavity walls) with 3 coats of protective wood staining, thus giving an all-round appearance of Cedar.

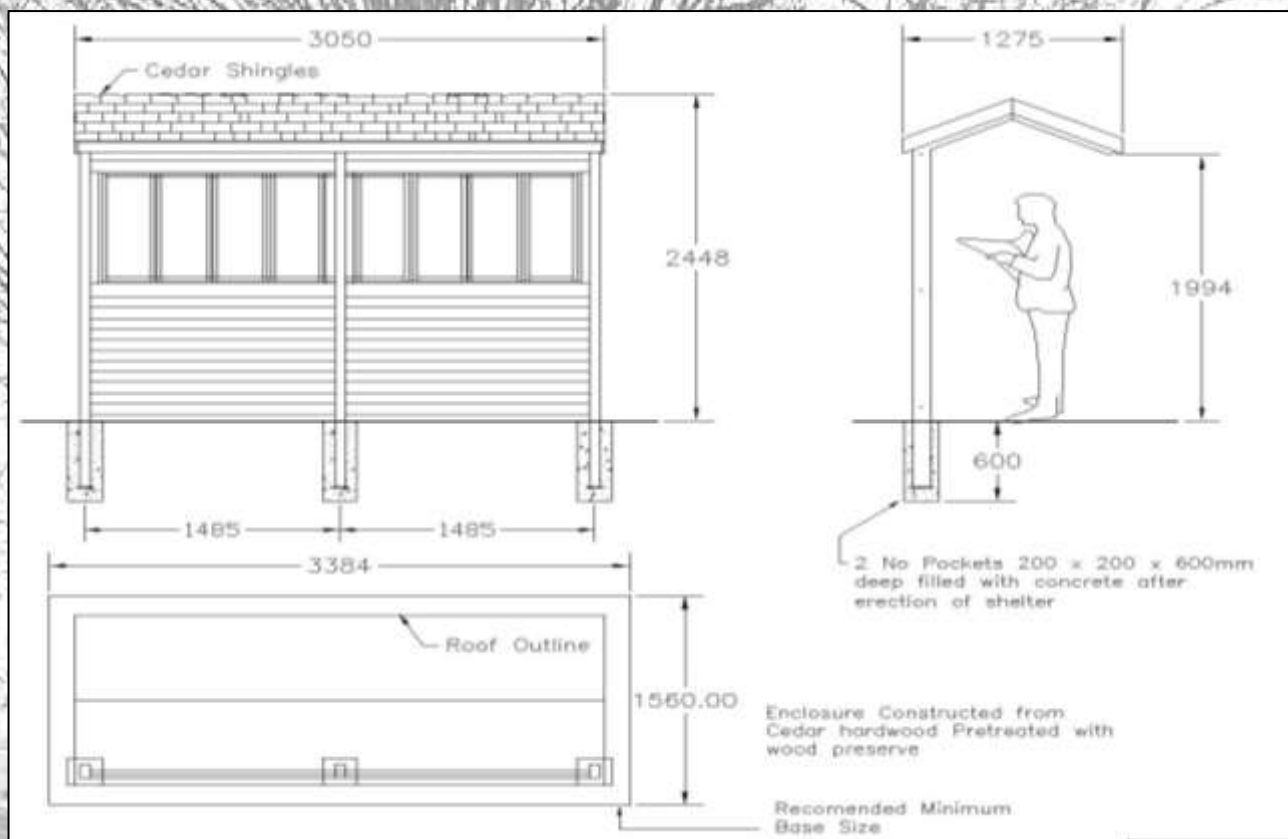
The shelters are supplied with tubular galvanised steel supports and allow for rapid erection.

**SUPPLIED AND ERECTED ONTO YOUR PREPARED AND
LEVEL FOUNDATIONS**

Prices		
Shelter Type	Size	Shelter Cost Only
Guildford (unglazed)	10ft x 4ft x 6ft	£6,677
QB (unglazed)	10ft Cantilever	£4,577.82
Delivery and Installation (Day Rate)		
Home Counties		£985.27
Additional Costs (optional)		
Poly Glazing (Per Panel)		£72.51 per panel (Guildford x 4No. panels required) (QB x 8No. panels required)
Timber Seat		£437.46



GUILDFORD



Q.B.

