

Minutes of a meeting of
The Facilities Committee
held on Wednesday 4th June 2025
at the School Green Centre commencing at 19:30

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

Attending: Cllr Tatla (Chair of Council)
Cllr Hoyle
BCllr Glover
S Herring (Deputy Clerk)
S Ali (Facilities Manager)

25/FC/58

Election of Chair of the Facilities Committee

- 58.1 Cllr Johnson was nominated for Chair of the Facilities Committee for 2025 to 2026
- 58.2 Cllr Johnson was elected as Chair of the Facilities Committee for 2025 to 2026
- Proposed: Cllr Clarke
Seconded: Cllr Masseron
Agreed: Unanimously
- 58.3 Cllr Johnson signed a declaration of acceptance of office as Chair of the Facilities Committee for 2025 to 2026

25/FC/59

Election of Vice-Chair of the Facilities Committee

- 59.1 Two nominations (Cllrs Clarke and Johnson) had been received for Vice-Chair of the Facilities Committee for 2025 to 2026. As Cllr Johnson had been elected as Chair, Cllr Clarke was proposed as Vice-Chair.
- 59.2 Cllr Clarke was elected as Vice-Chair of the Facilities Committee for 2025 to 2026
- Proposed: Cllr Masseron
Seconded: Cllr Peer
Agreed: Unanimously
- 59.3 Cllr Clarke signed a declaration of acceptance of office as Chair of the Facilities Committee for 2025 to 2026

25/FC/60

Public Questions

- 60.1 There were no public questions.

25/FC/61

Apologies and declarations of Members' Interest

- 61.1 Apologies for absence had been received from Cllr Jahromi and B Winton (Chief Executive and Clerk to the Parish Council)

- 61.2 Declarations of Members' interests

There were no declarations of Members interests.

25/FC/62

Minutes of the Previous Meeting

- 62.1 The minutes of the Facilities Committee meeting held on 7th May 2025 were approved as a correct record and signed by Cllr Johnson

Proposed: Cllr Clarke
Seconded: Cllr Boyer
Approved: Unanimously

- 62.2 The following matters arising from the meeting held on 7th May were discussed:

25/FC/49.2

- 25/FC/15.2 Quotes for equipment for streaming and recording council meetings in the Tower Room and Grazeley Room to be presented to the next meeting

The Clerk, Deputy Clerk and Comms Officer were visiting Bracknell Town Council on 24th June to view the systems installed by CloudyIT. This would include equipment for streaming and recording equipment and installation as well as software for agenda and minute management.

Initial quotes had been received for options for equipment, installation and training. Some elements would be one-off payments.

ACTION – Clerk to send quotes received to members of the Committee

- 25/FC/19.2 Facilities Manager to arrange a meeting on site at High Copse Pavilion with White Horse

This had been done. It was **NOTED** that due to the reduced rainfall the grass was not growing well on the pitches at High Copse and should be monitored.



- 25/FC/33.1 Facilities Manager to arrange for a sign at the Spencers Wood Pavilion and Recreation Ground

This would be done subject to committee approval.
Members of the Committee **APPROVED** the sign.

ACTION – Facilities Manager to arrange for the sign to be ordered and displayed at Spencers Wood Pavilion and Recreation Ground

- 25/FC/33.1 Facilities Manager to circulate the proposal for the sign to members of the committee prior to it being ordered

This had been circulated.

- 25/FC/50.1 Facilities Manager to arrange for photographs to be taken of the Tennis Club toilets

The Facilities Manager had taken some photographs and would circulate them to the Committee. Once the pipework was fixed the toilets would be ready for use. See also Minute 25/FC/64.1.

- 25/FC/50.1 Clerk to arrange a leaflet to be circulated to residents in Millworth Lane

The Clerk had assumed that the leaflet to be circulated related to the overall sports project at Millworth Lane, however, this was to inform residents of the work to the toilets. This had not, therefore, been done.

- 25/FC/50.2 Facilities Manager to erect a sign to inform all currently using Millworth Lane Recreation to check availability with SPC so this can be booked onto Rialtas (booking system)

The Clerk advised that draft wording had been prepared and he would be discussing this with the council's solicitor on Thursday. Members suggested some minor adjustments to the wording.

ACTION – Clerk to discuss wording of the sign for Millworth Lane Recreation ground with the council's solicitor.

- 25/FC/50.2 Facilities Manager to check for signage relating to Liability and display any relevant signs as appropriate

This would be dealt with on similar lines to the proposed signage at Millworth Lane Recreation ground.

