

To all members of the Facilities Committee

Notice is hereby given that a meeting of the Facilities Committee to be held on
WEDNESDAY 6th March 2024 at 19.30 at the School Green Centre.



Bruce Winton
Parish Clerk
1st March 2024

Members: Cllrs Boyer, Clarke, Jahromi, James, Johnson, 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 7th February 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. Millworth Lane and Sports Provision

- 4.1 To **RECEIVE** and **NOTE** an update from the Facilities Manager on the installation of toilets and peripheral work for the tennis club at Millworth Lane
- 4.2 To **RECEIVE** and **CONSIDER** an update from the Sports Working Party regarding Millworth Lane and High Copse

5. School Green Centre and School Green

- 5.1 To **RECEIVE** and **NOTE** a verbal update on the screens for the School Green
- 5.2 To **RECEIVE** and **CONSIDER** an update from Cllr Peer & Clerk on catering at the School Green Centre
- 5.3 To **RECEIVE** and **CONSIDER** initial thoughts on build and installation of School Green Cinema facility following approval by Full Council

6. Spencers Wood Pavilion and Recreation Ground

- 6.1 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager regarding Chapel Lane Pre-School
- 6.2 To **RECEIVE** and **CONSIDER** a report on room hire rates for Spencers Wood Pavilion **

7. Manor Ground

- 7.1 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager regarding the Manor Ground

8. Parish Wide Items

- 8.1 To **RECEIVE** and **CONSIDER** a report from the working party examining options for community facilities in Shinfield North
- 8.2 To **RECEIVE** and **CONSIDER** options for the development of a volunteer group to help take care of open spaces in the parish
- 8.3 To **RECEIVE** and **CONSIDER** taking care of roundabouts in the Parish
- 8.4 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding the provision of a Mountain Bike track in the Parish
- 8.5 To **RECEIVE** and **CONSIDER** a verbal update on the provision of waste bins in the Parish
- 8.6 To **RECEIVE** and **CONSIDER** the need for a lease on the extension field at Alder Grove*

9. Correspondence

- 9.1 To **RECEIVE** and **CONSIDER** any correspondence received

10. Date of Next Meeting

- 10.1 To **NOTE** the next meeting of the Facilities Committee meeting will be held on Wednesday, 3rd April 2024 at 19:30

* Report attached

** Report to follow

Minutes of a meeting of
The Facilities Committee
Held on Wednesday 7th February 2024
At School Green Centre commencing at 19:30

Present: Cllrs Boyer, Clarke (Chair), James, Johnson, Peer & Tatla

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

24/FC/11 Public Questions

11.1 There were no public questions

24/FC/12 Apologies and declarations of Members' Interest

12.1 Apologies for absence had been received from Cllrs Jahromi and Masseron,
and B Winton, Clerk

12.2 Cllr Johnson declared an interest as a member of the football club

24/FC/13 Minutes of the Previous Meeting

13.1 The minutes of the Facilities Committee meeting held on 3rd January 2024
were approved as a correct record and signed as such by Cllr Clarke as Chair of
the committee.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

13.2 The following matters arising were discussed:

24/FC/3.2 Clerk to discuss the rent with the Tennis Club

23/FC/82.2

The ongoing issue of installing the toilets needs to be completed before
further discussions are held regarding the rent. The Tennis Club are
aware that rent needs to be discussed in the near future.

24/FC/3.2 Deputy Clerk to arrange for discounted rate for the hire of Spencers
23/FC/86.2 Wood Pavilion to be published on social media

This had been done

No additional regular hirers or day time bookings had been received since the discounted rate was published.

24/FC/3.2 Clerk to invite Cllr Johnson to the Engagement Working Party
23/FC/86.2

This would be done

24/FC/4.2 Clerk to send Cllr Johnson the draft plans for Millworth Lane Recreation Ground

This had been done

24/FC/5.1 Clerk to communicate to the community via the newsletter and social media that the bollards had been replaced and were constructed of recycled plastic

This had been published in the January 2024 Newsletter

24/FC/5.1 Facilities Manager to arrange for the recycle bins to be put closer to the path to restrict cars from using this route

This will be done once the ground had been prepared. The Clerk was in communication with WBC.

24/FC/5.2 Clerk to report back on storage proposals at the School Green Centre once further information had been received

This was on the agenda

24/FC/5.4 All references to the previous café provider to be removed from the SPC website

This had been done

24/FC/6.2 Clerk to inform the community of the successful asset and the problems with ASB at the Spencers Wood Pavilion

This had been done (via social media)

24/FC/7.1 Facilities Manager to rectify situation relating to goal posts

This had been done

- 24/FC/8.1** UoR to be approached to ascertain whether they had any suitable, available land that could be utilised as a 3G pitch

The Clerk had contacted the UoR but they had no available land that could be utilised as a 3G pitch

- 24/FC/8.2** Cllr Johnson to provide drone pictures of the development of High Copse

Cllr Johnson had provided a number of drone pictures relating to the parish including the development of High Copse

- 24/FC/8.4** Facilities Manager to examine options for maintaining the roundabouts

This was on the agenda

Item 8.1 on the agenda was taken at this point see minute 24/FC/18.1

24/FC/14

Millworth Lane and Sports Provision

- 14.1** Toilets for Millworth Lane

The Facilities Manager reported that an assessment of the trees for the development of Millworth Lane would be done altogether including the tree restricting the delivery and installation of the toilets for the tennis club. As previously reported, WBC had suggested that SPC hire a crane to lift the toilets into position.