Dyffryn Business Park, Llantwit Major Road, Llandow, Nr. Cowbridge, South Glamorgan,
CF71 7PY Tel: 01446 795444 e-mail: sales@shelters.co.uk

Organisation Name: Shinfield Parish Council
Contact Name: Anglea Gurr / Mike Balbini (Clerk)
Address: School Green Center
 School Green
 Shinfield
 Reading
Post Code: RG2 9EH
Tel: 0118 988 8220
E-mail: clerk@shinfieldparish.gov.uk
Angela.gurr@shinfieldparish.gov.uk

littlethorpe.com
sales@littlethorpe.com
 0116 2603777

Delivery Address: Basingstoke Road
 Spencers Wood, Shinfield, Reading RG7 1AD

Date of Quote: 06/12/2021
Quote No: Q-2196A

	Item	Quantity	Cost	Subtotal	Notes
Shelter Style	Surrey	1	£ 8,850.00	£ 8,850.00	
Orientation	Front to Road				
Arrivals End	Glazed - 6.4mm Laminated	1	£ -	£ -	
Departures End	Glazed - 6.4mm Laminated	1	£ -	£ -	
Rear	Fully Boarded	1	£ -	£ -	
Front	N/A	1	£ -	£ -	
Optional Extras	Bolt Down	1	£ 1,250.00	£ 1,250.00	
Optional Extras	Remove & Dispose of Existing Shelter	1	£ 1.00	£ 500.00	

Quote Includes: Supply & Installation

Price excludes cost for licences. Obtaining underground searches and overhead line assessments are the responsibility of the customer.
 Overhanging trees will need cutting back by the owner of the trees before installation.
 Installation cost is based on shelter being bolted down to the existing base.

Delivery & Installation	No. of Shelters:	1	No. of Lorries:	1
	Mileage from LE4 8AT:	135	Delivery Cost:	£ 599.00
	Being Installed by Littlethorpe:	Yes	Installation Cost:	£ 1,705.00
Subtotal			£	12,904.00
VAT @ 20%			£	2,580.80
Total			£	15,484.80

Terms: Payment required within 30 days of Invoice date
To Order: Please complete form below

Yes, I would like to order the goods and services as listed above, and agree to Littlethorpe's terms and conditions,

Date:	Your Name (BLOCK CAPITALS):	Your Signature:	Your Official Position/Job Title:

Price quoted for installation by Littlethorpe does not include; section 50 fees or any other fees levied by the council, Statutory Underground searches, or any other cost that may be involved in preparing the site for shelter installation.

The prices on this quote can be held for 4 months

All Littlethorpe shelters are guaranteed for 5 years against being burnt down or kicked in

The optional 15mm toughened glass is guaranteed for 1 year against breakage

Littlethorpe can store shelters for up to four weeks beyond the agreed completion date before a weekly storage charge may apply

Shelters arrive fully assembled on the back of a crane lorry, ready to be offloaded into pre-prepared holes

Littlethorpe may use sub-contractors for installation work

All Littlethorpe shelters are built by hand in Leicester using FSC® certified hardwood

FSC-C109654
 Littlethorpe of Leicester Ltd Unit 2, Pinfold Road,
 Thurmaston, Leicester. LE4 8AT

See our website for more information
Thank you for choosing Littlethorpe

Reg.in England and Wales No. 4768528

GRANT APPLICATION FORM 2021-2022

Shinfield Parish Council offers a limited number of one-off grants each year to organisations, clubs and charities which provide a service to residents.

Grants can be applied for at any time during the year. The total fund available is budget limited and our website will indicate when funds have expired.

Applicants must meet the general grant criteria and conditions of grant.

You must complete the form in full and supply all the information requested. You may be asked for further clarification or evidence of need.

The outcome will be notified in writing and in certain circumstances the grant may only be awarded if specific conditions are met.

A successful award of a grant in one year does not guarantee a grant in subsequent years.

There is no appeal process if an application is turned down.

Payment of your grant is by Bank Transfer ONLY – please supply the relevant details in the declaration.

Please complete all sections of this form. You may expand the boxes if necessary.

Name of Organisation: [Link Visiting Scheme](#)

For what purpose is the grant to be used?