ACTION – Clerk to arrange for signage relating to Liability at other sites on the same lines as that proposed for Millworth Lane Recreation Ground

- 25/FC/50.3 Clerk to circulate the latest plans and original proposals to members of the committee for the Fitness Centre at Millworth Lane Recreation Ground

This had been done.

25/FC/52.1 Facilities Manager to arrange for the removal of the room divider at the Spencers Wood Pavilion

This was booked in for 10th June 2025.

25/FC/52.1 Deputy Clerk and Clerk to present imagery for the wall in the Community room

This had not yet been done.

25/FC/52.2 Clerk to arrange quotes for the various youth shelter designs identified

Quotes had been requested for the three preferred options.

1 – Caloo - £14,300

2 – External Works Quote - £17,600 + VAT

3 – Upton - £12,300 + VAT

Members were undecided on the three options presented to the meeting and were concerned about the sight lines.

25/FC/52.2 Discussions to be arranged with local youths about possible design of youth shelters

This had not yet taken place.

ACTION – Discussion on Youth Shelters to be on the agenda of the next meeting of the committee.

25/FC/52.2 Clerk to contact the UoR to ascertain if the site below the Manor Ground on Brookers Hill was a viable option for a Pump Track

This was raised at the joint meeting with the University of Reading on 29th May. It was still a concept UoR were interested in but it had not been developed any further than that.

25/FC/52.2 Cllr Johnson to look at proposals for sites in the Parish for a pump track

Cllr Johnson had shared pictures with members of the committee.

25/FC/52.2 Clerk to add pump tracks to the Sports Working Party agenda in June

This will be done.

25/FC/52.2 Clerk to obtain costings for a pump track

The costs will depend on the exact size, type of surface etc. The Clerk had obtained some initial costings via CoPilot. It was decided to revisit this project once the UoR had made a decision on the land on Brookers Hill.



- 25/FC/53.1** Clerk to add an item to the agenda of the Sports Working Party to draw up initial Heads of Terms for the use of High Copse football pitches
- A meeting had been held with the football club and further discussion would take place at the Sports Working Party.
- 25/FC/53.1** Clerk to add an item to the agenda of the Sports Working Party to draw up the tender document for the usage of the Cricket Square at High Copse
- This will be done.
- 25/FC/53.2** Clerk to recirculate figures for refurbishment of the Ryeish Green Pavilion to members of the Committee for future discussion
- This had been done.
- 25/FC/54.1** Clerk to proceed with meetings with the consultant for Microgeneration
- This was on the agenda – see Minute 25/FC/68.1
- 25/FC/55.1** Clerk to circulate a design for the sign for Deardon Orchard prior to the next meeting
- This was on the agenda – see Minute 25/FC/69.1
- 25/FC/55.1** Cllr Johnson agreed to put the information into an image generator for the Deardon Orchard sign and circulate ideas to the committee
- This was on the agenda – see Minute 25/FC/69.1
- 25/FC/55.2** Facilities Team to remove the duck weed at the Grazeley Road pond
- This was on the agenda – see Minute 25/FC/69.2
- 25/FC/55.3** Cllr Clarke to keep the committee informed on progress of the Environmental Field at the End of Hayes Drive
- This was on the agenda – see Minute 25/FC/69.3
- 25/FC/55.4** Cllr Clarke to keep the committee informed on progress of Deer Leap Park – grassed area
- This was on the agenda – see Minute 25/FC/69.3
- 25/FC/55.5** Cllr Clarke to keep the committee informed on progress on the open space adjacent to the two new football pitches at Hyde End Lane
- This was on the agenda – see Minute 25/FC/69.4
- 25/FC/55.6** Clerk to draft a policy to set out implementation of Martyn's Law
- This was on the agenda – see Minute 25/FC/67.3



25/FC/63

Budget requirements for 2026/27

- 63.1 This item on agenda was to establish if there were any items that members would like to see considered in the budget process that were either not there at present or members felt the level of funding should change.

This did NOT mean that the items would definitely be included in the final budget as any requests need to be considered against the council's overall available resources and competing needs for those resources.

ACTION –

- Deputy Clerk to add to the agenda of the next meeting
- All members of the committee to input to items for consideration

25/FC/64

Sports Provision

- 64.1 Toilets for Millworth Lane

The Facilities Manager advised that the toilets had been installed. Outstanding items were

- Changing the pipes – this was an issue with the design fault and would be at no additional cost to SPC.
- Installing an accessibility ramp.

ACTION –

- Facilities Manager to order the ramp
- Meeting to be arranged between the Clerk, Facilities Manager, Cllrs Johnson and Tatla to discuss the toilets

- 64.2 Millworth Sports Park

The development of Millworth Sports Park was dependent on the land available from the UoR. SPC was awaiting a decision from the UoR on potential use of land for a 3G pitch around the High Copse site.

