

Minutes of a meeting of
The Facilities Committee
Held on Wednesday 4th October 2023
At School Green Centre commencing at 19:30

Present: Clarke (Chair), Jahromi, James, Masseron, Peer & Tatla

Attending: S Herring (Deputy Clerk) and B Winton (Clerk)*
*1 member of the public

* left the meeting at 20:00 – in attendance for minute 23/FC/59.1

23/FC/55

Public Questions

55.1 See minute 23/FC/59.1 that was discussed at the beginning of the meeting

23/FC/56

Apologies and declarations of Members' Interest

56.1 There were apologies for absence from Cllr Boyer

56.2 There were no declarations of members' interests

23/FC/57

Minutes of the Previous Meeting

57.1 The minutes of the Facilities Committee meeting held on 6th September 2023 were approved as a correct record and signed as such by Cllr Clarke as Chair of the committee.

Proposed: Cllr Tatla
Seconded: Cllr Jahromi
Approved: Unanimously

57.2 The following matters arising were discussed:

23/FC/47.1 a) Facilities Manager to request Tony Grover to provide a cost for the sports proposal at Millworth Lane

This was on the agenda

23/FC/47.1 b) Facilities Manager to contact Nigel Frankland, UoR regarding the removal of trees at Millworth Lane and to obtain a quote for the same

This was on the agenda

Jack Clarke
1-11-23

- 23/FC/47.2 Facilities Manager to attend the meeting of the Sports Working Party and request that Shinfield Rangers bring any proposals for the use of the Ryeish Green Pavilion to the meeting

Clerk and Cllr Clarke attended the meeting with the football clubs on 26th September. The Chairman reported that the Ryeish Green pavilion was used as a base for the football clubs who used a storage container on the site. Members agreed that nothing further could be discussed until the outcome of the sale of the pavilion was known.

- 23/FC/48.1 Facilities Manager to contact Taylor Wimpey and ask them to rotavate the land around the allotment plots at Orchard Rise

The Facilities Manager had written to Taylor Wimpey regarding the weeds surrounding the allotments at Orchard Rise but had received no response.

- 23/FC/48.2 a) Facilities Manager to produce photographs of the work carried out on the allotments at the next meeting

This was on the agenda

- 23/FC/48.2 b) Facilities Manager to alert the Allotments Administrator of potential problems with access to the Arborfield Road allotments when the new nursery opened

The Deputy Clerk reported that she had alerted the Allotments Administrator to the potential problems with access to the Arborfield Road allotments and the Allotments Administrator would monitor the situation once the nursery was opened. Concerns were expressed as to who owned the land between the allotment entrance and the proposal new nursery.

ACTION – Deputy Clerk to investigate ownership of land between the Arborfield Road allotments and the new nursery

- 23/FC/48.3 Facilities Manager to provide details of the protocol in respect of removing people from allotments for discussion at the next meeting

This was on the agenda

- 23/FC/49.2 Facilities Manager to order Christmas Trees

This had been done – delivery date was week commencing 27th November 2023. Members felt that Shinfield Parish Council (SPC) should provide a tree for Grazeley Village Hall.

ACTION – Facilities Manager to discuss with Grazeley Village Hall and order a Christmas Tree accordingly

lvc

- 23/FC/50.1 Facilities Manager to set a deadline for completion of the Chapel Lane Pre-School contract

The Facilities Manager reported that this had now been signed

- 23/FC/51.1 Facilities Manager to apply for planning permission of the fence at the Manor Ground

The Facilities Manager reported that this had been applied for and he was working his way through providing visuals to Wokingham Borough Council (WBC). It was important that there was a secure area storage of the cricket equipment.

- 23/FC/51.2 Facilities Manager to pursue the arrangements for the transition from cricket to football at the Manor Ground

The Deputy Clerk reported that the football pitches had been lined and the Clubs would start using the ground in October

- 23/FC/52.2 Deputy Clerk to set up the next meeting of the School Green Working Party

This was on the agenda

- 23/FC/52.3 Cllr Clarke to present the views of the Facilities Committee on PA223287 to the Planning and Highways Committee meeting on 13th September

Cllr Clarke had attended the Planning and Highways Committee meeting and set out the views of the Facilities Committee on the planning application for two junior sports pitches north of the bus gate access road. Subsequently the Clerk had submitted comments on the planning portal accordingly.

- 23/FC/52.4 Facilities Manager to contact UoR to cut back the hedge on Hyde End Road and discuss whether if solar lighting would be possible

This was on the agenda

- 23/FC/52.5 Deputy Clerk to add 'roundabouts' as an item on the agenda in January 2024

This would be done.

- 23/FC/52.6 Facilities Manager to contact Nigel Frankland, UoR to set up a meeting to discuss the number of weeds overgrown within the Parish

The Facilities Manager would discuss this, and other parish items, with Nigel Frankland at their next meeting. Cllr Clarke requested that he join the meeting.

