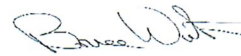


To all members of the Facilities Committee

Notice is hereby given that a meeting of the Facilities Committee to be held on
WEDNESDAY 7th June 2023 at 19.30 at the School Green Centre.

You are invited to attend a presentation by a sports provider prior to the meeting at 19:00



Bruce Winton
Parish Clerk
1st June 2023

Members: Cllrs Boyer, Clarke, Jahromi, James, Jones, Masseron and Peer

Agenda

1. Election of Chair of the Facilities Committee

- 1.1 To **RECEIVE** and **CONSIDER** nominations for the election of Chair of the Committee for 2023/24
- 1.2 To **ELECT** the Chair for 2023/24
- 1.3 To **SIGN A DECLARATION** of acceptance of office as Chair of the Facilities Committee

2. Election of Vice-Chair of the Facilities Committee

- 2.1 To **RECEIVE** and **CONSIDER** nominations for the election of Vice-Chair of the Committee for 2023/24
- 2.2 To **ELECT** the Vice-Chair for 2023/24
- 2.3 To **SIGN A DECLARATION** of acceptance of office as Vice-Chair of the Facilities Committee

3. Terms of Reference

- 3.1 To **RECEIVE** and **APPROVE** the terms of reference for the Facilities Committee *

4. Public Questions

- 4.1 To **RECEIVE** and **CONSIDER** public questions

5. Apologies and declaration of members' interests

- 5.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
- 5.2 To **RECEIVE** members' declarations of interest

6. Minutes of the previous meeting

- 6.1 To **RECEIVE** and **APPROVE** the minutes of the Recreation and Amenities Committee held on 4th May as a correct record of the meeting and to authorize the Chairman to sign the same *
- 6.2 To **CONSIDER** matters arising from the minutes

7. Works Updates

- 7.1 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager on progress towards final completion of the new MUGA
- 7.2 To **RECEIVE** and **CONSIDER** a report from the Facilities Manager for the provision of enabling works for access to the Spencers Wood MUGA

8. Community Services

- 8.1 To **RECEIVE** and **NOTE** any verbal update on Community Services
- 8.2 To **RECEIVE** and **NOTE** any verbal update on the Pavilion Youth Club and the Flat at Shinfield Rise

9. Millworth Lane and Sports Provision

- 9.1 To **RECEIVE** and **CONSIDER** a verbal update regarding toilets at Millworth Lane
- 9.2 To **RECEIVE** and **NOTE** a verbal report from the Sports Working Party
- 9.3 To **RECEIVE** and **CONSIDER** the provision of fitness training at Millworth Lane

10. Allotments

- 10.1 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager regarding Orchard Rise

11. School Green Centre

- 11.1 To **RECEIVE** and **CONSIDER** a verbal update from the Facilities Manager on the timeline displaying the history of the parish and names of former Chairs of Parish Council
- 11.2 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager on the sign for the School Green Centre

12. Spencers Wood Pavilion and Recreation Ground

- 12.1 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager on the contract with Chapel Lane Pre-School
- 12.2 To **RECEIVE** and **CONSIDER** a request from a member of the public to plant a memorial tree at Spencers Wood Recreation Ground

13. Manor Ground

- 13.1 To **RECEIVE** and **CONSIDER** a verbal update from the Facilities Manager regarding the Manor Ground pavilion

14. Parish Wide Items

- 14.1 To **RECEIVE** and **CONSIDER** an update on the provision of picnic tables at Deardon Field
- 14.2 To **RECEIVE** and **CONSIDER** an update from the Facilities Manager regarding quotes for the remedial work on the fruit trees at Deardon Orchard*
- 14.3 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager on new community noticeboards*
- 14.4 To **RECEIVE** and **NOTE** a verbal update from the Clerk regarding the School Green Working Party
- 14.5 To **RECEIVE** and **CONSIDER** a policy for memorial benches within the parish*
- 14.6 To **RECEIVE** and **NOTE** any updates on plans for High Copse pavilion

15. Ryeish Green Pavilion

- 15.1 To **RECEIVE** and **CONSIDER** a verbal report from the Clerk on the marketing of Ryeish Green Pavilion