[The Link Visiting Scheme supports older people throughout Wokingham Borough who are experiencing the serious impact of loneliness leading to a loss in confidence, self-esteem, and often cognitive decline. This can cause immense suffering for those affected, and places intense pressure on families, carers, health, and social services.](#)

[“Some days I am so down I sometimes wish I was not here.”](#)

[“The world at this time is a very lonely place”](#)

[Through community-based friendship, we improve and restore confidence and wellbeing and with an increased zest for life, our clients are better able to remain independent for longer – good for them, their loved ones, and the wider community.](#)

[We provide a range of friendship-based services, including telephone-based interim support, long-term one-to-one befriending, small social groups, and larger community events as part of our innovative pathway approach, designed to help someone from a point of crisis to achieving social wellbeing.](#)

"The LVS do superb work and I know my life would not be the same without them."

"I can't thank the Link enough for their support...they are wonderful"

"You all do a wonderful thing for us all"

"What you are doing is immeasurable, literally a lifeline. Brilliant people".

Earlier this year, as part of our planning process, we undertook an analysis of the population of older people living alone across the borough and the distribution of our client base. As a result, the Link Visiting Scheme made a strategic decision to expand our services in six of our more rural parishes/wards where there are needs which we aren't currently supporting.

We identified Shinfield as a priority parish since it has a large number of older residents (65+) and a large number of older residents living alone*. A grant from Shinfield Parish Council will help us support a greater number of lonely and socially isolated older people living in the parish.

**1,661 65+ years residents 65+, 290 65+ residents living alone. Source: Berkshire Observatory*

How many parish residents do you anticipate reaching and how will they benefit?

We currently support fifteen older people in Shinfield with long-term one-to-one befriending relationships, "Link Ups", at a cost of over £300 per client annually.

We are planning to provide long term support for least another ten lonely and socially isolated older people living in the parish during 2022.

Our "Link Ups" are designed to be highly personalised and for the long term, friendships continue for as long as our clients, our volunteers and we feel they are beneficial, often lasting many years.

We'll shortly be starting work raising awareness of our services in Shinfield, seeking referrals for residents who might benefit from our services and recruiting new volunteers to assist us.

Have you received any other grants or funding for this project.

If yes please provide details.

We are fortunate to have received a grant from Ecclesiastical's Movement for Good to support this work, however it does not cover all the costs associated.

As a result, we are applying to Shinfield Parish Council for a grant of £900 towards our Shinfield-related costs.

We are also applying to the councils of the five other identified more rural parishes/wards in line with their grant application timetables

About your Organisation :

Briefly describe the role of your organisation within Shinfield Parish

We improve the quality of life of lonely and socially isolated older people living in the borough. All our friendship services are available to residents of Shinfield Parish. Every day we see the transformative impact of our work, restoring self-esteem and confidence, bringing joy and happiness.

In March 2021 we were delighted that our extensive efforts were recognised by winning the Berkshire High Sheriff Award for Supporting the Isolated during lockdown and in April 2021 we were honoured to receive the Queens Award for Voluntary Service, the highest award given to volunteer groups across the UK.

Further information about us can be found at: <https://www.linkvisiting.org/>

Where are you based?

Our offices are based in central Wokingham, from where we serve the whole Borough.

Number of members in your organisation?

We currently have 480 clients

You can provide a web link to the above information or provide a leaflet/brochure.

Contact for this application:

Title: First name: Surname:

Position held in organisation:

Contact address

Postcode: Telephone Number:

Email address:

DECLARATION

The following declaration must be completed by a senior contact on behalf of the applicant organisation.

I apply for grant aid on behalf of:

[Link Visiting Scheme](#)

I confirm that:

- I am authorised to sign on behalf of the organisation named in this application
- I have noted the conditions under which grants are awarded by Shinfield Parish Council
- I confirm that if successful, I and the organisation which I represent, will comply with the grant conditions.

I undertake, on behalf of the organisation, any grant or such part as Shinfield Parish Council may determine, will be repaid if:

- The organisation is found to be in breach of the criteria and conditions applied to the grant
- The grant ceases to be used for the purpose(s) for which it was given.

Signed:



.....

Date:15th Dec 2021.....

Name (Block capitals):MARJIE WALKER.....

Position in organisation:CEO.....

Data Protection:

The information provided on this form will not be used for any purpose other than that pertaining to the process and consideration of your application. The personal data supplied on this form together with other information will be held securely by the Shinfield Parish Council. However, the Grant Recipient gives its consent for Shinfield Parish Council to publish the Grant Application and or agreement in any medium in its entirety (but with any information which is Confidential belonging to the Council, or the Grant Recipient redacted) You may have access to your personal information upon request.

