

Minutes of a meeting of
The Facilities Committee
held on Wednesday 1st April 2026
at the School Green Centre commencing at 19:30

Present: Cllrs Boyer, Clarke (Vice-Chair), Jahromi, James, Johnson, Masseron and Peer

Attending: S Herring (Deputy Clerk)
B Winton (Clerk)
S Ali (Facilities Manager)
J Mason (Finance Manager)

26/FC/37 Public Questions

37.1 There were no public questions.

26/FC/38 Apologies and declarations of Members' Interest

38.1 There were no apologies for absence received

38.2 Declarations of Members' pecuniary interests and any related person interest

Cllr Johnson declared membership of the padel tennis company which will be referred later in proceedings. There were no other declarations of Members interests or related person interests.

26/FC/39 Minutes of the Previous Meeting

39.1 The minutes of the Facilities Committee meeting held on 4th March 2026 were approved as a correct record and signed by Cllr Johnson.

The Chair reported that the potential breach of the Code of Conduct recorded at 26/FC/27.1 had been fully resolved and there was no further action.

Proposed: Cllr Boyer
Seconded: Cllr Clarke
Approved: Unanimously

39.2 The following matters arising from the meeting held on 4th February 2026 were discussed:

26/FC/26.2

26/FC/1.1 Facilities Manager to meet with Freely Fruity to discuss signage and maintenance

The Facilities Manager had arranged a meeting with Freely Fruity at the end of April and it was anticipated that the work would be carried out on 26th April.

26/FC/5.2 Facilities Manager to report back on reseeding at Millworth Lane at the April committee meeting

The reseeding had been completed.

26/FC/9.4 Facilities Manager to liaise with the installers to resolve the issues of the shutters at High Copse Pavilion

The Facilities Manager had met with the contracts manager, and the shutters had been rewired; these were now operating successfully and would be regularly monitored.

26/FC/15.5 Clerk to follow up on the application to the Football Foundation for the grant for fencing

This was on the agenda – see minute 26/FC/40.2

26/FC/18.1 Facilities Manager to provide an update on Fire doors at School Green Centre at the April committee meeting

This was on the agenda – see minute 26/FC/43.2

26/FC/27.1 Clerk to inform Shinfield Rangers Football Club of the decision of the committee regarding charges for the use of the football pitches

This was on the agenda – see minute 26/FC/40.1

26/FC/27.2 Clerk to set up a meeting of the working party to discuss Heads of Terms for all sporting sites within the parish.

This was on the agenda – see minute 26/FC/40.1

26/FC/27.3 Clerk to submit the application for grant funding from the Football Foundation once the sites had been verified

Everything was now in place for the application to be submitted. See minute 26/FC/40.2

26/FC/27.4 Clerk to arrange a meeting with the tenderers for cricket at High Copse

This had been done; a meeting had been held on 13th March 2026. See also minute 26/40.3.

- 26/FC/27.5**
- Facilities Manager to arrange for a site survey and costs of a borehole licence
 - Facilities Manager to apply for a borehole licence

These items were on the agenda – see minute 26/FC/40.4

26/FC/27.6 Facilities Manager to arrange for the installation of the storage containers once the ground had dried out

This was on the agenda - see minute 26/FC/40.5

26/FC/28.1 Facilities Manager to liaise with BDS Surveyors regarding the variation to the planning application for the fitness centre at Millworth Lane

This was on the agenda - see minute 26/FC/41.1

- 26/FC/28.2**
- Facilities Manager to draft Heads of Terms and rent for discussion with the Tennis Club

This was on the agenda – see minute 26/FC/41.2

- Cllr Clarke to investigate costs for tarmac of the track

Cllr Clarke reported that he had a preliminary quote of £15,416 to tarmac Millwoth Lane from the allotment site to the tennis courts. Preparation of the track, levelling, etc would cost an additional £3,600. The surface would be the same as the Spencers Wood Recreation Ground car park.

ACTION – Clerk to add the resurfacing of Millworth Lane to the agenda of the Finance and General Purposes Committee

- Clerk to discuss maintenance of the track with the University of Reading (UoR)

The Clerk was waiting for a response from the UoR. A Land Registry search confirmed as no one owning the land.

ACTION – Clerk to follow up with the UoR

26/FC/29.1 Deputy Clerk to add Land Acquisition from the University of Reading (UoR) to the agenda of the next meeting

This had been done and was on the agenda – see minute 26/FC/42.1.

- 26/FC/30.1** Facilities Manager to report back to the committee regarding potential work on the fire doors at the School Green Centre

The Facilities Manager was chasing the manufacturer who originally installed the doors when built. This was still in progress.

