

Minutes of a meeting of
The Facilities Committee
held on Wednesday 5th June 2024
at School Green Centre commencing at 19:30

Present: Cllrs Boyer, Jahromi, Johnson and Peer

Attending: B Winton (Clerk)

Cllr Boyer having been elected Vice-Chair for 2023/24 chaired the meeting in the absence of Cllr Clarke until the election of new the Chair and Vice-Chair

24/FC/53

Election of Chair of the Facilities Committee

53.1 The following nominations had been received

Cllr Clarke was nominated by Cllrs Boyer, Jahromi, Johnson, and Peer

Prior to the meeting Cllr Clarke had agreed to stand as Chairman for a further year if elected.

53.2 Cllr Clarke was elected as Chair of the Facilities Committee for 2024/25

53.3 As Cllr Clarke was not present at the meeting, the declaration of acceptance of office would be signed before the Full Council meeting on 26th June 2024

24/FC/54

Election of Vice-Chair of the Facilities Committee

54.1 The following nominations had been received

Cllr Boyer was nominated by Cllrs Jahromi and Peer

Cllr Johnson was nominated by Cllrs Boyer and Masseron

Cllr Boyer indicated that he did not wish to stand for Vice-Chair of the committee

54.2 Cllr Johnson was elected as Vice-Chair of the Facilities Committee for 2024/25

54.3 Cllr Johnson accepted the position of Vice-Chair of the Facilities Committee and duly signed the declaration of acceptance of office

Clarke
3. 7. 24

Cllr Johnson chaired the remainder of the meeting

24/FC/55

Public Questions

- 55.1 There were no public questions

24/FC/56

Apologies and declarations of Members' Interest

- 56.1 Apologies for absence had been received from Cllrs Clarke & Masseron and S Herring (Deputy Clerk)
- 56.2 There were no declarations of Members' interests

24/FC/57

Minutes of the Previous Meeting

- 57.1 The minutes of the Facilities Committee meeting 1st May 2024 were approved as a correct record signed as such by Cllr Johnson

Proposed: Cllr Peer
Seconded: Cllr Boyer
Approved: Unanimously

- 57.2 The following matters arising from the meeting held on 1st May were discussed:

24/FC/43.2 Clerk to meet with Ian Young to discuss the current Shinfield Volunteers
24/FC/37.2 involvement in the community

This was on the agenda at Item 12.2

24/FC/43.2 Deputy Clerk to contact schools and local organisations that offer the
24/FC/37.2 Duke of Edinburgh's Award to let them know that we have volunteering opportunities within the parish

This was on the agenda at Item 12.2

24/FC/43.2 Cllrs Johnson and Masseron to continue to review the relocation of waste
24/FC/38.4 bins in the parish

This was on the agenda at Item 12.4

24/FC/44.1 Clerk to contact Tony Grover to chase up the plans for the toilets for the tennis club

This was on the Agenda at Item 7.1

24/FC/44.2 Clerk to arrange a public display of Millworth Sports Park on a Saturday once the plans had been finalised

This had been arranged for the morning of Saturday, 15th June 10.00.

This was also on the Agenda at Item 7.3



- 24/FC/44.3** Clerk to report back to the committee regarding installation of additional solar panels once the relevant information was available

This was on the Agenda at Item 10.1

- 24/FC/44.4** Clerk and Cllr Johnson to liaise with the football Foundaton regarding the grant payments

This was on the Agenda at Item 7.5

- 24/FC/45.2** Clerk to follow up with AOC the possibility of installing a hatch for the catering company

The Facilities Manager had first raised this with AOC on 5th April but despite chasers a response was only received on 31st May (which was the Facilities Manager's last day before retirement).

AOC have advised that the piece of wall where the hatch was proposed included cross-bracing and offered to ask Momentum the construction consultants to "assess the viability to alter this bracing, however this may require further analysis and be subject to fees". This was not a particularly helpful response and the Clerk had instead asked what size of hatch can be accommodated without the need to rebuild the wall.

AOC also advised that any hatch would need a fire shutter linked to the alarm system which we were already aware of and had been considered.

- 24/FC/45.4** Deputy Clerk to arrange for QR codes to be displayed on the SPC notice boards to allow the public to easily sign-up for the newsletter

These were already on some boards, but a more prominent version of the poster was being developed.