The following information for the most recent year must be submitted with your application (please tick)

Annual Report & Constitution	*
Balance Sheet/Bank Balances	
Income and Expenditure Account	

Bank	COOP
Name of Bank Account	[REDACTED]
Sort Code	[REDACTED]

Z/Grants/Current Year Applications NNNN_NNNN

Account Number	
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GENERAL GRANT CRITERIA

The Parish Council seeks to maintain a balanced provision of grants with the principles of best value being applied in considering all applications.

1. Grants to organisations or charities serving more people will take priority.
2. The purpose of the grant should bring direct benefit to residents in the parish.
3. The grant may be a contribution to the funds of a charitable body based outside the parish but for the furtherance of its work with the local community.
4. Grants will NOT be awarded retrospectively.

CONDITIONS OF GRANT

1. Organisations applying for a grant must comply with the general grant criteria. The applicant must complete all sections of the grant application form, including the declaration.
2. All organisations receiving grants will be required to acknowledge receipt of the grant and comply with any conditions specified.
3. All organisations receiving a grant should acknowledge Shinfield Parish Council's financial support in its publicity and promotional activities. Shinfield Parish Council reserves the right to publicise the grant award in its own promotional material (for example, the Parish Newsletter and Annual Report). Individual grants are listed on the parish website to comply with legislation.
4. The applicant must submit the organisation's constitution/terms of reference, the most recent accounts or financial statement, annual report and balance sheet.
5. Shinfield Parish Council reserves the right to monitor the way in which grants have been spent. You are required to complete a grant monitoring form which asks for information about how the grant has been spent (copies of relevant invoices and receipts may be required).
6. Shinfield Parish Council reserves the right to seek to recover the grant and/ or any moveable equipment bought with the grant money if the organisation ceases to exist, or if the grant is not used for the purpose(s) in the original application to Shinfield Parish Council, or if the conditions of the grant are not met.

GRANT APPLICATION FORM 2021-2022

Shinfield Parish Council offers a limited number of one-off grants each year to organisations, clubs and charities which provide a service to residents.

Grants can be applied for at any time during the year. The total fund available is budget limited and our website will indicate when funds have expired.

Applicants must meet the general grant criteria and conditions of grant.

You must complete the form in full and supply all the information requested. You may be asked for further clarification or evidence of need.

The outcome will be notified in writing and in certain circumstances the grant may only be awarded if specific conditions are met.

A successful award of a grant in one year does not guarantee a grant in subsequent years.

There is no appeal process if an application is turned down.

Payment of your grant is by Bank Transfer ONLY – please supply the relevant details in the declaration.

Please complete all sections of this form. You may expand the boxes if necessary.

Name of Organisation: [Link Visiting Scheme](#)

For what purpose is the grant to be used?

[The Link Visiting Scheme supports older people throughout Wokingham Borough who are experiencing the serious impact of loneliness leading to a loss in confidence, self-esteem, and often cognitive decline. This can cause immense suffering for those affected, and places intense pressure on families, carers, health, and social services.](#)

[“Some days I am so down I sometimes wish I was not here.”](#)

[“The world at this time is a very lonely place”](#)

[Through community-based friendship, we improve and restore confidence and wellbeing and with an increased zest for life, our clients are better able to remain independent for longer – good for them, their loved ones, and the wider community.](#)

[We provide a range of friendship-based services, including telephone-based interim support, long-term one-to-one befriending, small social groups, and larger community events as part of our innovative pathway approach, designed to help someone from a point of crisis to achieving social wellbeing.](#)

"The LVS do superb work and I know my life would not be the same without them."

"I can't thank the Link enough for their support...they are wonderful"

"You all do a wonderful thing for us all"

"What you are doing is immeasurable, literally a lifeline. Brilliant people".

Earlier this year, as part of our planning process, we undertook an analysis of the population of older people living alone across the borough and the distribution of our client base. As a result, the Link Visiting Scheme made a strategic decision to expand our services in six of our more rural parishes/wards where there are needs which we aren't currently supporting.

We identified Shinfield as a priority parish since it has a large number of older residents (65+) and a large number of older residents living alone*. A grant from Shinfield Parish Council will help us support a greater number of lonely and socially isolated older people living in the parish.

**1,661 65+ years residents 65+, 290 65+ residents living alone. Source: Berkshire Observatory*

How many parish residents do you anticipate reaching and how will they benefit?