16. Date of Next Meeting

- 16.1 To **NOTE** the next meeting of the Facilities Committee meeting will be held on Wednesday, 5th July 2023 at 19:30

* Report attached

** Report to follow

Shinfield Parish Council – Facilities Committee

Terms of Reference

Purpose

- The Facilities Committee is responsible for leisure and recreation facilities owned by the parish council
- Develops relationships with local sports and leisure groups
- Develops relationships with Wokingham Borough Council on sports and leisure

Membership

- The Committee should have at least four members with a quorum of three members.
- There should be a representative from at least three of the five wards
- The committee will elect the Chair and Vice-Chair annually

Delegated powers

The committee has the following delegated powers:

- Delegation of work to the Clerk
- Budget setting (in conjunction with the Finance and General Purposes Committee) and the power to spend within its budget. Any expenditure in excess of the budget limit must be approved by the Finance and General Purposes Committee for the:
 - Management, security and repair of council properties
 - Management, security and repair of parish council land and buildings
 - Management and security of allotment sites
 - Purchasing within the allocated budget and within the council's Financial Regulations
 - Management of parish council bus shelters
 - Management of allocated Section 106 or Community Infrastructure Levy funds awarded for leisure and play facilities

The chair of the committee should report on its activities at full council meetings

Review

The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council.

Shinfield Parish Council – Arts, Culture & Events Committee

Terms of Reference

Purpose

- The Arts, Culture & Events (ACE) Committee is responsible for the promotion of arts & culture within the parish
- Develops relationships with Wokingham Borough Council with regards to ACE activities and appropriate groups and organisations including arts societies and history clubs
- Develops a parish wide events programme which the council will either deliver directly, work with partners or support other organisations accordingly

Membership

- The Committee should have at least four members with a quorum of three members.
- There should be a representative from at least three of the five wards
- The committee will elect the Chair and Vice-Chair annually

Delegated powers

The committee has the following delegated powers:

- Delegation of work to the Clerk
- Budget setting (in conjunction with the Finance and General Purposes Committee) and the power to spend within its budget. Any expenditure in excess of the budget limit must be approved by the Finance and General Purposes Committee for the:
 - Management of community activities and competitions e.g. litter pick, annual allotment competition, best garden competition
 - Purchasing within the allocated budget and within the council's Financial Regulations
 - Development of youth provision across the parish
 - Develop and deliver in house events for the benefit of the entire community or specific sub-sections e.g a village fete for Shinfield or a youth event
 - Support other community based events as deemed appropriate

The chair of the committee should report on its activities at full council meetings

Review

The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council.



Clerk: Bruce Winton
 School Green Centre
 School Green
 Reading
 Berkshire
 RG2 9EH
 Tel: (0118) 988 8220
 E-mail:
clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

Minutes of a meeting of
Recreation & Amenities Committee
Held on Wednesday 4th May 2023
At School Green Centre commencing at 19.30

Present: Cllrs N Boyer, I Clarke (Ch), P Emmet, P Jahromi, L James, N Masseron,
 D Peer

Attending: B Winton (Clerk), S Herring (Deputy Clerk) and P Gudge (Facilities Manager)
 Six members of the public

23/RA/60

Public Questions

60.1 Deardon Field Orchard

Members of the public raised concerns over the poor condition of the fruit trees on Deardon Field Orchard. Specific concerns included the trees leaning over at an angle, stakes being too short to support the trees since planting, branches being broken off and their general condition. The committee would investigate their concerns and inform them of any decisions made. See also later in the minutes.

60.2 Bird Feeding on Deardon Orchard

A member of the public asked for permission to feed the birds in this area by hanging bird feeders on the trees. This would be at his own cost and maintenance. The Committee would consider his proposal and respond in due course. See also later in the minutes.

