

To all members of the Facilities Committee

**Notice is hereby given that a meeting of the Facilities Committee will be held on
WEDNESDAY 2nd September 2026 at 19.30 at the School Green Centre**



Bruce Winton
Chief Executive and Clerk to the Parish Council
27th August 2026

Members: Cllrs Bowler, Boyer, Clarke, Jahromi, James, Johnson (Chair), Masseron and Peer

Agenda

95. Public Questions

- 95.1 To **RECEIVE** and **CONSIDER** public questions (up to 30 minutes is reserved for public questions)

96. Apologies and declaration of members' interests

- 96.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
- 96.2 To **RECEIVE** any updates to members' declarations of pecuniary interest, and any related person interest in respect of the agenda

97. Minutes of the previous meeting

- 97.1 To **RECEIVE** and **APPROVE** the minutes of the Facilities Committee held on 1st July 2026 as a correct record of the meeting and to authorise the Chair to sign the same*
- 97.2 To **CONSIDER** matters arising from the minutes

98. Padel Tennis

- 98.1 To **RECEIVE** and **CONSIDER** an update on the padel questionnaire
- 98.2 To **RECEIVE** and **CONSIDER** the establishment of a Padel Working Party and associated Terms of Reference*
- 98.3 To **RECEIVE** and **CONSIDER** the provision of an operating budget to the Padel Working Party to achieve aims and objectives approved at 98.2

99. High Copse Items

- 99.1 To **RECEIVE** and **CONSIDER** an update on the provision of creating an overflow car park
- 99.2 To **RECEIVE** and **NOTE** an update on the installation of the perimeter fence around the pitches
- 99.3 To **RECEIVE** and **CONSIDER** an update on water irrigation for the sports pitches at High Copse
- 99.4 To **RECEIVE** and **CONSIDER** an update on the creation of a free play area and the installation of picnic benches*

100. Millworth Lane Items

- 100.1 To **RECEIVE** and **CONSIDER** an update on a sports master planner for Millworth Lane
- 100.2 To **RECEIVE** and **CONSIDER** an update regarding the planning application for the Fitness Centre at Millworth Lane
- 100.3 To **RECEIVE** and **CONSIDER** an update regarding the draft Heads of Terms between Shinfield Parish Council and the Tennis Club

101. School Green Centre and School Green

- 101.1 To **RECEIVE** and **CONSIDER** an update on the redecoration of the Pound Green Room, Three Mile Cross Room and Grazeley corridor and the provision of new furniture
- 101.2 To **RECEIVE** and **CONSIDER** an update on provision of shade to the Tin Roof Café patio area
- 101.3 To **RECEIVE** and **CONSIDER** an update on implementation of recommendations for the Café as approved at Full Council on 29th July 2026

102. Spencers Wood Pavilion

- 102.1 To **RECEIVE** and **CONSIDER** an update on the installation of the Community Shelter

103. Allotments

- 103.1 To **RECEIVE** and **CONSIDER** the fees and deposit levels with effect from 1st October 2027*
- 103.2 To **RECEIVE** and **NOTE** a verbal report from the Allotments Working Party
- 103.3 To **RECEIVE** and **CONSIDER** an update on revising the allocation of plots affected by flooding issues at Orchard Rise allotments
- 103.4 To **RECEIVE** and **CONSIDER** an update on responses from Hartley Court allotment holders to install fencing and a secure gate

104. Land Matters with the University of Reading (UoR)

- 104.1 To **RECEIVE** and **CONSIDER** an update on the use of the land adjacent to the Manor Ground as a cycle track*
- 104.2 To **RECEIVE** and **CONSIDER** any other updates on land matters with the UoR

105. Energy Matters

- 105.1 To **RECEIVE** and **NOTE** an update on the purchase and installation of PV Panels at High Copse Pavilion and the School Green Centre

106. Parish Wide Items

- 106.1 To **RECEIVE** and **CONSIDER** the potential re-location of waste bins within the Parish
- 106.2 To **RECEIVE** and **CONSIDER** an update on improvements to the Deardon Orchard including implementation of first phase of work*
- 106.3 To **RECEIVE** and **CONSIDER** an update on parish notice boards at Frensham Green and High Copse
- 106.4 To **RECEIVE** and **CONSIDER** in principle the suggestion to have fixed barbecue sites within the parish for use by residents
- 106.5 To **RECEIVE** and **CONSIDER** potential acquisition and conditions of use of a “mosquito” anti-loitering device*