We currently support fifteen older people in Shinfield with long-term one-to-one befriending relationships, "Link Ups", at a cost of over £300 per client annually.

We are planning to provide long term support for least another ten lonely and socially isolated older people living in the parish during 2022.

Our "Link Ups" are designed to be highly personalised and for the long term, friendships continue for as long as our clients, our volunteers and we feel they are beneficial, often lasting many years.

We'll shortly be starting work raising awareness of our services in Shinfield, seeking referrals for residents who might benefit from our services and recruiting new volunteers to assist us.

Have you received any other grants or funding for this project.

If yes please provide details.

We are fortunate to have received a grant from Ecclesiastical's Movement for Good to support this work, however it does not cover all the costs associated.

As a result, we are applying to Shinfield Parish Council for a grant of £900 towards our Shinfield-related costs.

We are also applying to the councils of the five other identified more rural parishes/wards in line with their grant application timetables

About your Organisation :

Briefly describe the role of your organisation within Shinfield Parish

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Balance Sheet/Bank Balances	
Income and Expenditure Account	

Bank	COOP
Name of Bank Account	LINK VISITING SCHEME
Sort Code	08-92-99

Z/Grants/Current Year Applications NNNN_NNNN

Account Number	65562677
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Monday, 17 January 2022

Francesca Lane
Office Administrator
Shinfield Parish Hall
School Green
Shinfield
RG2 9EH

Dear Francesca,

Following our technicians visit to you I am writing to supply you with a quotation for a pest control contract at **Allotments at Recreation Ln, Spencers Wood, Reading RG7 1EA**

What would you receive? : We recommend a pest control contract which would cover the above premises for **rats and mice externally**.

Baits are laid and inspected at regular intervals. We also do contracts that include all pests - making budgeting simple.

Why choose PESTUK? : At PESTUK we are happy to take care of your pest control requirements so that you can carry on running the site knowing we are preventing infestations. We plan to work closely with you & in the long term save you money & maintain your reputation.

Written reports are supplied after each visit describing any action taken, detailing any poisons/insecticides used and any recommendations. We also supply you with a folder to keep all the reports, data sheets and a list of the dates of our visits.

We are a small but highly professional company and we are not a franchise. Our company matches and in a lot of cases exceeds any of the larger companies for expertise and training of staff. We feel we provide a quicker, cheaper and more personal service to our customers. If you require any further information then do not hesitate to contact me or look at our web site: www.pestuk.com.

Response times: We guarantee to respond to any requests within 24 hours giving you peace of mind that we are dealing with any issues quickly.

Accreditation: PESTUK and our technicians are members of the British Pest Control Association (BPCA). The BPCA is the trade body representing the public health pest control sector. We are assessed & our technicians have passed their pest control exam. The technicians are also apart of the BASIS/PROMPT scheme which means they have to complete ongoing training within the industry to meet their requirements. You can therefore relax knowing that your pest problems are in the hands of professionals.

We recommend a pest control contract with 10 scheduled visits a year for which the price would be £500.00 plus VAT per annum
This includes free call-outs providing proofing and hygiene recommendations are adhered to.
Call outs for pests not covered by the contract will receive a 20% discount.

Yours sincerely,

Dominic Lee



12.01.22

To know it may concern,

I would like to add my query regarding the access route out of the new School Green Centre onto the courtyard as a discussion point on your next council meeting agenda.

I visited the Parish Council on another matter recently and whilst waiting for the requested information I had the opportunity to see the new inner courtyard area. I was firstly confused by the lush grass slopes leading from the old hall into the courtyard and then, quite frankly, my confusion turned to concern and then to dismay when I realised this was probably "designed" as disability access. If any of you or your architects have ever tried pushing a wheelchair up (or even down) a heavily grassed slope you would know how utterly stupid these slopes are.

You will probably tell me there is an alternative route for those with mobility issues.

The point being that in the 21st century in a new building disabled clients should be able to access everything in the same way as an able-bodied client.

P.T.O.

In days past when old buildings had to be adapted it was not possible in certain circumstances but in a supposedly more enlightened society we no longer discriminate in this way.

I have had many years dealing with and pushing an adult in a wheelchair and so I do know what I am talking about.

Please reconsider these slopes. It may not be aesthetically pleasing but I'm sure small children would enjoy a grassy slope but disabled clients would much prefer one slope hard-surfaced in order that they are not made to feel different and excluded.