ACTION – Facilities Manager to invite Cllr Clarke to the next meeting with Nigel Frankland, UoR

23/FC/52.7 Deputy Clerk to add an item on the agenda of the Finance and General Purposes Committee 'Bus Shelter on Hollow Lane'

This had been done and approved

23/FC/53.1 Facilities Manager to report back to the next meeting of any offers on the sale of Ryeish Green Pavilion

This was on the agenda

23/FC/58

Works Update

58.1 The Facilities Manager had reported that the Gym equipment at Spencers Wood Pavilion had now been repaired

23/FC/59

Millworth Lane

59.1* Plans for the development of Millworth Lane

This item was discussed at the beginning of the meeting when the Clerk reported that the plans had been revised for the costs to be closer to the previously discussed figure. This could be achieved by:-

Excluding -

- the additional tennis court
- bleacher seating
- hard standing for mobile catering
- removal of surplus soil and using this to create a mound for activity cycling / event space

Altering -

- grass crete for annual access to the tennis club toilets to a sprint track, still enabling access to the toilets and providing an additional facility all year round
- utilising the existing cricket net hard standing for the fitness area

Members agreed that it would be ideal for planning permission to be obtained this year so work could commence in the Spring 2024.

One member of the public asked if the area on Millworth Lane, near the allotments, would be tarmacked where it is used as a turning circle for refuse vehicles. This was something that would be considered nearer the time.

ACTION –

- Clerk to write up a business case showing potential income and expenditure for discussion at the full council meeting
- Clerk to add to the next agenda of full council

Proposed: Cllr Jahromi

Seconded: Cllr Peer

Approved: Unanimously

59.2 Toilets for Millworth Lane

The Chairman updated the committee regarding the toilets for the tennis club at Millworth Lane. The Facilities Manager had a site meeting with all three contractors and subsequently obtained a revised quote:-

In summary the total cost was
H. Cockburn £10,180
Portable Offices £17,677
Josh Chamberlain tree removal £1,200
Total **£29,851.**

Before this can be progressed further, Tony Grover (the surveyor) needed to obtain permission from WBC to have an oak tree removed, without this the toilets could not be delivered.

ACTION –

- Deputy Clerk to add to the next agenda for approval of the quote
- Facilities Manager to chase up the planning permission for the removal of the tree

59.3 Verbal report from the Sports Working Party

Shinfield Parish Sports Forum

Cllr Clarke reported that he and the Clerk to the Parish Council had met with Shinfield and Spencers Wood football clubs who reported they had 800 members. On Saturday mornings, the 'Little Kickers' had 50-60 members who would potentially move up to the other two clubs. The clubs were paying £52 for the use of a full-sized football pitch and £26 for under nine pitch which was proving to be expensive, and they relied heavily on volunteer coaches. Two teams play at Swallowfield and Riseley as there were insufficient pitches in the parish. The two cricket clubs are turning people away due to insufficient space.

Cllr Clarke had attended the Planning and Highways meeting to express the support of the Facilities Committee for the planning application of the two junior pitches at High Copse.

59.4 Fitness Training at Millworth Lane

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

Allotments

60.1 Allotment repairs

The Deputy Clerk showed photographs of the repairs that had been made to the following allotment sites:-

- Millworth Lane Allotments – New gate and fencing
- Clares Green Road Allotments – New entrance gate; new pipework and troughs

60.2 Members NOTED the allotment repairs
Allotment waiting list



The Deputy Clerk reported that the backlog of those on the waiting list for most sites had now been cleared, excluding Deardon which remains in high demand. To avoid plots being vacant with nobody on the waiting list to allocate, it was suggested to allow those who live outside of the parish onto the waiting list.

Members agreed that the allotment waiting list could be extended to include those who enquire outside of the parish at the premium rates published. Prices would be reconsidered next year for 2025/26.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Deputy Clerk to inform the Allotments Administrator of the decision of the committee

60.3 Protocol for allotment terminations

The protocol for allotment terminations, that had been agreed by the former Recreation and Amenities Committee in February 2023 (23/RA/21.1) was considered for current relevance.

The Deputy Clerk reported that

- 30 plots had a marked/excellent improvement in September from the August inspections
- Since 01/01/2023 – eight notices to quit had been issued.

Members agreed that the protocol was working but advised that the name of the committee from 'Recreation and Amenities Committee', be updated to 'Facilities Committee'.

ACTION – Deputy Clerk to inform the Allotments Administrator of the decision of the committee

23/FC/61

School Green Centre and School Green

61.1 School Green Working Party

The School Green working party was due to meet on Thursday, 5th October. However, due to staff absence this would need to be rearranged.

ACTION - Deputy Clerk to rearrange the meeting of the School Green Working Party

23/FC/62

Spencers Wood Pavilion and Recreation Ground

62.1 Chapel Lane Pre-School contract

This had been signed.



