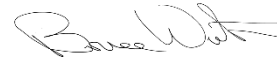


To all members of the Facilities Committee

**Notice is hereby given that a meeting of the Facilities Committee to be held on
WEDNESDAY 6th September 2023 at 19.30 at the School Green Centre.**



Bruce Winton
Parish Clerk
31st August 2023

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

Agenda

1. Public Questions

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

2. Apologies and declaration 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 the Facilities Committee held on 2nd August as a correct record of the meeting and to authorise the Chairman to sign the same*
- 3.2 To **CONSIDER** matters arising from the minutes

4. Works Update

- 4.1 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager on the condition of the gym equipment at Spencers Wood Recreation Ground

5. Millworth Lane and Sports Provision

- 5.1 To **RECEIVE** and **CONSIDER** a verbal update regarding toilets at Millworth Lane
- 5.2 To **RECEIVE** and **NOTE** a verbal report from the Sports Working Party
- 5.3 To **RECEIVE** and **NOTE** a verbal update on fitness training at Millworth Lane

6. Allotments

- 6.1 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager regarding Orchard Rise
- 6.2 To **RECEIVE** and **CONSIDER** a verbal report from the Facilities Manager regarding allotment repairs
- 6.3 To **RECEIVE** and **CONSIDER** the allotment charges for 2024-2025*

7. School Green Centre and School Green

- 7.1 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager on the sign for the School Green Centre
- 7.2 To **RECEIVE** and **CONSIDER** options for Christmas lighting

8. Spencers Wood Pavilion and Recreation Ground

- 8.1 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager on the contract with Chapel Lane Pre-School

9. Manor Ground

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

10. Parish Wide Items

- 10.1 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager on the provision of picnic tables at Deardon Field
- 10.2 To **RECEIVE** and **NOTE** a verbal update from the Deputy Clerk regarding the School Green Working Party
- 10.3 To **RECEIVE** and **NOTE** any updates on plans for High Copse pavilion
- 10.4 To **RECEIVE** and **CONSIDER** a verbal report from the Chairman on the footpath on Hyde End Road
- 10.5 To **RECEIVE** and **CONSIDER** issues regarding roundabouts in the parish
- 10.6 To **RECEIVE** and **CONSIDER** a verbal report from the Chairman on taking care of open space
- 10.7 To **RECEIVE** and **CONSIDER** a request to replace the bus shelter on Hollow Lane*

11. Ryeish Green Pavilion

- 11.1 To **RECEIVE** and **CONSIDER** a verbal report from the Facilities Manager on the marketing of Ryeish Green Pavilion

12. Date of Next Meeting

- 12.1 To **NOTE** the next meeting of the Facilities Committee meeting will be held on Wednesday, 4th October 2023 at 19:30

* Report attached

** Report to follow

Minutes of a meeting of
The Facilities Committee
Held on Wednesday 2nd August 2023
At School Green Centre commencing at 20:30

Present: Cllrs Boyer, Clarke (Chair), James, Masseron and Peer

Attending: S Herring (Deputy Clerk) and P Gudge (Facilities Manager)

23/FC/30

Public Questions

30.1 There were no public questions

23/FC/31

Election of Vice-Chair of the Facilities Committee for 2023/2024

31.1 Cllr N Boyer was nominated as Vice-Chair of the Facilities Committee

Proposed: Cllr James

Seconded: Cllr Masseron

Approved: Unanimously

31.2 Acceptance of office of Vice-Chair

Cllr Boyer accepted the office of Vice-Chair of the Facilities Committee and duly signed the declaration of acceptance, witnessed by the Deputy Clerk on 2nd August 2023

23/FC/32

Apologies and declarations of Members' Interest

32.1 There were apologies for absence from Cllrs Jahromi and Tatla

32.2 There were no declarations of members' interests

23/FC/33

Minutes of the Previous Meeting

33.1 The minutes of the Facilities Committee meeting held on 5th July 2023 were approved as a correct record and signed as such by Cllr Clarke as Chair of the committee.