Many thanks.

Yours faithfully

Ri

7

When will the meeting be? Can I be notified please? If I attend could masks be worn?
Many thanks.

Kouy Young

From: [REDACTED]
Sent: 10 January 2022 13:45
To: Mike Balbini
Cc: Laurence James; Ian Clarke
Subject: Re: SW Pavilion Suggestions for Committee Consideration

Mike,

Are you able to tell me which committee will be handling these suggestions?

Best regards,
Ian Young

On 29/12/2021 07:16, Ian Young wrote:

Mike,

Further to my email last week regarding booking dates, we have some constructive suggestions to offer on issues seen over the past three months:

1) The front door fob entry system is fine for the first person with a booking entering the building, but people who arrive later do not have access. The result is that quite a number of Pavilion users are putting the door on the latch. This probably means that we are in breach of the fire regulations.

We think that a change to the door entry system should be considered, to have the door unlatched for the period of the booking, once the fob has been used, so that everyone taking part can have access.

Thought will need to be given to evening bookings, because customers may want to lock the door after the last person has arrived.

2) The spring on the front door is set so strong that people with walkers and wheelchairs cannot open the door. This probably means that we are in breach of recommendations for access to public buildings for disabled users. Officers have told us that the door spring cannot be altered because of fire regulations.

We think that a similar system of entry to that used by Swallowfield Medical Practice should be considered (ie) a large flat plate, set low for wheelchair users, is pressed to operate the door.

3) The door of the community room has the same issue as the front door, and a solution to that perhaps could be used for this one. Every user we have seen, including SPC staff, is wedging this door open, so

it is clear that the present arrangement is not suited to users needs. Where that fits with the fire regulations
is not clear to us.

4) The spring on the kitchen door is also set very strong, so that it takes two people to allow a tray of
crockery, for instance, to be taken to the community room.

We have already had a case where, at the end of the morning, a person with a tray of crockery
had
the door close in her face because the person entering immediately before let the door go.

We think a foot operated door stop, for instance, could be fitted to help avoid this kind of issue.

5) Several of the Tea Morning volunteers are Jackie Chan trained, and they are telling us that
the washing
up facilities are not good enough. (Jackie Chan is the Environment Health Officer for Bracknell,
West Berks
and Wokingham.)

We think that a commercial dishwasher should be considered, because of time and
temperature constraints.

We know that several customers have provided food supplied by an outside caterer, and a
dishwasher
is seen as essential under those conditions.

We have raised the points above with SPC officers, but understand that the solutions
suggested are
probably beyond their remit.

I am not sure which committee should be handling these suggestions and so, because of the
financial
implications, I have copied in Cllr James and Cllr Clarke. I would appreciate you putting
this email on
the agenda of the next relevant committee, and would be happy to attend a meeting if that is
thought
to be of value.

Best regards,



From: [REDACTED]
Subject: My email to Mike Balbini re dishwasher at Spencers Wood Pavilion - hope this copies to you successfully. L.
Date: 17 January 2022 17:22
To: [REDACTED]

From: [REDACTED]
Sent: 23 December 2021 10:54
To: clerk <clerk@shinfieldparish.gov.uk>
Subject: Thursday coffee morning at Spencers Wood Pavilion

Dear Mr Balbini,

As a regular attendee, I was distressed to discover that the Pavilion would not be open on next Thursday, 30th December. I found that the volunteers have not been able to find out an credible reason for this decision. I must emphasise the importance of this facility to so many seniors in the parish, many of whom live alone and rely upon the regular social contact, which must contribute to their mental wellbeing.

I look forward to your response on this issue.

In addition, it seems there is no dishwasher in the kitchen area. I have always understood that washing dishes by machine is more conservation-friendly than hand washing. This must also discourage potential lets for celebrations and functions. It appears there is room there for one to be installed. The views of the appropriate committee would be welcomed.

Yours sincerely,

[REDACTED]

[REDACTED]

Kouy Young

To: Mike Balbini
Subject: FW: Baby Sensory Room Hire
Importance: High

Hi Mike,

Did you respond to this, or is still going to council?