107. Correspondence

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

108. Cricket at High Copse Pavilion

- 108.1 To **RESOLVE** that, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, namely matters under investigation, unverified allegations concerning identifiable third parties and commercially sensitive information. To apply to all items under Item 108.
- 108.2 To **RECEIVE** and **NOTE** an update on action taken regarding playing cricket at High Copse Pavilion
- 108.3 To **RECEIVE** and **CONSIDER** Shinfield Cricket Club's use of the facilities at High Copse Pavilion for 2027 and beyond
- 108.4 To **RECEIVE** and **CONSIDER** how the council can manage relationships between users of sports facilities operated by the parish*

109. Date of Next Meeting

- 109.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday, 30th September 2026 at 19:30

* Report attached ** Report to follow

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

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

Attending: B Winton (Clerk)
S Ali (Facilities Manager)
S Herring (Deputy Clerk)
2 Members of the public

26/FC/80 Public Questions

80.1 There were no public questions.

Agenda item 92.2 was taken at this point of the meeting.

19:40 *1 Member of the public left the meeting*

26/FC/81 Apologies and declarations of Members' Interest

81.1 Apologies had been received from Cllrs Jahromi and Masseron

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

Cllr Johnson declared membership of the padel tennis company which may be referred to later in proceedings.

There were no other declarations of Members interests or related person interests.

26/FC/82 Minutes of the Previous Meeting

82.1 The minutes of the Facilities Committee meeting held on 3rd June 2026 were approved as a correct record and signed by Cllr Johnson, subject to apologies being recorded for Cllr Jahromi.

Proposed: Cllr Boyer
Seconded: Cllr Clarke
Approved: Unanimously

82.2 The following matters arising from the meeting held on 1st March 2026 were discussed:

26/FC/66.3 Cllr Clarke to sign the declaration of acceptance of office as the Vice-Chair of the Facilities Committee for 2026/2027.

This had been done.

26/FC/69.2 Cllr Johnson to arrange a meeting with the WBC sports lead.
(42.1)

Cllr Johnson had arranged a meeting on a couple of occasions that was subsequently cancelled.

ACTION - Cllr Johnson to arrange a meeting with the WBC sports lead.

26/FC/69.2 Cllr Johnson to follow up with University of Reading (UoR) regarding the
(42.1) land for a mountain bike track.

This was on the agenda – see minute 90.1

26/FC/69.2 Facilities Manager to progress the installation of timber fence and obtain
(54.1) clarification that it could be installed under permitted development.

This was on the agenda – see minute 85.2

26/FC/69.2 Clerk to resubmit the Football Foundation fence grant application.
(54.1)

This had been done.

26/FC/69.2 Facilities Manager to submit the planning application for the installation of
(58.1) the community shelter.

This had been done – see minute 88.1

26/FC/69.2 Cllr Johnson to fly a drone over Orchard Rise allotments.
(59.1)

Not yet done.

ACTION - Cllr Johnson to fly a drone over Orchard Rise allotments

26/FC/69.2 Clerk to arrange for quotes for insuring an electric bike.
(61.1)

The Finance Manager was requesting quotes.

ACTION – Finance Manager to arrange for quotes for insuring an electric bike

26/FC/69.2 Facilities Manager to prepare a risk assessment for use of an electric bike
(61.1) by council staff once purchased.

The draft had been prepared and would be reviewed after the initial use

- 26/FC/69.2 (62.1) Facilities Manager to order 'fly-tipping' stickers for bins and arrange for them to be installed.

These had arrived and were awaiting installation on the SPC bins.

ACTION – Facilities Manager to arrange for stickers to be installed on bins

- 26/FC/69.2 (62.2) Clerk to add to the next agenda of the Finance and General Purposes Committee the purchase of notice boards for Frensham Green and High Copse.

This had been done – see minute 92.3

- 26/FC/70.1 Clerk to contact Mr Gulley to request the submission of a business case.

This was on the agenda – see minute 84.1

- 26/FC/70.1 Clerk to contact AH Lansley for a business plan for their proposed rental options.

This was on the agenda – see minute 84.1

- 26/FC/70.1 Cllr Masseron to research any available grants suitable for the refurbishment of the Ryeish Pavilion.

This was on the agenda – see minute 84.1

- 26/FC/70.1 Deputy Clerk to add Ryeish Pavilion to the agenda of the next meeting.