ACTION – Clerk to follow up with the member of the public

19:45 Three members of the public left the meeting

23/RA/61

Apologies and declarations of Members' Interest

61.1 There were apologies for absence from Cllrs Tatla

61.2 There were no declarations of members' interests

61.3 There were no changes to members' declarations of pecuniary interest

- 62.1 The minutes of the committee meeting of 5th April 2023 were approved as a correct record and signed as such by Cllr I Clarke

Proposed: Cllr P Emmet

Seconded: Cllr P Jahromi

Approved: Unanimously

- 62.2 The following matters arising were covered:

- 23/RA/44.1 Clerk to contact WBC to put forward alternative suggestions for land designated for pitches and to express the concerns of local residents in Hyde End Lane

The Clerk had drafted a letter to WBC which would be sent once the borough elections had been held and the councillors appointed

- 23/RA/45.1 Clerk to add Grant Applications to the agenda of the next Finance and General Purposes Committee

The Clerk was in the process of preparing invitations to organisations who had previously received a grant from the council and would publicise the new approach in the parish newsletter and on the website.

The Finance and General Purposes Committee will be administering the grant applications in future.

- 23/RA/46.1 Clerk to bring the Pump Track proposals to the attention of the Sports Strategy Working Party

This was on the agenda

- 23/RA/48.2 22/RA/61.3 Clerk and Facilities Manager to continue discussions with Whiteknights School

The Clerk had received the following holding response from the school via the Operations Director for Bellevue Place trust who run the school

"We are in the process of developing some options and passing them through our internal governance. We hope to be in touch soon to progress the conversation and please take this as our commitment to working with you to designing a plan that benefits the school and the community."

- 23/RA/6.1(d) Clerk to add the picnic tables for Deardon Field to the next agenda

This was on the agenda

23/RA.24.1 Clerk to circulate a full report to members for the next meeting showing the bookings income

This has been done

23/RA/34.2 Proposals for Millworth Lane to be produced for the meeting to be held in May

This was on the agenda

23/RA/34.3 Clerk to update the draft business model for Millworth Lane for the May meeting

This was on the agenda

23/RA.34.6 Facilities manager to arrange presentations from fitness organisations for the meeting in May

This had been done

23/RA/34.7 Clerk to report on the Lease at Millworth Lane at the next meeting

This was on the agenda

23/RA/34.8 Clerk to add the Sports Working Party to the agenda at the next meeting

This was on the agenda

23/RA/35.3 Clerk to add options for the Ryeish Green Pavilion to the agenda of the Full Council Meeting

This had been done

23/RA/38.4 Clerk to add potential locations for new noticeboards to the next agenda of the Full Council meeting

This was on the agenda

23/RA/41.1 Clerk to add new meeting schedule for the division of the Recreation and Amenities Committee to the next agenda

This was on the agenda

23/RA/49.1 Facilities Manager to report on the completion of the work at the Spencers Wood MUGA at the next meeting

This was on the agenda

- 23/RA/49.2 Facilities Manager to arrange for the implementation of the work on the Spencers Wood MUGA
- On the agenda
- 23/RA/51.1 Facilities Manager to obtain a quote for the toilets at Millworth Lane
- This was on the agenda
- 23/RA/51.3 Clerk to update the draft business model for Millworth Lane for the next meeting
- This was on the agenda
- 23/RA/51.4 Cllr Clarke, the Clerk and Facilities Manager to meet to discuss the way forwards for the Sports Working Party
- This was on the agenda
- 23/RA/52.1 Clerk to arrange for publicity of the Manor Ground
- The University of Reading (UoR) had sent invitations to include local residents for the official opening on 21st May and there was a possibility that the BBC may cover the opening.
- 23/RA/52.2 Clerk to work to secure the hire of the Manor Ground
- This was on the agenda
- 23/RA/55.1 Clerk to put on the agenda the School Green Working Party once a quote had been received
- This will be done
- 23/RA/55.2 Clerk to add to the next agenda - New Community Noticeboards
- This was on the agenda
- 23/RA/55.3 Facilities Manager to arrange for the Parish Timeline and List of Council Chairmen to be made and erected
- This was on the agenda
- 23/RA/56.1 Clerk to complete the contract with Chapel Lane Pre-School
- This was on the agenda
- 23/RA/57.1 Clerk to implement the new Terms and Conditions of Hire
- The new Terms and Conditions of Hire had been implemented with effect from 24th April 2023.

23/RA.58.1a Clerk to arrange the purchase and installation of defibrillators at Spencers Wood Pavilion and the Manor Ground

The Clerk reported that this was being progressed.