ACTION – Facilities Manager to obtain a quote for the cost of a crane and circulate to the Committee once received

19:38 Cllr Johnson left the meeting

- 14.2** Millworth Lane and High Copse

As reported at the previous meeting, WBC had made some alternative suggestions to the original proposals for the development of sports facilities at Millworth Lane. Subsequent to this meeting an alternative model with a 3g 5-a-side pitch and one netball court was proposed instead of four netball/basketball courts. It was, however, felt that the original proposal had been carefully considered following the sports consultation and concern was expressed as to whether the original plan would restrict planning approval. Cllr Tatla explained that a netball league or amateur netball teams would need four courts and informed the committee that the netball season ran from April to October. Members felt that they needed to consider the needs of the local football teams verses the need for netball provision. Cllr Clarke reported that there were indoor netball courts at the sports hub in Ryeish Green.

ACTION – Item to be discussed further at the meeting in March 2024

24/FC/15

School Green Centre and School Green

15.1 School Green Working Party

The Facilities Manager reported that he was in the process of applying for a Lawful Development Certificate from WBC to install the screening on the school green. He would keep members informed of progress once the certificate had been issued.

15.2 Storage at the School Green Centre

This was still being discussed with Shinfield Studios with the proposals for a screening facility. The original plan for the storage to retract into the cupboards in the Pound Green Room was restricted by a supporting structure in the wall that could not be easily removed. Additional proposals were being investigated.

ACTION – Clerk to report back once further information had been received

15.3 Notice Boards

The Facilities Manager reported that the notice boards had now been replaced and that the insurance money had been received to cover the costs.

15.4 Catering at the School Green Centre

The Deputy Clerk reported that the tender documents had been sent to all those who had expressed an interest in running the cafe at the School Green Centre. All candidates were invited to a 'show around' on 2nd and 5th February. Three potential candidates came for a viewing on the 2nd February and three on the 5th February.

The timetable set was:-

23/02/24	Shortlist produced
01/03/24	Presentations and clarification meeting with shortlisted candidates
06/03/24	Consideration of preferred bidder
27/03/24	Decision approval at Full Council meeting

24/FC/16

Spencers Wood Pavilion and Recreation Ground

16.1 Chapel Lane Pre-School contract

The Facilities Manager reported that he had requested SPC solicitors to set a deadline for the signing of the lease for the end of the month. He confirmed that the rent was still being paid.

ACTION – Facilities Manager to report back at the next meeting

24/FC/17

Manor Ground

17.1 Manor Ground Pavilion

The Facilities Manager reported that:-

- The correct sized goal posts had now been delivered.
- Problems had been encountered with a blockage in the foul waste pipe and following investigation it was discovered that there was a dip in the pipe which was now being rectified.
- Pitch renovation and fertilization was due to take place as the ground was looking stressed.

24/FC/18

Parish Wide Items

18.1 Football in the Parish

This item was taken prior to minute 24/FC/14.1

Cllr Johnson reported that the artificial surfaces at Crosfields School were not suitable as they were too hard and this had resulted in a couple of accidents. He had received a request from Shinfield Rangers Football Club to ascertain the use of floodlights at Millworth Lane recreation ground. Cllr Johnson confirmed that the lights would be switched off earlier than 21:30. He was also advised that portable floodlights could attract theft and/or damage but he explained the intention was to lock them away after use.

Members agreed that the football club could use portable floodlights at Millworth Lane with a latest closing time of 21:30.

Proposed: Cllr James
Seconded: Cllr Boyer
Approved: Unanimously

Cllr Johnson reported that space around the pitches at the Manor Ground was tight and requested if this could be taken into consideration next year.

18.2 Renovation of football pitches

This item was taken prior to minute 24/FC/14.1

Cllr Johnson queried the costs of renovating the football pitches for Shinfield Rangers Football Club at Millworth Lane. It was reported that the Football Foundation paid grant money for pitch improvement and a grant had been agreed in 2020 for £18,648 (to cover a six year period) with a contribution from the football club of £9324. The money was paid yearly on a graduated scale being higher in years one and two with no contribution from the football club. Year 5 and 6 being £1554 from the Football Foundation with a contribution of £3108 from the football club.