Proposed: Cllr Boyer

Seconded: Cllr Peer

Approved: Unanimously

33.2 The following matters arising were discussed:

23/RA/60.2 Clerk to follow up a request to feed the birds at Deardon Field

There had been no follow up from or with the member of the public who had raised this and it was not intended to follow up any further at this stage.

23/FC/14.2 Facilities Manager to report back to committee once a date had been fixed for work to take place on the trees at Deardon Orchard.

The Facilities Manager reported that a date would be fixed when the weather was suitable for the work to be done

ACTION – Facilities Manager to arrange a date for work to take place on the trees at Deardon Orchard

23/FC/14.3 Deputy Clerk to provide statistics on use of the newsletter and the number of hard copy newsletters issued in 2022.

A new platform is being used to issue the newsletter and this allows more information on how the newsletter is being read. For the most recent issue the statistics were as follows:

- 382 views for July, as opposed to 690 in June (this was probably due to the opening of Manor Ground)
- Subscribers to the newsletter 405 and in July 15 unsubscribed

There has been a concerted effort to capture additional email addresses and an additional 69 have been collected from interaction at Reception and from the first “Friday Funday” event.

The hard copy newsletters issued in October 2022 were 18,340

23/FC/21.3 Clerk to make arrangements for Wokingham Today to be informed of the opening of the MUGA at Spencers Wood Recreation ground.

This was done and the reporter attended.

23/FC/22.2 Millworth Lane proposals to be added to Full Council agenda.

This was done and the general proposals were agreed in principle.

23/FC/25.1 Facilities Manager to arrange for the appropriate signage at Chapel Lane Pre-School and other sites that the location(s) was “supported by Shinfield Parish Council”

Facilities Manager reported that he was working with Thames Valley signs to produce a suitable plaque

ACTION – Facilities Manager to report back to the next meeting

23/FC/26.1 Facilities Manager to chase the University of Reading for practice nets

Facilities Manager reported that he was still awaiting a response due to UoR staff being on holiday

ACTION – Facilities Manager to report to the next meeting

23/FC/27.2 Clerk to resurrect the School Green Working Party

This was on the agenda

23/FC/27.4 Damage to footpath signs to be highlighted in the SPC newsletter

The Facilities Manager reported that an article had been prepared for the next edition

23/FC/27.5 Clerk to arrange a meeting with the Coffee Trailer provided

The Deputy Clerk advised that the Clerk had not been able to arrange this before going on holiday and a date would be arranged for his return. In accordance with the discussion at the last meeting this would be reported to Arts, Culture and Events committee.

ACTION – Deputy Clerk to arrange the meeting

23/FC/27.5 Deputy Clerk to add “Coffee Trailer” proposal to the agenda of the next Full Council Meeting

This had been done.

23/FC/27.5 Item regarding Coffee Trailer to be moved to the Arts, Culture and Events committee to agenda

This had been done.

23/FC/34

Works Update

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

The Facilities Manager reported that this had now been completed. The formal opening had taken place and the Youth Club were present for the opening, the opening was covered by the press from ‘Wokingham Today’. There would be no further regular updates on this item.

23/FC/35

Millworth Lane

35.1 Toilets for Millworth Lane

The planning application had been submitted (PA231684) with consultation due to end on 7th August. There had been no comments submitted at the time of the meeting.

35.2 Verbal report from the Sports Working Party

Cllr Clarke reported that Spencers Wood Football Club and Shinfield Rangers estimated there were 800 children and adults wanting to play football in the parish and they currently do not have a base to meet for refreshments, etc. The Spencers Wood Football Club currently uses a container for storage and parking at Ryeish Green Pavilion, however, this is now on the market for sale. Further discussions will take place once the outcome of the sale of the Pavilion is known.

The 3G pitch at the Ryeish Green Sports Centre was booked out from 18:00 to 21:00 every day with no space available, limiting any additional training requirements.