The UoR had advised SPC to revisit their initial objection to the planning application for the proposed development first put forward in 2010, however, the Clerk had been unable to locate this to date and suggested that the historic position should not have too much significance now. It was suggested that a sentence to this effect be given in the planning application for the 3G pitch to clarify the change of position.

ACTION –

- Clerk to locate the original objection to the Planning Application in 2010
- SPC to include a sentence in the Planning Application for the 3G pitch to clarify their change of position from the original objection when it was submitted



64.3 Fitness Centre at Millworth Lane

Tony Grover, Surveyor, had agreed with the WBC Planning Officer that SPC could use the existing planning application and convert it into what was required to take forward the Fitness Centre.

Tony Grover had identified that it would not be possible to position the fitness centre by the trees adjacent to the tennis club car park due to the roots and canopies of the existing trees. An alternative site was proposed next to the pavilion and this would reduce the length of run required for water and power.

Members **AGREED** with the proposed new position of the fitness centre

ACTION – Clerk to inform the surveyor of the decision of the Committee

25/FC/65

School Green Centre and School Green

65.1 School Green Centre

There was nothing to report.

65.2 School Green Working Party

There was nothing to report.

25/FC/66

Spencers Wood Pavilion

66.1 Upgrade to the Community Room

The Deputy Clerk reported that the Bluetooth speakers had been installed. The Facilities Manager reported that the screen would be removed on 10th June.

ACTION – Cllr Johnson to take some more pictures for the internal wall

66.2 Anti-Social Behaviour (ASB) at Spencers Wood Pavilion

Members **NOTED** an update from the PCSO dealing with the damage to the door. This was being dealt with under a suitable disposal.

Consideration was given to the proposed youth shelters:-

- Concern was expressed about the sight lines/consealed spaces on the proposed shelters for youths.
- It was suggested that the Police and youth leaders be asked for advice on the most appropriate design.
- There was a request for a litter bin to be placed by the potential shelter.
- Suggest informing the nearby houses of the proposal by a leaflet drop.

ACTION –

- Deputy Clerk to circulate quotes for shelters to members of the Committee
- Clerk to discuss potential shelters with the Police and Youth Leaders



Other Council buildings

67.1 High Copse Pavilion and sports pitches

67.1.1 Discussion took place regarding the use of the pitches:-

- Shinfield Rangers would be using the football pitches
- Three cricket teams had expressed an interest in the use of the cricket pitch.
- Requests for submission to be advertised in the newsletter, social media and on the website.
- Submissions to be submitted by 31st July 2025.
- Decision to be made by end of October 2025.
- Working party to be set up to progress the use of the pitches – Cllrs Boyer, Clarke, James and Johnson to be on the working party

ACTION – Clerk to set up a working party to progress the use of the pitches

67.1.2 Concern was expressed regarding the irrigation of the pitches due to the dry weather. Whitehorse were currently bringing in water but this would not continue once the pitches had been handed over. Options for improvements to irrigation long-term to be explored.

ACTION – Facilities Manager to explore options for improving irrigation of the pitches at High Copse.

67.2 Future of Ryeish Green Pavilion

67.2.1 Current maintenance costs had been circulated prior to the meeting. It was reported that the building had been vandalised twice in the last month. The Facilities Manager reported that the external doors were not strong enough to secure the building should there be another incident of vandalism.

ACTION – Facilities Manager to secure the building with metal doors

67.2.2 Following a social media post to ascertain public interest and possible use of the building, interest had been received from gymnastics and cheerleading clubs, however, they would require a sprung floor and the height of the building would not be sufficient to accommodate these activities. Other suggestions were for a Café.

The interior of the building would require a lot of work to make it safe and useable. The Facilities Manager would take photographs of the internal space that could be shared with interested parties.

A viable option was required for the use of the Pavilion. The alternative was to sell the building.

ACTION – Facilities Manager to take photographs of the inside of the Ryeish Green Pavilion



67.3 Martyn's Law

The Clerk would be drafting a policy to ensure that all Council venues were safe and complied with the Law. There was a two year period to implement this law.

25/FC/68

Microgeneration

68.1 There had been no progress on this matter since the last meeting.

25/FC/69

Parish Wide Items

69.1 Information Board at the Deardon Orchard

There had been no progress on this matter since the last meeting.

ACTION - Cllr Johnson agreed to put the information into an image generator for the Deardon Orchard sign and circulate ideas to the committee

69.2 Grazeley Road Pond

The Facilities Team had cleared the duck weed from the pond and were waiting advice from WBC for a long term plan. The Facilities Team were monitoring the state of the pond in the meantime.