This had been done.

- 26/FC/70.1 Clerk to publish full survey results on the website and social media

This would be done at an appropriate time once SPC was clear on the message that needed to be delivered.

ACTION - Clerk to publish full survey results on the website and social media

- 26/FC/71.2 Facilities Manager to obtain quotes for alternative surfacing for the overflow car park at High Copse

This was in progress and on the agenda – see minute 85.1

- 26/FC/71.3 Facilities Manager to complete handover of cricket equipment at High Copse

This had been done. See minute 85.3 relating to cricket nets.

26/FC/71.4 Facilities Manager to obtain quotes for a 20 cubic meter tank and irrigation equipment

This was on the agenda – see minute 85.1

26/FC/71.4 Facilities Manager to confirm if an extraction licence was required for High Copse

This was on the agenda – see minute 85.4

26/FC/71.6 Facilities Manager to obtain a quote for an instant hot water boiler for the kitchen at High Copse

The expected date of installation would be 2nd July 2026.

26/FC/71.6 Clerk to add a request for funding for a hot water boiler to the agenda of the Finance and General Purposes Committee

The cost of an instant hot water boiler was £1800+VAT and would be paid for out of the remaining balance for High Copse fit out budget.

26/FC/71.7 Cllr Johnson to inform Shinfield Rangers of the decision of the committee and to thank them for their offer of marking the pitch and donating the goal posts

ACTION – Clerk to send written permission to Shinfield Rangers Football Club to mark the community use pitch and to concrete in goals (no nets).

26/FC/71.7 Facilities Manager to obtain quotes for suitable picnic benches and installation

This was on the agenda – see minute 85.6

26/FC/71.7 Clerk to add to the agenda of the Finance and General Purposes Committee in June

This had been done – see minute 85.6

26/FC/72.1 Clerk to arrange Teams meetings with the sports master planners

This was on the agenda – see minute 86.1

26/FC/72.2 Facilities Manager to expedite submission of the planning application for the Fitness Centre at Millworth Lane

This was on the agenda – see minute 86.2

26/FC/72.4 Clerk to arrange for a draft lease for the Tennis Club to be drawn up

This was still in progress

26/FC/73.1 Facilities Manager to obtain a quote for the installation of Yeoman Sheild in the Pound Green Room

This was on the agenda – see minute 87.1

26/FC/73.1 Clerk to add the above to the agenda of the Finance and General Purposes Committee meeting in June to request approval of funding

This had been done – see minute 87.1

26/FC/73.1 Facilities Manager to obtain quotes for redecoration of the Three Mile Cross Room, removal of the existing cabinets and installation of more suitable storage cupboards

This was on the agenda – see minute 87.1

26/FC/73.1 Deputy Clerk to add to the agenda of the next meeting of the Facilities Committee

This had been done.

26/FC/73.2 Facilities Manager to order new chairs for the School Green Centre

These had been ordered

26/FC/73.2 Facilities Manager to obtain quotes for professional cleaning for the remaining chairs

This was in progress.

26/FC/73.2 Clerk to arrange for quotes for both types of parasols and an awning option for the café patio area for consideration at the next meeting

This was on the agenda – see minute 87.2

26/FC/74.1 Facilities Manager to submit the planning application for the installation of the community shelter

This was on the agenda – see minute 88.1

26/FC/75.1 Facilities Manager to investigate a way forward to improve the utilisation of the allotments at Orchard Rise

This was on the agenda – see minute 89.3

26/FC/75.2 Facilities Manager to report on recommendations for a perimeter fence and secured gate at the Hartley Court Allotments at the next meeting of the Facilities Committee

This was on the agenda – see minute 89.4

26/FC/76.1 Clerk and Facilities Manager to put forward a proposal for maintenance of PV panels for each site

This was on the agenda – see minute 91.1

26/FC/76.1 Deputy Clerk to add energy matters to the next agenda

This had been done.

26/FC/77.2 Clerk to confirm to the SPC Volunteer Person via email of the decision of the committee regarding Deardon Orchard.

This had been done.

26/FC/77.2 Clerk to circulate the report to members of the Committee

This had been done.

26/FC/77.2 Clerk to propose future community engagement plan for Deardon Orchard

This was on the agenda – see minute 92.2

26/FC/77.3 Clerk to contact Andy Glencross, WBC to inform him of the decision of the committee and to obtain agreement on the actual commuted sum before SPC agreed to take this over.