23/RA.58.1b Clerk to investigate if there was a defibrillator at the Ryeish Green Sports Hub

The Clerk confirmed that there was a defibrillator at the Ryeish Green Sports Hub

23/RA/63

Works Update

63.1 The Facilities Manager reported on the progress towards the final completion of the new MUGA at Spencers Wood Pavilion

The Facilities Manager reported that:-

- the returfing had been done
- the signage was still outstanding
- the path leading from the pavilion to the MUGA would be starting on 24th May at a cost to Shinfield Parish Council (SPC)
- he would ensure completion of the grass around the MUGA

23/RA/64

Community Services

64.1 **Verbal report on the Community Services**

No report was available at this time

64.2 **Verbal report on Pavilion Youth Club and the Flat at Shinfield Rise**

The Clerk reported that:-

- he had visited the Youth Club on 26th April and observed that it was being well run and busy
- an issue of bullying had taken place at the Youth Club but had been dealt with well by the Youth Club leader
- SPC should continue to support the Youth Club that was a credit to the parish
- Rachel Walker, the Youth Club leader, was working well with the young people
- The MUGA was being well used by the Youth Club
- A couple of parents were providing hot food that was well received

65.1 Toilets for Millworth Lane

The Facilities Manager had circulated two quotes for the toilets at Millworth Lane. Members agreed to proceed with the cheaper quote of £15,279 + VAT from Tony Grover, BDS.

The toilets would be sited at the far end of the garage in the triangle of land inside the netting. The cost of the toilets would be recovered in the rent charged to the tennis club. The University of Reading (UoR) were supportive of the installation of the toilets.

ACTION – Facilities Manager to obtain planning permission

Proposed: Cllr N Masseron

Seconded: Cllr P Jahromi

Approved: Unanimously

65.2 Sports Consultation

Cllr I Clarke would set up a small working party to progress the site at Millworth Lane. The Clerk reported on core elements that had been highlighted in feedback from the consultation; these included:

- Running track
- Climbing wall
- Fitness Provision (based on the ideas from the Fitness Training company presentation)
- Games Court (with a recommendation that it was suitable for both basketball and netball rather than separate courts)
- Exchange one potential new tennis court for 2 or 3 padel courts

Other ideas for inclusion could be:

- Sheltered seating areas for teenagers to gather/watch sports
- Refreshments van
- Trim trail elements
- Some redecorations of the existing pavilion

ACTION – Cllr I Clarke to arrange a meeting of the Sports Working Party

65.3 Fitness Training at Millworth Lane

Members discussed the presentation that had been given before the meeting.

A second company, who were unable to present to this committee, would be invited to present to the Sport Working Party.

The Clerk agreed to develop a plan for the potential development of the site.

ACTION – Clerk to develop a plan for discussion at the Sports Working Party

65.4 Sports Working Party

Members agreed that a Sports Working Party should meet as soon as possible to progress the development Millworth Lane.

Members of the group would include:

Cllr I Clarke
Cllr P Emmet
Cllr L James
The Clerk
Facilities Manager

65.5 Millworth Lane lease

The Clerk advised that the lease was signed in 2021 taking over from Shinfield Association and was due to expire on 24th March 2046.

23/RA/66

Manor Ground

66.1 Development of the Manor Ground Pavilion

The Facilities Manager reported that

- A 50-year Lease, with the right to renew, with the UoR had not yet been signed, if ready this would be submitted to Full Council on 17th May 2023
- A draft lease had been drawn up by the solicitors for the day care company that were hiring the building for a year
- The Cricket Club had used the Pavilion and work was being done to set up protocols for cleaning and locking up
- Furniture had been delivered
- Benches for the changing rooms would be installed prior to the official opening
- Cricket equipment has arrived and plans to keep this safe were being developed
- Planning for cricket nets was still outstanding

- Residents have engaged and the UoR have invited all local residents to the official opening

ACTION – Clerk to add the Lease for the Manor Ground to the agenda of the next Full Council Meeting

23/RA/67

High Copse

- 67.1 A member of the council reported that the fence had blown down surrounding the development.

ACTION – Clerk to inform the UoR that the perimeter fence to the site had blown down in order to make the site secure.