69.3 Environmental Field at the End of Hayes Drive

Cllr Clarke expressed concerns that Taylor Wimpey had not completed the work. BCllr Glover reported that Andy Glencross, WBC was working to enforce the outstanding work, one problem was that there had been no agreement for handing over the land. Ecological mitigation had not been carried out.

69.4 Deer Leap Park – grassed area

Cllr Clarke again expressed concern that nothing was being done in this area. BCllr Glover acknowledged that WBC could do more but a member of staff had reduced their hours that was having an impact on outstanding issues.

69.5 Open space adjacent to the two new football pitches at Hyde End Lane

BCllr Glover suggested that this area should be part of the walk through from the SANG to integrate the area.

ACTION – Items 69.3, 69.4, 69.5 to be discussed at a meeting with Andy Glencross and Chris Howard, WBC



25/FC/70

Correspondence

- 70.1 A written request had been received, in response to a social media post regarding possible uses for Ryeish Green Pavilion, "about the possibility of installing a sprung floor in the pavilion building for the purpose of cheerleading training".

The potential future of Ryeish Green Pavilion had previously been discussed at the meeting (minute 25/FC/65.2) where it was highlighted that the roof would be too low for cheerleading or gymnastic activities.

ACTION – Clerk to respond to the enquiry accordingly

25/FC/71

Date of Next Meeting

- 71.1 The next meeting would be held on Wednesday, 2nd July 2025

The meeting ended at 21:30

A handwritten signature in black ink, consisting of stylized, overlapping loops and a long horizontal stroke extending to the right.

List of Actions

25/FC/49.2		
25/FC/15.2	Clerk to send quotes received from Cloudy IT to members of the committee	Clerk
25/FC/33.1	Facilities Manager to arrange for the sign to be ordered and displayed at Spencers Wood Pavilion and Recreation Ground	Facilities Manager
25/FC/50.2.1	Clerk to discuss wording of the sign for Millworth Lane Recreation ground with the council's solicitor	Clerk
25/FC/50.2.2	Clerk to arrange for signage relating to Liability at other sites on the same lines as that proposed for Millworth Lane Recreation Ground	Clerk
25/FC/52.2	Discussion on Youth Shelters to be on the agenda of the next meeting of the committee	Deputy Clerk
25/FC/63.1.1	Deputy Clerk to add Budget requirements for 2026/27 to the agenda of the next meeting of the committee	Deputy Clerk
25/FC/63.1.2	All members of the Committee to input to items for consideration	Members of the committee
25/FC/64.1.1	Facilities Manager to order the ramp for the toilets at Millworth Lane	Facilities Manager
25/FC/64.1.2	Meeting to be arranged between the Clerk, Facilities Manager, Cllrs Johnson and Tatla to discuss the toilets	Clerk
25/FC/64.2.1	Clerk to locate the original objection to the 2010 Planning Application 0/2010/1432, Shinfield Meadows	Clerk
25/FC/64.2.2	SPC to include a sentence in the Planning Application for the 3G pitch to clarify their change of position from the original objection when it was submitted	Clerk
25/FC/64.3	Clerk to inform the surveyor of the decision of the Committee in relation to the positioning of the Fitness Centre at Millworth Lane	Clerk
25/FC/66.1	Cllr Johnson to take some more pictures for the internal wall at Spencers Wood Pavilion	Cllr Johnson
25/FC/66.2.1	Deputy Clerk to circulate quotes for shelters to members of the Committee	Deputy Clerk
25/FC/66.2.2	Clerk to discuss potential shelters with the Police and Youth Leaders	Clerk
25/FC/67.1	Clerk to set up a working party to progress the use of the pitches at High Copse	Clerk

25/FC/67.2	Facilities Manager to explore options for improving irrigation of the pitches at High Copse	Facilities Manager
25/FC/67.2.1	Facilities Manager to secure the Ryeish Green Pavilion with metal doors	Facilities Manager
25/FC/67.2.2	Facilities Manager to take photographs of the inside of the Ryeish Green Pavilion	Facilities Manager
25/FC/69.1	Cllr Johnson agreed to put the information into an image generator for the Deardon Orchard sign and circulate ideas to the committee	Cllr Johnson
25/FC/69.3-5	The Environmental Field, Hayes Drive; Deer Leap Park, Grassed area; Open space adjacent to the two new football pitches at Hyde End Lane, to be discussed at a meeting with Andy Glencross and Chris Howard, WBC	Cllr Clarke Clerk
25/FC/70.1	Clerk to respond to an enquiry for the potential use of Ryeish Green Pavilion for cheerleading and gymnastics	Clerk