ACTION – Clerk to arrange a meeting with the Shinfield Rangers Football Club

a meeting with Karl and Ray with me, Ian, Laurie perhaps Paul to confirm the monies that are spent on Millworth and now up at the manor

ACTION – Deputy Clerk to arrange a meeting with the Shinfield Rangers Football Club

18.3 Taking care of open space in the Parish

The Chairman was concerned about weeds and rubbish around the Parish and noted that WBC were not dealing with this on a regular basis resulting in the area looking unkempt. Although it was appreciated that WBC were experiencing financial pressures it was noted that any reports to WBC should be precise about the problems and areas concerned.

Members felt that it would be useful to investigate volunteer groups to assist with keeping the parish tidy.

ACTION – Clerk to investigate volunteer groups that could assist with taking care of open space in the parish.

18.4 Taking care of roundabouts in the parish

The Facilities Manager reported that WBC had a process in place for sponsorship of roundabouts. Any businesses that were interested in doing this could apply to WBC.

ACTION –

- Deputy Clerk to investigate what was included in the sponsorship cost, for example, how many times a year was the grass cut, did it include flowers, etc and was there any difference between a WBC maintained roundabout and a sponsored roundabout
- Deputy Clerk to contact Arborfield Parish Council to enquire about a roundabout in their Parish that had flowers planted
- Councillors and staff to inform any interested companies to contact WBC

18.5 Mountain Bike Track

CLlr Clarke reported that Nigel Frankland (UoR) had suggested that a mountain bike track be built on the land that extended past the bottom of the Manor Ground. It was proposed that 45 houses would be built behind the L'Ortolan building and there was an area of land to the side that was not suitable for housing. Members expressed an interest in this proposal and agreed that it could be explored further with the UoR. Questions would include who would build the track and maintain it.

ACTION – Clerk to inform the UoR that SPC would like to explore the proposal for a Mountain Bike Track further.

18.6 **Waste bins in the Parish – MAP OF BINS (LYNDA)**

The Deputy Clerk reported that the waste bins had been mapped and it was now a task to rationalise them across the Parish. The cost of emptying bins was around £20,000 per annum and there was no additional provision in the budget for an increase. Any adjustments would need to be cost neutral and it was suggested that a condition report be initially carried out.

Cllr James suggested that a bin policy be drafted to include criteria such as having bins near bus stops, in open areas where there were no houses, etc. It was recognised that road access was required so the bins could be emptied.

ACTION –

- Cllrs Johnson and Masseron to be asked to carryout a condition report of the SPC waste bins
- Clerk to draft a bin policy

24/FC/19

19.1

Correspondence

Members **NOTED** the 10th year report, from the Wokingham District Veteran Tree Association (WDVTA) regarding Diamond Jubilee Oak Trees, that had previously been circulated.

ACTION – Clerk to write to the WDVTA to thank them for an interesting and informative report

24/FC/20

Date of Next Meeting

20.1

The next meeting would be held on Wednesday, 6th March 2024

The meeting ended at 21:03

List of Actions

24/FC/14.1	Facilities manager to obtain a quote for the cost of a crane and circulate to the Committee once received	Facilities Manager
24/FC/14.2	Millworth Lane development to be discussed further at the meeting in March 2024	Facilities Committee
24/FC/15.2	Clerk to report back on storage at the School Green Centre once further information was available	Clerk
24/FC/16.1	Facilities Manager to report back to the next meeting on the status of the Chapel Lane Pre-School contract	Facilities Manager
24/FC/18.2	Deputy Clerk to arrange a meeting with the Shinfield Rangers Football Club	Deputy Clerk
24/FC.183	Clerk to investigate volunteer groups that could assist with taking care of open space in the parish	Clerk
24/FC/18.4	Deputy Clerk to investigate what was included in the sponsorship cost for roundabouts	Deputy Clerk
	Deputy Clerk to contact Arborfield Parish Council to enquire about a roundabout in their Parish that had flowers planted	Deputy Clerk
	Councillors and staff to inform any interested companies to contact WBC regarding roundabout sponsorship	Councillors / staff
24/FC/18.6	Cllrs Johnson and Masseron be asked to carryout a condition report of the SPC waste bins	Cllrs Johnson and Masseron
24/FC/19	Clerk to write to the WDVTA to thank them for an interesting and informative report	Clerk

Extension Site Aldergrove School

Does the council want to take it on for 5 years

Plan showing land outlined in red



Does the Parish Council still want to go ahead entering into a 5 year lease with UoR

- 5 Year Lease at peppercorn rent subject to break clause should extension to the school go ahead
- SPC will take on responsibility for maintenance of grass area and repair of fencing
- Currently accessible by foot with an unlocked entrance gate
- Grass has been let to grow long and will take several cuts to get it up to standard
- Is it really needed with Dearden field and Orchard nearby
- Lease is currently with our solicitors awaiting instruction



Unlocked
pedestrian
access already
available



Currently used by some
dog walkers and kids



Grass has been left to grow
fence in good order