23/RA/68

Ryeish Green Pavilion

- 68.1 The Clerk reported that a valuation had been received for the pavilion and a second was due shortly. The first valuation was based on typical rental income for similar style properties in the area.

23/RA/69

Deardon Field and Community Orchard

- 69.1 Picnic tables

The Facilities Manager showed an example of a picnic table, with accessible access, to be installed near the footpath on Deardon Field. The Facilities Manager would obtain quotes for the tables, ground preparation work and bolting them to the ground. Cllr Clarke and the Facilities Manager to meet to agree on the positioning of the tables.

- 69.2 Deardon Orchard

Following the concerns presented by members of the public regarding the deterioration of the fruit trees, it was agreed that the Facilities Manager would obtain quotes for the trees to be straightened and professionally pruned.

ACTION – Facilities Manager to obtain quotes for the remedial work on the fruit trees

- 69.3 Deardon Community Orchard

Members discussed proposals from a member of the public to feed the birds around the Deardon Community Orchard area. The Clerk agreed to look at RSPB guidance and discuss a way forward with the member of the public.

ACTION – The Clerk to follow up with member of the public

23/RA/70**Allotments**

70.1 Orchard Rise

The Facilities Manager reported that

He had received an update from the solicitors regarding the transfer of the freehold from Taylor Wimpey (TW). TW would be responsible for the drainage until the transfer to Wokingham Borough Council (WBC). It was stressed that SPC would only be taking over the allotments, not the bins, play areas or drainage; these would be the responsibility of WBC.

23/RA/71**School Green Centre and School Green Working Party**

71.1 School Green Working Party

There was nothing further to report.

71.2 New Community Noticeboards

Members acknowledged that the maintenance of additional notice boards would be an ongoing commitment, so it was essential to ensure that any additional notice boards were situated in the correct position. The Facilities Manager was continuing to investigate this and would report back to the next meeting.

ACTION – Facilities Manager to report to the next meeting on the number and position of additional notice boards

71.3 Parish Timeline and List of Council Chairmen

The Facilities Manager reported that the History Societies had been invited to comment on the draft proposals and it had been identified that there was nothing mentioned for Grazeley or north of the M4. Suggestions included the memorial at the historic RAF base opposite the manor house north of the M4. Three additional buildings had been included since the first draft. The finished plan would be printed on the back of acrylic so it could not be peeled off and would match the room signs. The Facilities Manager hoped that it would be displayed by the end of the month after the election of the Chairman had taken place, who could then be added.

ACTION – Facilities Manager to arrange for the display to be made and erected

71.4 School Green Centre sign

The Facilities Manager had circulated the proposed sign for the School Green Centre that was in keeping with the architecture.

Proposed: Cllr D Peer

Seconded: Cllr P Emmet

Approved: one abstention

71.5 Signage

Members suggested that signage be erected to give directions to the School Green Centre and the Manor Ground. A suggestion was at the roundabout at the junction with Arborfield Road, Hollow Lane and Hyde End Road and other suitable locations

ACTION – Clerk to apply to WBC for signage to the School Green Centre and the Manor Ground

23/RA/72

Spencers Wood Pavilion and Recreation Ground

72.1 Chapel Lane Pre-School Contract

The Clerk advised that he hoped to confirm the final elements with the pre-school at a meeting scheduled for the following day.

ACTION – Clerk to complete the contract with Chapel Lane Pre-School

72.2 Memorial Tree

The Clerk reported that a member of the public had requested a tree to be planted at the Spencers Wood Recreation Ground as a memorial to his son who had extensively used and enjoyed the ground. Members expressed concern over the maintenance of a tree and suggest a bench with a memorial plaque as an alternative.

A memorial protocol needed to be agreed, for example, benches could be approved on an operational need and positioned where SPC felt they were needed.

ACTION – Clerk to draft a policy before responding to the resident

23/RA/73

Meeting schedule for the Recreation and Amenities Committee

- 73.1 A proposal to divide the Recreation and Amenities Committee, to make the workload more manageable and focused, was proposed. This would be

1 - Facilities Committee (to include buildings, allotments, etc)
2 – Arts, Culture & Events Committee (to promote arts & culture and develop and support community-based events) – any events would need to be self-financed

Members felt that both committees should meet monthly given the existing workload of the committee and the additional elements to be developed.