Shinfield Parish Council (SPC) will meet approximately three times a year with the football clubs to discuss any issues and try and support them where possible.

35.3 **Fitness Training at Millworth Lane**

The Clerk was still developing the formal heads of terms for this agreement.

23/FC/36

Allotments

36.1 Orchard Rise

The Facilities Manager showed a short presentation on the allotment plots at Millworth Lane. The allotment had not been officially opened, however, once this had taken place an article to highlight the accessible plots would be written for the SPC Newsletter.

36.2 Deardon Allotments

Members reported that the allotments were looking untidy. The Facilities Manager reported that a number of warning letters had been sent out to unkept allotment holders but there was a set process that needed to be followed before they could be reclaimed.

ACTION – Facilities Manager to provide details of the number of plots issued with warning letters

23/FC/37

School Green Centre

37.1 School Green Centre

The Facilities Manager advised that the sign on the side of the building was installed on Wednesday 26th July 2023.

23/FC/38**Spencers Wood Pavilion and Recreation Ground****38.1 Chapel Lane Pre-School contract**

The Facilities Manager reported that the contract was almost complete. The heads of terms still needed to be signed. The rent has been backdated and will be collected over a period. A review is due in 2025.

ACTION – Facilities Manager to report back to the next meeting

38.2 Proposal for once-a-week mobile catering unit

A request had been made for a mobile pizza van at the Spencers Wood recreation ground. Members were in agreement that this could proceed once the planning and licencing requirements had been checked. Discussions would take place regarding charges for the use of the car park and rubbish disposal.

Members felt it would be beneficial to the community to publish all the mobile food providers in the parish in the SPC newsletter.

ACTION – Clerk to arrange a meeting to discuss charges and licencing with the provider of a mobile pizza van

23/FC/39**Manor Ground****39.1 Manor Ground Pavilion**

The Facilities Manager reported that the cricket club were using the ground regularly and the dementia group were using the pavilion four days a week. There had been some initial teething problems and he had now instigated two hours of cleaning every Monday morning. All the equipment had been installed including CCTV. Discussions would take place to enable the transition between the cricket and football seasons.

ACTION – Facilities Manager to request the date for the start of the football season and make any necessary arrangements for the transition.

39.2 Football season

Cllr Clarke suggested that it would be beneficial to have an official opening at the Manor Ground at the start of the football season, with input from the University of Reading (UoR), photographs and publicity.

ACTION – Clerk to discuss with the UoR

39.3 Maintenance of the Manor Ground

Members requested an update on the ongoing maintenance costs of the pavilion and ground. The Facilities Manager reported that there would be ongoing service contracts, decoration and work to the floor in time.

ACTION – Facilities Manager to update the committee on predicted future costs

39.4 Shinfield Sports Forum

Cllr Clarke proposed that there was a need for a 'Shinfield Sports Forum' that could meet approximately three times per year to enable a dialogue between cricket, football, tennis, netball, and any future groups once set up.

ACTION – Cllr Clarke to set up a Shinfield Sports Forum

23/FC/40

Parish Wide Items

40.1 Picnic tables at Deardon Field

The Facilities Manager reported that the picnic tables had been ordered and should be arriving at the beginning of September.

40.2 **School Green Working Party**

The Deputy Clerk reported that a meeting had been arranged for 3rd August to discuss the priorities of upgrading the green. Priorities included replacing the posts around the green as they were rapidly deteriorating. A request was made for them to be similar to the current wooded posts.

ACTION – Facilities Manager to investigate a suitable replacement of the posts.

40.3 **High Copse Pavilion**

There was nothing further to report at this point, however members reported that there was a requirement for it to be completed before the last house was built on the adjacent development. Members stressed the importance of sports development in the parish. The cricket square would need time to bed down prior to use for the next season and needed to be a priority.

ACTION – Deputy Clerk to contact Nigel Frankland, UoR to ask what the timescales were for the development of High Copse.