62.2 **Upgrade to CCTV at Spencers Wood Pavilion**

The Deputy Clerk requested approval to upgrade the CCTV at Spencers Wood Pavilion (SWP) due to the amount of anti-social behaviour (ASB) that had been taking place there, particularly on Youth Club nights. This was affecting evening bookings and had resulted in the Youth Club having to close for some sessions as well as damage to council facilities. The Police and ASB Team at WBC had recommended the upgrade in order that the perpetrators could be identified, and appropriate action taken.

The Facilities Manager had obtained a quote for the upgrade of cameras and 16 channel recording box at SWP of £4,450.12 plus VAT from Rich Day who had installed the equipment at the Manor Ground Pavilion.

Members agreed and confirmed that this could be paid for with CiL money.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

23/FC/63

Manor Ground

63.1 **Manor Ground Pavilion**

The Deputy Clerk reported that lines had been painted for 2 under 9 football pitches at no cost to SPC (paid for by the UoR) either side of the cricket square. The Facilities Manager would discuss access with the football clubs.

23/FC/64

Parish Wide Items

64.1 **Environmental Field**

Cllr Clarke expressed concerns over the condition of the Environmental Field; the weeds were very high and the soil was about 1 meter higher than the original field. Cllr Clarke reported that there was a list of planting available. Chris Howard (WBC) had previously been contacted.

ACTION – Clerk to investigate

64.2 **High Copse Pavilion**

There was nothing further to report

64.3 **Footpath on Hyde End Road**

Members expressed concern over the footpath from Dobbies Garden Centre to Langleymead Sang and felt that in order to encourage cycling and walking the path should be lit and the hedge cut back. The UoR had cut back the hedge last year. The Facilities Manager would raise with Nigel Frankland at his next meeting.



ACTION – Facilities Manager to raise with Nigel Frankland, UoR at their next meeting

65.4 Bus Shelter on Hollow Lane

The replacement bus shelter had been approved by Finance and General Purposes Committee. The bus shelter had been ordered and was awaiting delivery and installation.

23/FC/66

Ryeish Green Pavilion

66.1 Marketing of Ryeish Green Pavilion

At the Full Council meeting it was agreed that the agent, Kempton Carr Croft, should ask for formal bids from those who had expressed an interest in purchasing the pavilion by 6th October 2023. These would then be presented to the next meeting of the Full Council.

Members asked for confirmation that potential purchasers were aware of the restrictions that related to the site.

It was agreed that Cllrs Clarke, James and Peer be present at the opening of the bids.

ACTION – Clerk to inform Cllrs Clarke, James and Peer when the bids were to be opened

23/FC/67

Date of Next Meeting

67.1 The next meeting would be held on Wednesday, 1st November 2023

The meeting ended at 21:00

(Cllr A. Clarke)
1-11-23

List of Actions

23/FC/57 23/FC/48.3	Deputy Clerk to investigate ownership of land between the Arborfield Road allotments and the new nursery	Deputy Clerk
23/FC/57 23/FC/49.2	Facilities Manager to discuss with Grazeley Village Hall and order a Christmas Tree accordingly	Facilities Manager
23/FC/57 23/FC/52.6	Facilities Manager to invite Cllr Clarke to the next meeting with Nigel Frankland, UoR	Facilities Manager
23/FC/59.1	(a) Clerk to write up a business case for Millworth Lane showing potential income and expenditure for discussion at the full council meeting	Clerk
23/FC/59.1	(b) Clerk to add Millworth Lane to the next agenda of full council	Clerk
23/FC/59.2	(a) Deputy Clerk to add 'approval of quote for the toilets at Millworth Lane' to the next agenda	Deputy Clerk
23/FC/59.2	(b) Facilities Manager to chase up the planning permission for the removal of the tree at Millworth Lane	Facilities Manager
23/FC/60.2	Deputy Clerk to inform the Allotments Administrator of the decision of the committee to allow an extension to those who live outside of the parish	Deputy Clerk
23/FC/60.3	Deputy Clerk to inform the Allotments Administrator of the decision of the committee to amend the wording on the allotment termination protocol from 'Recreation and Amenities Committee' to 'Facilities Committee'	Deputy Clerk
23/FC/61.1	Deputy Clerk to arrange a meeting of the School Green Working Party	Deputy Clerk
23/FC/64.1	Clerk to investigate the condition of the Environmental Field	Clerk
23/FC/64.3	Facilities Manager to raise the issue of the hedge and lighting on Hyde End Road between Dobbies Garden Centre and Langleymead Sang with Nigel Frankland, UoR	Facilities Manager
23/FC/66.1	Clerk to inform Cllrs Clarke, James and Peer when the bids were to be opened for Ryeish Green Pavilion	Clerk

James B. Clarke
1-11-23