ACTION – Clerk to draft Terms of Reference for both committees

23/RA/74

Future Meetings

- 74.1 The next meeting to be discussed at the Full Council meeting on Wednesday, 17th May.

The meeting ended at 21:19

List of Actions

23/RA/60.2	Clerk to follow up with member of the public regarding feeding the birds at Deardon Orchard	Clerk
23/RA/65.1	Facilities Manager to obtain planning permission for toilets at Millworth Lane	Facilities Manager
23/RA/65.2	Cllr Clarke to arrange a meeting of the Sports Working Party	Cllr I Clarke
23/RA/65.3	Clerk to develop a plan for discussion at the Sports Working Party	Clerk
23/RA/66.1	Clerk to add the Lease for Manor Ground to the agenda of the next Full Council Meeting	Clerk
23/RA/67.1	Clerk to inform the UoR that the perimeter fence to the site at High Copse had blown down	Clerk
23/RA/69.2	Facilities Manager to obtain quotes for the remedial work on the fruit trees at Deardon Orchard	Facilities Manager
23/RA/71.2	Facilities Manager to report to the next meeting on the number and position of additional notice boards	Facilities Manager
23/RA/71.3	Facilities manager to arrange for the display to be made and erected of the Parish Timeline and List of Council Chairmen	Facilities Manager
23/RA/71.5	Clerk to apply to WBC for signage to the School Green Centre and the Manor Ground	Clerk
23/RA/72.1	Clerk to complete the contract with Chapel Lane Pre-School	Clerk
23/RA/72.2	Clerk to draft a policy before responding to the resident regarding a memorial tree at the Spencers Wood Recreation Ground	Clerk
23/RA/73.1	Clerk to draft Terms of Reference for the Facilities Committee and the Arts, Culture and Events Committee	Clerk

tree solutions

arboriculture limited



T: 0118 9737873 | E: trees@treesolutions.org.uk | W: www.treesolutions.org.uk

Date: Tuesday 30th May 2023
 Client: Paul Gudge – Shinfield Parish Council
 Site: Deardon Orchard, Shinfield. RG2 9EH
 Phone: 07564 500440
 Email: paul.gudge@shinfieldparish.gov.uk

Tree Assessment and Management Plan

- G1 Various species of fruit trees: This assessment has made on the trees as a group and not as individuals.
- All but two trees are alive and in relatively good health. We have had drought years since planting which the remaining trees have made it through. On the whole the remaining trees can be described as being in a fair physiological and structural condition.
 - None of the trees have had formative pruning.
 - There are a number of smaller trees with pale foliage and some have put out root suckers which signifies stress. The chlorotic foliage indicates that there is a problem with nutrient or oxygen supply from the root system. The recommended works will revitalise these trees.
 - There are a number of trees which no longer require staking, and a number of trees which require re-staking, preferably low staking that allows some stem movement which encourages root production and strengthening of the structure.
 - Where trees are at an angle we are unable to straighten them without causing damage to the roots. Over time these trees will self-optimize and rebalance. An assessment of each individual tree will be made.

Management Plan

Water can be collected for irrigation use in the growth season. Water butts could be installed with a hose and pump for example. We have had four drought years since 2016 and possibly a fifth this year so we can assume there will be more to come and it would be prudent to have water to hand.

Please note that adding sugar to the water can give these trees an energy boost.

Formative pruning is important as it will take care of any structural weaknesses that in time would compromise integrity. This should be undertaken by a tree care professional.

Tree Solutions Arboriculture Limited

23 Springdale | Finchampstead | Wokingham | Berkshire | RG40 4RZ
 Registered in England no: 5748785 | VAT No: 879 0142 07

tree solutions

arboriculture limited



T: 0118 9737873 | E: trees@treesolutions.org.uk | W: www.treesolutions.org.uk

Cont'd...

I recommend the installation of wood chip mulch rings around each tree of approximately radius 1m, size dependent on the tree size. Arborists woodchip is best for this job as it releases wood decay fungi whose roots de-compact the soil encouraging new root production whilst making it easier for nutrient up take. Woodchip can be supplied by ourselves or from known local tree surgeons, broadleaf chip is preferable to acidic conifer chip.