40.4 **Footpath signs**

The Facilities Manager reported that due to the previously reported damage to the footpath signs, replacements signs had been put up and he was monitoring the situation.

40.5 **Roundabouts in the Parish**

Concern was expressed regarding the unkept state of roundabouts in the parish, particularly one on the Arborfield Road near Parrot Farm, and one on Church Lane near Deerleap Park and Hayes Drive. The roundabouts were very overgrown making it difficult to see and causing a potentially dangerous situation. Discussion took place as to whether the roundabouts could be sponsored by local businesses.

ACTION – Facilities Manager to contact Wokingham Borough Council (WBC) to investigate potential sponsorship and what was involved.

23/FC/41

Ryeish Green Pavilion

41.1 Marketing of Ryeish Green Pavilion

The Facilities Manager reported that the pavilion was currently on the market for sale.

ACTION – Facilities Manager to report back to the next meeting if there had been any progress

23/FC/42

Date of Next Meeting

42.1 The next meeting would be held on Wednesday, 6th September

The meeting ended at 21:36

List of Actions

23/FC/33.2 23/FC/14.2	Facilities Manager to arrange a date for work to take place on the trees at Deardon Orchard	Facilities Manager
23/FC/25.1	Facilities Manager to report back to the next meeting on signage for 'supported by Shinfield Parish Council'	Facilities Manager
23/FC/26.1	Facilities Manager to report on the current situation regarding the practice nets at the Manor Ground	Facilities Manager
23/FC/27.5	Deputy Clerk to arrange a meeting between the Clerk and the Coffee Trailer provider	Deputy Clerk
23/FC/36.2	Facilities Manager to provide details of the number of allotment plots issued with warning letters	Facilities Manager
23/FC/38.1	Facilities Manager to report back to the next meeting on the contract with Chapel Lane pre-school	Facilities Manager
23/FC/38.2	Clerk to arrange a meeting to discuss charges and licencing with the provider of a mobile pizza van	Clerk
23/FC/39.1	Facilities Manager to request the date for the start of the football season and make any necessary arrangements for the transition from cricket	Facilities Manager
23/FC/39.2	Clerk to discuss arrangements of an opening of the Manor Ground for the football season with the UoR	Clerk
23/FC/39.3	Facilities Manager to update the committee on predicted future costs for the maintenance of the Manor Ground	Facilities Manager
23/FC/39.4	Cllr Clarke to set up a Shinfield Parish Sports Forum	Cllr Clarke
23/FC/40.2	Facilities Manager to investigate a suitable replacement of the posts on the School Green	Facilities Manager
23/FC/40.3	Deputy Clerk to contact Nigel Frankland, UoR to ask what the timescales were for the development of High Copse	Deputy Clerk
23/FC/40.5	Facilities Manager to contact Wokingham Borough Council (WBC) to investigate potential sponsorship and what was involved	Facilities Manager
23/FC/41.1	Facilities Manager to report back to the next meeting on any progress with the sale of Ryeish Green pavilion	Facilities Manager

SHINFIELD PARISH COUNCIL - ALLOTMENT RATES

ITEM 6.3

Price Code	Plot Size	Resident	Concession	2023/2024 Charge
101	Full	Yes	No	£50.00
102	Full	Yes	Yes	£24.00
103	Half	Yes	No	£24.00
104	Half	Yes	Yes	£10.00
105	Full	No	No	£62.50
106	Half	No	No	£31.25
107	Full	No	Yes	£37.50
108	Half	No	No	£18.75
110	Half	No	No	£37.50
112	3/4	No	No	£37.50
Pre-School FOC	Full	No	No	£0.00

Occupied
Currently Unoccupied

We should only be using code 103 for all new plot holders as this is resident, no concession, half plot.

'Full Plot' – Historical larger plot. All our plots are now half plots unless historically allocated
'Half Plot' – Our now regular sized plot. These are the only size of plot now offered

'Concession'- We no longer offer concessions; we honour those who were given one historically.