Kind Regards

Kouy Young

Deputy Clerk to Shinfield Parish Council

Shinfield Parish Hall

School Green

Shinfield

RG2 9EH

Tel: 0118 988 8220

Mob: 07546 416 831

Kouy.Young@shinfieldparish.gov.uk



<https://shinfieldparish.gov.uk/>



From: [REDACTED]
Sent: 19 January 2022 06:48
To: Kouy Young <Kouy.young@shinfieldparish.gov.uk>
Subject: Baby Sensory Room Hire
Importance: High

Dear Mike and Kouy

Firstly thank you for your time yesterday Mike I really appreciate it and as discussed if you could escalate my request to the Council that would greatly appreciated.

As we discussed I am interested in hiring the Ryeish Green room on Tuesdays 9:00-1:00pm on a weekly basis for approximately 45 weeks of the year, all proposed dates can be provided in advance, Angela checked the diary and the room is available. I run a business of established Baby Sensory and Toddler Sense classes and would be looking to start the hire from Tuesday 1st March 2022.

My request is that I'm given an hour free of charge as I have an extensive set up and pack down time so I would pay for 3 of the 4 hours hired which is the agreement I have with all my existing venues. I will be opening bookings for my new term on 1st February so if you are able to confirm whether this is possible before then that would be appreciated.

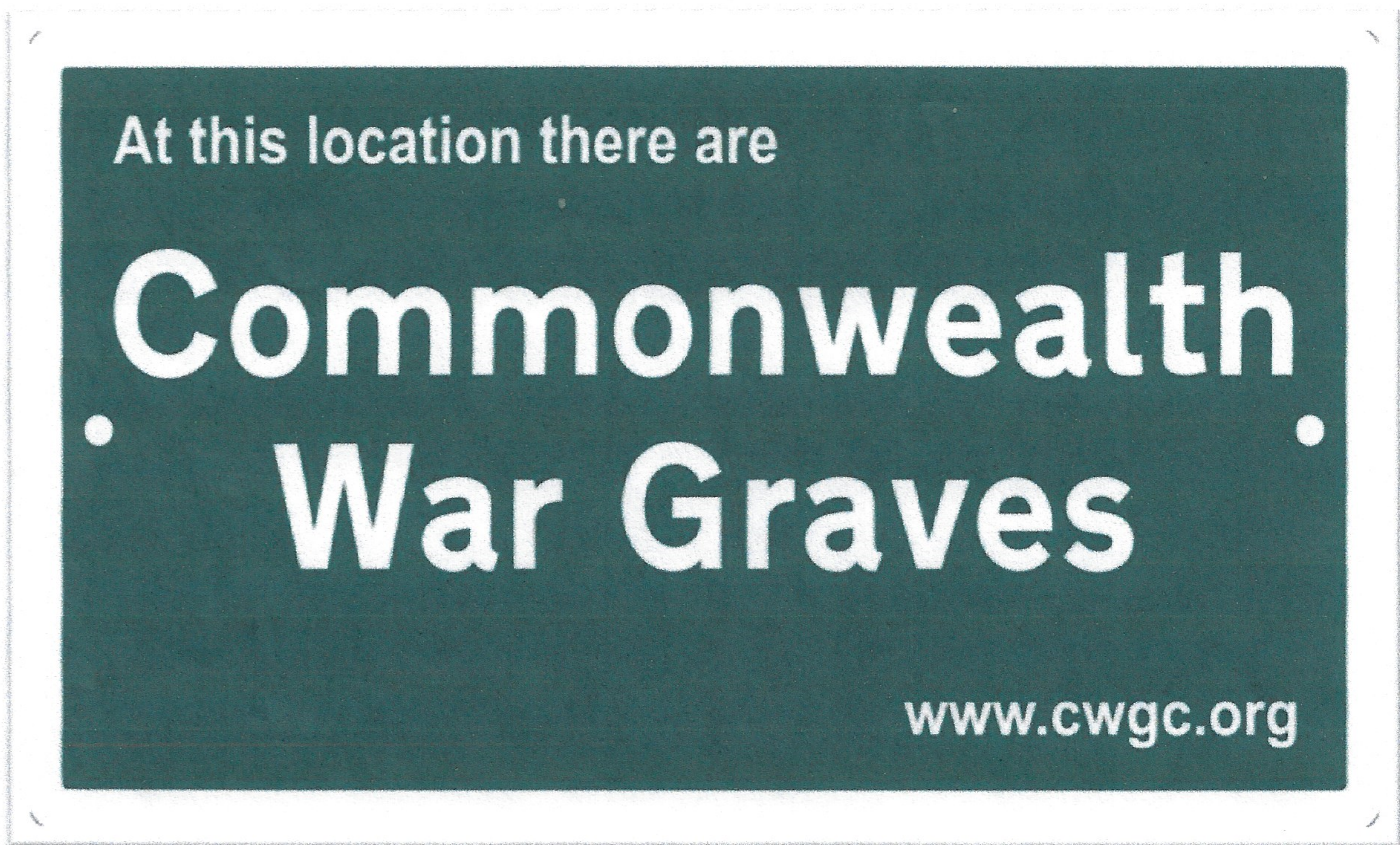
If you have any questions please let me know.