- 24/FC/46.1** Clerk to review the parking at the Manor Ground and discuss with the cricket club

The Clerk had written to the Cricket Club and informed them that parking on the grass should cease with immediate effect. Cllr Clarke had also written to the club. The Clerk reminded the club that they need to ensure players park considerately and act as a good neighbour to nearby residents.

The Club has confirmed that they have now stopped parking on the grass.

- 24/FC/47.1** Clerk to continue to liaise with Beard over the potential installation of additional PV panels at High Copse Pavilion

The Clerk has advised Beard that there is no intention of the council rushing towards any decision regarding additional PV panels at High Copse and this will be considered as part of an overall assessment of micro-generation across the council's estate. The installation at High Copse will be left in such a way that additional panels could easily be added at a later date.

- 24/FC/47.2** Clerk to continue to contact companies regarding the options for micro-generation

This was on the Agenda at Item 10.1

- 24/FC/48.1** Allotments Officer to contact all those on the waiting list for Deardon Allotments to ascertain whether they were still interested in an allotment

The Allotments Officer has contacted all those on the Deardon waiting list that had applied before 2024 to check if they still wished to remain on the waiting list. Most indicated that they were prepared to remain on the waiting list.

A few had moved house or circumstances had changed so the list now had 45 people as of 29/05/2024.

- 24/FC/48.1** Allotments Officer to ensure that the marestails was dealt with promptly

The Marestail was attended to on 21st May 2024 for its first treatment and will require a second treatment to ensure the marestail is dealt with fully (date to be confirmed),

- 24/FC/49.1** Clerk to continue to explore the potential purchase of a community bus

This was on the Agenda at Item 12.1

- 24/FC/49.4** Cllrs Masseron and Johnson to continue to review and report back on the positioning of the bins

This was on the Agenda at Item 12.4

- 24/FC/49.4** Clerk to provide information on the bin budget

The budget was set at £23,700 in anticipation of a higher increase in fees. The forecast for the year was now £21,200 for 41 "normal" bins and 2 large recycling bins. The cost of collecting one bin for a year is £465 and the cost of buying a new bin is £450.

The Clerk advised that while options for relocating existing bins should be explored, there was some flexibility to add brand new bins within the total budget.

24/FC/49.4 IT and Communications Officer to provide an up-to-date map of the bins in the parish

The Clerk advised that this was a work in progress. We have a map of the bins which coincides with those that Select charge SPC to empty. However there are other bins that either WBC or our own Grounds Maintenance Officer feel are SPC bins. When the GMO returns from holiday the Clerk will attempt to resolve the discrepancies and provide the definitive map/list for the next meeting.

ACTION – Clerk to complete a list and map of SPC bins for the next meeting

24/FC/51.1 Clerk to add to the agenda of the Full Council meeting on 22nd May the renaming of the Ridge Sang

This had been done.

24/FC/51.2 Clerk to add to the agenda of the Finance and General Purposes Committee the two proposals received from WBC regarding CIL contributions

This will be discussed at the Finance and General Purposes Committee scheduled for 19th June.

24/FC/51.3 Clerk to invite the resident enquiring about setting up a 'Residents Association' to the Full Council meeting in May 2024 when the new Borough Councillors would have been elected

The Clerk met with two members of the public representing residents in Deer Leap on 24th May. They have approximately 60 people on a WhatsApp group all having the same issues with their management company. That company has recently informed them that they all need to pay additional fees in respect of 2022 for unexpected items.

The residents were already thinking of creating a Residents Association (RA) and the Clerk was able to provide additional guidance material for them. In addition the Clerk has offered to provide a room in one of the council's buildings free of charge (subject to availability) should they wish to gather residents together to discuss forming a RA.

24/FC/51.4 Clerk to add access to Hyde End Lane for emergency vehicles to the agenda of the Planning and Highways Committee meeting

This had been added to the Planning and Highways Committee agenda for 12th June 2024.

24/FC/58

Terms of Reference

58.1 The Terms of Reference for the Facilities Committee

Members reviewed the Terms of Reference for the Committee and felt that there was no need for any amendments to the existing document.

ACTION – Terms of Reference for the Facilities Committee to be presented to Full Council for approval on 26th June 2024

24/FC/59

Sports Provision

59.1 Toilets for Millworth Lane

We are still awaiting formal approval regarding the removal of the trees which should be notified no later than 28th June although we were hoping for an earlier response.