- 26/FC/30.2** Clerk to arrange a site visit for the repositioning of the recycle bins with WBC

This was on the agenda – see minute 26/FC/43.1

- 26/FC/31.1** Facilities Manager to submit the planning application with the location of the community Shelter at Position A as recommended by WBC

This was on the agenda – see minute 26/FC/44.1

- 26/FC/33.1** Facilities Manager to action the suggestions made by Reduce Energy Limited and report back to the Committee

This was on the agenda – see minute 26/FC/46.1

26/FC/40.1

High Copse Items

- 40.1** Draft Heads of Terms between Shinfield Parish Council (SPC) and Shinfield Rangers Football Club (SRFC)

The Clerk advised that the invoices in dispute for Manor Ground had been settled last week and that a payment of £5,975 on account for High Copse had been received.

A meeting had taken place with Shinfield Rangers and SPC on Thursday, 26th March. This considered the detailed Heads of Terms which had been circulated with the agenda. SRFC had no issues with these Heads of Terms.

It was AGREED that these Heads of Terms should be used for the use of High Copse.

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Unanimously

The Club however had proposed a counter-offer in terms of paying for the use of the pitches. This included lower rates for the main pitches, an additional payment to allow 3 vs 3 pitches to be installed (either side of the cricket square and between the football pitches) and to take on an element of the grounds maintenance. When considered over a full season, the net value of the counter-proposal was £510 lower than the council's figures.

Members AGREED to the counter proposal from SRFC on fees for the use of the pitches to be implemented from September 2026.

Proposed: Cllr Peer
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Clerk to inform the SRFC of the agreement of the charges for the use of the football pitches at High Copse.

Cllr James gave a verbal update on the finances for the sports facilities. This would be replicated at the next meeting of the Finance and General Purposes Committee where all Councillors would be invited.

40.2 Update on the proposed fencing around the football pitches and cricket square

As all the required information was now available, the Clerk would be able to complete the application.

ACTION – Clerk to submit the application for grant funding from the Football Foundation

40.3 Update on the cricket tender for High Copse

On Friday 13th March, each of the four interested parties had attended a meeting with Sports Working Party to present their position and financial offer. All were advised that their proposals were short of the cost of maintaining the cricket square and as a minimum, proposals would need to cover that amount either through cash payments or taking on some of the maintenance directly.

The revised tender submissions had been shared with the Sports Working Party. Three tenders were received, one being a combined bid between two clubs. The decision was to offer to Shinfield Cricket Club who had submitted the best overall proposal.

Members AGREED to offer the tender for the use of the Cricket pitches to Shinfield Cricket Club

Proposed: Cllr Boyer
Seconded: Cllr Johnson
Approved: Unanimously

ACTION – Clerk to inform Shinfield Cricket Club of the decision of the Committee and to arrange for the Heads of Terms to be drawn up and signed accordingly

40.4 Water Irrigation for sports pitches at High Copse

The Facilities Manager was progressing obtaining the necessary certificate for water irrigation at High Copse. The contractor would be arranging a site visit.

40.5 Update on additional storage at High Copse

The Facilities Manager reported that once the weather was drier and the temperature had increased the company would be delivering the storage containers.

40.6 Padel

Cllr Johnson and the Clerk had met with 'Padel for All' to explore the options for installing Padel at either Millworth Lane Recreation Ground or the High Copse site. Proposals would be submitted for further discussion.

ACTION – Deputy Clerk to add to the next agenda of the Facilities Committee

26/FC/41

Millworth Lane

41.1 Update for the Fitness Centre at Millworth Lane

Wokingham Borough Council had requested a new planning application as the changes proposed by Micka's Training were a material variation. The Clerk expressed his concerns that BDS (the surveyors) had not identified this as an issue when the changes were requested.

ACTION –

- Facilities Manager to resubmit a revised planning application
- Clerk to investigate a competitive process or appointing a new planning consultant

41.2 Draft Heads of Terms between Shinfield Parish Council (SPC) and the Tennis Club

The Facilities Manager was in contact with the Tennis club to discuss the Heads of Terms including the recovery costs of the installation of the toilets and use of the courts.

ACTION –

- Facilities Manager to meet with the Tennis club to agree the Heads of Terms for the tennis courts. These should be on a similar basis as those drawn up for SRFC.

26/FC/42**Land Matters with the University of Reading (UoR)****42.1 Potential land matters from the University of Reading**

The response from UoR dated 27-03-2026 had been shared with members of the committee. This included:-

- Acquisition of lease for Millworth Lane
- Manor Ground land lease for potential mountain bike track
- 3G pitch on the cowherds field
- Installation of storage containers, gates, fence and padel courts at High Copse

ACTION –

- Cllr Johnson to arrange a meeting with the WBC sports lead
- Cllr Johnson to follow up with UoR regarding the land for a mountain track

26/FC/43**School Green Centre and School Green****43.1 Recycling bins**

It was noted that the Salvation Army recycle bin had been removed from the school green car park. This had now been replaced with two for the Air Ambulance and one for Cerebral Palsy support and awareness; however, fly tipping was still being carried out in this area. The Clerk was still attempting to arrange a site visit from the WBC officer to confirm details for the planned work and co-ordinate repositioning.