Best wishes

A large black rectangular redaction box covering the signature of the sender.

Ask us about our fantastic parties!

Schedule 2 – Commonwealth War Graves Commission standard design signs



From: [REDACTED]
Subject: War Grave Sign
Date: 11 January 2022 14:18
To: [REDACTED]

Hi Ian,

Thanks for your help with this! We are proposing for the (bottom green sign) to be attached to the footpath pole directly below the existing signs.

If agreed we would then take it further with the diocese and the War Graves Commission.

Many thanks for your help with this.

Kind regards

[REDACTED]

[REDACTED]
Team Vicar, Loddon Reach Benefice

Home: 0118 988 3858

Email: [REDACTED]

Benefice office: 0118 988 5923

Email: Office@LoddonReach.org.uk



This email has been scanned by BullGuard antivirus protection.
For more info visit www.bullguard.com



Additional Matters Order (Oxford) No. 1 of 2021

In exercise of the power conferred by section 78 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 the Chancellor makes the following order:

1. An authorised person (which, for these purposes, includes the Commonwealth War Graves Commission) may undertake any matter prescribed in the first column of the table in Schedule 1 without a faculty:
 - (a) If the archdeacon has been consulted on the proposal to undertake the matter and has given notice in writing that it may be undertaken without a faculty; and
 - (b) Subject to:
 - (i) The conditions that are specified in relation to that matter in the corresponding place in the second column of the table; and
 - (ii) Any additional conditions imposed by the archdeacon under paragraph 2(b).
2. Where the archdeacon is consulted under paragraph 1(a) on the proposal to undertake a matter, the archdeacon:
 - (a) Must seek the advice of the Diocesan Advisory Committee or such of its members or officers as the archdeacon thinks fit before deciding whether to give notice that it may be undertaken without a faculty; and
 - (b) May make the undertaking of the matters subject to additional conditions specified by the archdeacon in the notice.
3. A notice given by the archdeacon under paragraph 1(a) must specify the proposals which may be undertaken without a faculty.
4. The archdeacon must retain a copy of every notice given under paragraph 1(a) and must also send a copy to:
 - (a) The registrar of the diocese for filing in the diocesan registry; and
 - (b) The secretary of the Diocesan Advisory Committee.
5. If the archdeacon declines to give notice under paragraph 1(a) that a proposal may be undertaken without a faculty the archdeacon must inform the applicants that they may, if they wish, petition the court for a faculty authorising the proposal.
6. Words and expression used in this Order have the same meaning as they have in rule 2.2 and Part 3 of the Faculty Jurisdiction Rules 2015.
7. This Order may be cited as the Additional Matters Order (Oxford) No. 1 of 2021.

The Worshipful His Honour Judge David Hodge QC
Chancellor of the Diocese of Oxford

8 March 2021

Schedule 1 – Additional matters which may be undertaken without a faculty subject to consultation etc. [*additions to List B*]

<i>Matter</i>	<i>Specified conditions</i>
Introduction of a Commonwealth War Graves Commission sign at or near entrance(s) to churchyard containing commonwealth war graves	1. The PCC is aware of the proposals and has passed a supportive resolution. 2. The sign is of the standard design produced by the Commonwealth War Graves Commission as follows: • Text: Either: “At this location there is a Commonwealth War Grave www.cwgc.org” or alternatively: “At this location there are Commonwealth War Graves www.cwgc.org” (as appropriate); • Size: 210mm by 150mm; • Colour: on a green background and made of aluminium. All in accordance with the images reproduced at Schedule 2 below. 3. Non-ferrous fixings are to be used and all fixings are to be made into mortar joints where possible. At locations that do not have a boundary wall, the signs may be fixed to a metal or wooden gate or fence, to a noticeboard or to an existing post.