ACTION – Clerk to continue to push WBC for a decision on this issue

Sports Working Party

59.2 High Copse

Work is progressing on the building.

The Clerk suggested that as the Dementia Care Group had yet to find larger alternative accommodation, they may be open to moving into High Copse as a hirer 4 days a week. Currently there was no projection for income from the group beyond August and so this option would maintain and even increase that income. It would also allow some activities to potentially be relocated from School Green Centre to the Manor Ground.

Members agreed in principle to the move and asked for a formal proposal to come to the next meeting

ACTION – Clerk to prepare a formal proposal, for the Dementia Group to relocate to High Copse Pavilion, for the next meeting

59.3 Millworth Sports Park and High Copse public presentation

We now have a clear plan of action and are almost ready to submit a planning application. To support this there will be a public meeting in the Grazeley Room of the School Green Centre at 10.00 on Saturday 15th June to explain to residents what the plans entail.

Some comments regarding the felling of the Turkish Oak had been received stating that it had been planted "in honour of those who founded Shinfield Rangers FC". It was proposed that a plaque could be included in or on the pavilion when refurbished instead.

ACTION – Clerk to prepare presentation on Millworth Sports Ground

59.4 Containers at Millworth Lane

The Clerk was asked to confirm what had happened to the containers previously at Millworth Lane

ACTION – Clerk to confirm what had happened to containers at Millworth Lane

59.5 Football pitches – Hyde End Lane

The Chairman had circulated an update on the drainage work being carried out on the new football pitches at Hyde End Lane.

Members **NOTED** the update.

59.6 Maintenance Grant – Football Foundation

Cllr Johnson provided information on correspondence with Sport England and the Football Foundation regarding the potential loss of football pitches at Millworth Lane and the grant made to Shinfield Rangers.

ACTION – Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

24/FC/60

School Green Centre and School Green

60.1 School Green Working Party

The screens for the School Green had been delivered and were due to be installed once the fairground had vacated the site.

ACTION – Clerk to arrange installation of the screens on School Green

60.2 Catering at the School Green Centre

The Café began operating on 4th May and seems to have been well received by residents and appears busier than previously.

60.3 School Green Cinema Facility

After much delay on the side of Shinfield Studios, the Chairman has now signed the formal agreement as was approved by Full Council in February 2024. The Studios have appointed a different AV company who had a site visit on Monday 3rd June. They ~~have also~~ sent some additional mock-ups of an alternative design concept for the Ryeish Green room which would offer “improved acoustics within the space and an enhanced aesthetic for the overall space giving a more premium feel to the space”.

There is a provisional meeting set for 2nd July 2024 for a Pre-start meeting with work to commence on 16th July (and a scheduled completion of 6th September).

24/FC/61

Manor Ground

- 61.1 The Cricket Club parking was noted earlier.

This had been covered earlier in the meeting and there was nothing else to add regarding the Manor Ground.

24/FC/62

Microgeneration

- 62.1 The Clerk had arranged an initial meeting with a consultant on microgeneration for Monday 3rd June, but this had been cancelled due to the illness of the consultant. The meeting has been rescheduled for 10th June. The intention was to discuss what potential options there were for the council's buildings and estate. Viable proposals would be brought to committee and Full Council when they were ready.

ACTION – Clerk to report back on microgeneration at the next meeting

24/FC/63

Allotments

- 63.1 Clares Green Road Allotments

Members **NOTED** that the Land Registration at Clares Green Road had been registered to Shinfield Parish Council – Land Registry BK525460

- 63.2 There was a more general discussion on allotments. It was agreed that the Clerk should prepare proposals for the next meeting regarding how each allotment site could have accessible allotments and also increase the number of smaller sized plots for those who were not able to cultivate existing sized plots.

ACTION – Clerk to prepare proposals for accessible plots and smaller sized plots at each allotment site

24/FC/64

Parish Wide Items

- 64.1 Options for community facilities in Shinfield North

The Clerk had held a Teams meeting with a coach conversion company on Wednesday 5th June and had a very productive discussion about what would be possible.

The working premise would be a single decker with two doors which would allow the drivers area to be accessed from the front door and the rest of the bus from the central door. This allows a tea making area to be to one side with a large central area and a small area towards the rear.