CURRENT ALLOCATION OF PLOTS									
Arborfield Road	Church Lane	Clares Green Road	Deardon	Hartley Court	Millworth Lane	Orchard Rise	Pound Green Grazeley	Recreation Lane	TOTAL
1	1	2	0	1	3	0	2	1	11
1	0	6	0	0	2	0	3	2	14
0	17	37	34	8	38	28	0	45	207
0	0	4	0	0	6	6	0	3	19
1	0	0	0	0	2	0	0	1	4
0	0	3	0	0	1	0	0	0	4
1	0	1	0	0	0	0	0	0	2
0	0	1	0	0	1	0	0	1	3
0	4	1	0	0	11	0	0	8	24
0	0	0	0	0	0	0	0	1	1
0	0	0	0	0	0	0	0	1	1
4	22	54	34	9	62	34	5	61	290
0	0	1	0	0	2	1	0	2	6

It was agreed at R&A meeting in September 2023 that allotment fees in future years should rise above inflation with a view to eventually reaching a position where income at least matched the annual costs.

The projected income and expenditure for 2023/24 (after deciding to stop annual pest control contracts (£3,800)) was a deficit of £1,012 so the rates here are only a modest step towards that break even position but reflect the challenges of the current economic climate.

The Alternative Increase section shows the level of increase that would be required to achieve that break even position within FY 2024/25.

As a note for the future it is proposed that the break even position in further years is calculated after allowing a Sinking Fund to be created each year for longer-term maintenance of the allotments under our care.

Proposed Increase			Alternative Increase		
New Price (October 2024)	Increase £	Increase %age	New Price (October 2024)	Increase £	Increase %age
£56.00	£6.00	12%	£63.00	£13.00	26%
£27.00	£3.00	13%	£30.00	£6.00	25%
£27.00	£3.00	13%	£30.00	£6.00	25%
£11.50	£1.50	15%	£12.00	£2.00	20%
£70.00	£7.50	12%	£78.00	£15.50	25%
£35.00	£3.75	12%	£39.00	£7.75	25%
£42.00	£4.50	12%	£47.00	£9.50	25%
£21.00	£2.25	12%	£23.00	£4.25	23%
£42.00	£4.50	12%	£47.00	£9.50	25%
£42.00	£4.50	12%	£47.00	£9.50	25%
Potential Annual Income			Potential Annual Income		
£8,418.50			£9,357.00		

Annual Costs *		Annual Costs *	
Water	£2,600.00	Water	£2,600.00
Repairs & Maintenance	£3,500.00	Repairs & Maintenance	£3,500.00
Grass Cutting & Weeds	£1,200.00	Grass Cutting & Weeds	£1,200.00
Furniture & Equipment	£1,200.00	Furniture & Equipment	£1,200.00
Postage	£100.00	Postage	£100.00
Stationery	£200.00	Stationery	£200.00
Subs to Nat Allmnt Soc	£100.00	Subs to Nat Allmnt Soc	£100.00
Allotment System	£400.00	Allotment System	£400.00
Total	£9,300.00	Total	£9,300.00
Surplus/(Deficit)	(£881.50)	Surplus/(Deficit)	£57.00
* Includes Assumed costs for Orchard Rise			
Apportioned Staff Cost	£19,100.00	Apportioned Staff Cost	£19,100.00
Net Deficit Rounded)	(£20,000.00)	Net Deficit Rounded)	(£19,000.00)

School Green Bus stop on Hollow Lane (nr roundabout) in need of replacement



Bus stop has come to the end of its life and needs replacing, before it becomes dangerous.

It is Parish Council owned so our responsibility to maintain/replace.

Recommend replacing with a metal structure using graffiti polycarbonate panels for ease of maintenance. This stop is heavily used especially by school children.



Example of bus shelter on Shinfield road with anti-graffiti polycarbonate panels



This style is on Hollow Lane, opposite side of the one that needs replacing.