ACTION – Clerk and Facilities Manager to meet with the WBC officer regarding the adjustments to the siting of the recycle bins

43.2 Any other matters relating to the School Green Centre and School Green

The immediate repairs to the Pound Green doors had been carried out although there was still a small final adjustment to be carried out. The contractors were still awaiting instructions from the manufacturers.

ACTION – Facilities Manager to arrange for the final adjustments if deemed necessary, to the fire doors

26/FC/44**Spencers Wood Pavilion and Recreation Ground****44.1 Installation of Community Shelter**

The Facilities Manager was in the process of submitting a full planning application using the location approved at the previous meeting.

ACTION - Facilities Manager to submit the planning application for the installation of the community shelter

26/FC/45

Allotments

45.1 Flooding at Orchard Rise Allotments

Flooding had been an ongoing issue since the allotments came online. The Clerk advised that a specialist's opinion was required to assess the cause of the issue so this could be rectified.

ACTION – Facilities Manager to obtain specialist drainage advice regarding flooding at the Orchard Rise allotments

26/FC/46

Microgeneration

46.1 An update on microgeneration within the Shinfield Parish Council (SPC) estate

Reduce Energy Limited had now submitted comprehensive reports on the School Green Centre, Manor Ground Pavilion and Spencers Wood Pavilion. Some actions had already been taken, and a meeting had been arranged for 24th April to discuss in more detail an overall improvement plan and recommendations for investment.

ACTION – Clerk to arrange a follow up meeting to progress the recommended actions

26/FC/47

Facilities Team transport

47.1 Purchase of an electric cargo bike

The Clerk requested approval in principle for the purchase of an electric cargo bike for use by members of the Facilities Team and Customer Care Team to enable the staff to move between sites within the Parish. An electric tricycle with fat tyres would give a degree of additional flexibility. The cost would be approximately £3-4k depending on the exact model and extras required.

Members of the Committee were happy in principle for the purchase of an electric cargo bike

ACTION – Clerk to add to the agenda of the Finance and General Purposes Committee

Parish Wide Items

48.1 Updates on outstanding matters

i. Waste Bins

Cllr Johnson expressed concern that the parish waste bins had been overflowing again; this appeared to be on bins that did not have lids. This item would require further discussion at a future meeting.

ACTION –

- Clerk to circulate a bin report prior to the next Facilities Committee meeting
- Deputy Clerk to add bin audit to the next agenda of the Facilities Committee

ii. The Environmental Field at the End of Hayes Drive

The Clerk had met with a representative of Taylor Wimpey on 1st April. They were planning to conduct an environmental study of the environmental field as it currently was, and this would guide whether they would assist nature's attempt to restore the site or if the spoil would need to be removed first. Cllr Clarke had observed that the field had produced a good crop of wildflowers.

iii. Grassed area at Deer Leap Park

Taylor Wimpey advised that this land was now adopted by Wokingham Borough Council and any conversation should be held with them.

ACTION – Clerk to raise the matter with Andy Glencross at WBC

iv. Open area next to the two new football pitches at Hyde End Lane

Taylor Wimpey advised that these were now complete and the water supply was now provided to the site. They were working with WBC to pay over funds to allow WBC to reinstate the orchard on the site.

ACTION – Clerk to follow up with Andy Glencross at WBC

v. Parish Roundabouts

There was no further update.

vi. Reconfiguration of the junction at Church Lane/Three Mile Cross

Taylor Wimpey had anticipated starting work on the junction during the summer, however, due to a number of fibre optic installations over the last few years Taylor Wimpey were now working to divert utilities from multiple providers on different timelines, therefore it was now unlikely to commence until the end of the year.

The decommissioned SPC playground was part of the overall development plan. SPC would retain the freehold of the land, however the Highways Agency would build a road/pavement on top of it as per the S278 agreement. There will be some soft landscaping, and the Clerk has requested that this be coordinated with the adjacent coronation garden.

ACTION – Clerk to liaise with Taylor Wimpey regarding the soft landscaping

vii. Nullis Farm

Plans were still being developed for the site and in the meantime, Taylor Wimpey was still securing and carrying out regular inspections of the site. The Clerk asked if the lead for Taylor Wimpey could contact him to arrange a more detailed discussion on this site.

ACTION – Clerk to arrange a meeting with Taylor Wimpey to discuss the Nullis Farm site

26/FC/49

Correspondence

- 49.1 There was no correspondence

25/FC/50

Date of the Next Meeting

- 50.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 6th May 2026

The meeting ended at 21:30