The normal doors are replaced with more secure doors. There would be an external awning and external plugs/jack points.

The company will produce an initial design concept and budget figures although the actual cost is heavily influenced by the final specification.

ACTION – Clerk to continue to explore the potential purchase of a community bus

64.2 Development of Volunteers

The Clerk had met with Ian Young on Monday 3rd June to discuss what could be done to grow volunteering within the parish.

The intention was to refresh the list of existing groups using volunteers and ensure that this was widely available through the parish including on our website and newsletters and a flyer that would be available at the School Green Centre and other buildings.

Once established the next step would be to organise a “Festival of Volunteering” which would allow participating groups the opportunity to attract new volunteers. This could also be the opportunity to relaunch the Shinfield Volunteer Awards.

This register would also allow potential volunteers to be pointed in the direction of suitable volunteer opportunities.

The discussion also identified that there may be a benefit in securing some general work equipment that could be made available on an ‘as required basis’ e.g. wheelbarrows, shovels, rakes etc.

ACTION – Clerk to continue to develop opportunities for volunteering

64.3 Cllr Jahromi suggested identifying options for how those on probation/community service may be able to give something back to the community.

ACTION – Clerk to explore opportunities for probation/community service

64.4 Provision of a BMX Track

There has been no response from the University of Reading on this matter. The Clerk was asked to continue to follow up with the University of Reading.

ACTION – Clerk to continue to explore option for BMX track with the University of Reading



64.5 Waste bins in the Parish

There was a general discussion on potential locations for bins. WBC had suggested that there should be a waste bin near every play park in the parish and would be pursuing that objective.

ACTION – Cllrs Johnson and Masseron to continue to develop proposals for redeployment of existing bins and new bins within the parish.

The Clerks was asked to provide information on the percentage of precept currently being spent on bin emptying compared to the equivalent figure 10 years ago.

ACTION – Clerk to arrange Finance Manager to provide information on bin emptying as a percentage of precept

64.6 Spencers Wood Recreation Ground Play Area

The Clerk advised members that the surface in the play area at Spencers Wood Recreation Ground was in poor condition. The Clerk was asked to confirm when the work had been carried out to lay the current surface and ascertain whether it was still under warranty.

ACTION – Clerk to confirm the position with regards to the surface at Spencers Wood Recreation Ground Play Area

24/FC/65

Correspondence

65.1 There was no correspondence

24/FC/66

Date of Next Meeting

66.1 The next meeting would be held on Wednesday, 3rd July 2024

The meeting ended at 21.10

Carole Clarke
3-7-24

List of Actions

24/FC/49.4	Clerk to complete a list and map of SPC bins for the next meeting	Clerk
24/FC/58.1	Terms of Reference for the Facilities Committee to be presented to Full Council for approval on 26 th June 2024	Clerk
24/FC/59.1	Clerk to continue to push WBC for a decision on this issue	Clerk
24/FC/59.2	Clerk to prepare a formal proposal for the Dementia Group to relocate to High Copse Pavilion to come to the next meeting	Clerk
24/FC/59.3	Clerk to prepare presentation on Millworth Sports Ground	Clerk
24/FC/59.4	Clerk to confirm what had happened to containers at Millworth Lane	Clerk
24/FC/59.6	Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane	Clerk
24/FC/60.1	Clerk to arrange installation of the screens on School Green	Clerk
24/FC/62.1	Clerk to report back on microgeneration at the next meeting	Clerk
24/FC/63.2	Clerk to prepare proposals for accessible plots and smaller sized plots at each allotment site	Clerk
24/FC/64.1	Clerk to continue to explore the potential purchase of a community bus	Clerk
24/FC/64.2	Clerk to continue to develop opportunities for volunteering	Clerk
24/FC/64.4	Clerk to continue to explore option for BMX track with the University of Reading	Clerk
24/FC/64.5	Cllrs Johnson and Masseron to continue to develop proposals for redeployment of existing bins and new bins within the parish	Cllr Johnson Cllr Masseron
24/FC/64.5	Clerk to arrange Finance Manager to provide information on bin emptying as a %age of precept	Clerk
24/FC/64.6	Clerk to confirm the position with regards to the surface at Spencers Wood Recreation Ground Play Area	Clerk