Some of the smaller trees are still vulnerable and should be re-staked. If the staking is low and the tree is still able to move, this will encourage the strengthening of the stem and new root production and ultimately a quick establishment.

Apart from the formative pruning, stake and woodchip supply all other recommended tasks can be carried out by volunteers under supervision.



Please do not hesitate to let me know if I can help further or contact me should you wish to discuss any aspects by contacting Marilyn in the office on 0118 9737873 or via email.

Yours sincerely

Stephen Arnold



ISO 9001:2015

An Arboricultural Association Approved Contractor

Tree Solutions Arboriculture Limited

23 Springdale | Finchampstead | Wokingham | Berkshire | RG40 4RZ
Registered in England no: 5748785 | VAT No: 879 0142 07

Shinfield Parish Council Notice Boards November 2022



1/Shinfield Parish Hall

3200 W x 1130 H

Front of Bin Store



2/Hollow Lane Roundabout

2250W x 760 H



3/Shinfield Park

4/Grazeley

5/ Three Mile Cross

6/Spring Gardens

1100 w x 750 h





Memorial Benches Policy

Introduction

Occasionally Shinfield Parish Council (SPC) may receive requests for the provision of an item in memory of a deceased relative or loved one.

This policy sets out the basis on which permission may be granted

Principles of the Policy

The Facilities Committee has decided that:

- SPC may only make decisions for memorial items on council owned or operated land which includes
 - School Green
 - School Green Centre
 - Spencers Wood Pavilion and Recreation Ground
 - Manor Ground Pavilion and Recreation Ground
 - SPC cannot grant permission or approve in any way any requests for other locations outside the control of SPC
- The Requestor should lodge their initial interest with the Clerk who will guide them through the process
 - The normal request is for a memorial bench
 - No other items will normally be considered e.g. memorial trees or other planting
 - In exceptional circumstances the committee may approve another form of memorial
- SPC will arrange any work required but the costs will be met entirely by the requestor
 - SPC will provide a quotation for all related works and costs as set out below
 - If the requestor is satisfied with the quotation the request will be presented to the Facilities Committee
 - If approved the Clerk will ask for the payment of the relevant funds
 - Upon receipt of payment, SPC will arrange for the work to be carried out
- Benches will only be approved where there is a recognised benefit to residents in general and where there is an operational need
 - E.g. a bench may be requested along the path leading to Spencers Wood Pavilion but if SPC decides that this area is already well provided for then an alternative location may be offered or if no other location was available the request would be declined
- Where a request is declined the requestor will be offered the option of joining a waiting list for the next available slot
- Where a bench is approved
 - SPC will specify the

- Design/style of bench to be provided (including colour, materials etc.)
- Exact location of the bench
- Any ground preparation etc required
- Unless otherwise agreed by the Facilities Committee the requestor will be expected to pay for ALL expenses relating to the installation of the bench
- The requestor may be permitted to add a small plaque
 - The wording on the plaque should be approved by the Parish Clerk before the installation of the bench
- SPC will assume any ongoing operational costs for the bench for a minimum of five years
 - The condition of the bench will be regularly monitored and if at any time after the five-year period, its condition is such that it requires replacement it will be entirely at the decision of SPC to dispose of the bench
 - The requestor will be informed that the bench is to be replaced
 - The requestor will be able to join the waiting list once their original bench has been removed
 - The location will then be offered to the next person on the waiting list
 - If there is no one on the waiting list, then the original requestor of the bench will be asked if they wish to renew on the same basis as before.
- Any decision of the Facilities committee regarding this policy may be appealed to the Full Council within 28 days of receiving notification and will, subject to being able to be included on the agenda, be considered at the next Full Council meeting

Process

- Requestor submits request to Clerk
- Clerk assesses request and clarifies the details with the requestor
- Clerk arranges a quotation for the works to be prepared
- Requestor confirms acceptance of the quote
- Facilities Committee considers the request
- If approved, the requestor pays over the relevant funds
 - Clerk arranges for the installation
- If not approved, the requestor is informed accordingly