This had been done.

- Star Rise Play Area was £82,592.72 less monies to cover maintenance of the site from 2023 – 2026. Balance £66,074.18.
- The Clerk had informed WBC that SPC were in favour of the play area being used to create a kickabout area with some picnic benches.
- The committee were not prepared to take over the management of this area.

ACTION – Clerk to ask WBC for their commitment to maintain this area

26/FC/77.3 Clerk to recommend to WBC that the money set aside for a multi-use games area (MUGA) be spent at Frensham Green

This had been done

26/FC/78.1 Cllr Johnson to discuss pitch capacity further with Shinfield Rangers Football Club (SRFC)

Cllr Johson reported that SRFC had 47 teams since the change in dynamics. 650 children were signed up of which 300 were girls.

26/FC/78.1 Facilities Manager to draft Heads of Terms with Virtu Juniors Football Club once Cllr Johnson had assessed the pitch capacity

ACTION - Facilities Manager and Cllr Johnson to meet to discuss the viability of Virtu Juniors Football Club using the Manor Ground on a Sunday

26/FC/83

Terms of Reference

83.1 Members **APPROVED** the Terms of Reference for the Facilities Committee for 2026/27 as presented.

Proposed: Cllr Boyer
Seconded: Cllr Clarke
Approved: Unanimously

ACTION – Deputy Clerk to add to the agenda of the Full Council meeting in July

26/FC/84

Ryeish Pavilion Working Party

84.1 Update on actions from the last meeting:-

Cllr A Pollock was reviewing the documentation, submitted at the previous meeting, by the Ryeish Pavillion Working Party. Actions from the previous meeting had been put on hold until after the review to ensure of the direction of travel was appropriate.

- Cllr A Pollock to report back on a review of the documentation by 5th August 2026 prior to the Finance and General Purposes Committee meeting on 12th August 2026.
- Clerk to bring forward any relevant items from the previous meeting to the next meeting of the committee
- Clerk to add to the agenda of the next meeting

26/FC/85

High Copse Items

85.1 Overflow Carpark

The Facilities Manager reported that quotes for fully engineered overflow car park were in excess of £120K + VAT. As a medium term solution, the Facilities Team would carry out a temporary solution with grasscrete matting for approximately £7K as it was anticipated that this would have low usage. Facilities Manager was awaiting a quote from Cockburn Building and Ground Works for construction of an entrance to the identified area.

Members **AGREED** to progress with the solution presented by the Facilities Team and to monitor the demand for the overflow carpark

Proposed: Cllr Johnson
Seconded: Cllr James
Approved: 5 for, 1 abstention

ACTION – Facilities Manager to progress creating the overflow car park at High Copse

85.2 Perimeter Fence around the pitches

The Football Foundation grant had been submitted, and the Clerk had responded to subsequent queries. The Heras fencing would remain in place until after the fence had been installed.

ACTION – Clerk to report back to the Committee once he had received a response from the Football Foundation

85.3 Installation and funding of 3 lane cricket nets

The Shinfield Cricket Club (SCC) had requested three lane nets at an estimated cost of £60,000 + VAT. The club had been asked to apply for grant funding but they said they were unable to do this. In view of the Cricket Club not abiding by the terms and conditions of use, ie leaving the building unsecured after use and sub-letting, it was agreed that no further funds would be released until improvements were observed.

The UoR had constructed the sub-base but it was unclear as to whether they were responsible for surfacing the potential netted area.

ACTION –

- Facilities Manager to check with UoR regarding the surfacing of the 3 lane netted area
- Clerk and Facilities Manager to organise monthly meetings with SCC
- Clerk to check the Heads of Terms for provision of cricket nets and sub-letting

85.4 Water Irrigation for sports pitches at High Copse

The Facilities Manager was still investigating the purchase and installation of a 20 cubic meter tank with a cut off valve once the daily limit had been reached.

ACTION –

- Facilities Manager to contact SRFC for details of irrigation costings

85.5 Update on the installation of the containers at High Copse

The three containers were now installed and the relevant parties had been given the codes.

The white lettering on the containers should be removed/covered to make them more aesthetically pleasing.

ACTION – Facilities Manager to investigate how to remove the white lettering on the containers

85.6 Creation of a free play area and installation of picnic benches

Funding of up to £4,000 + VAT was approved by Full Council on 26th June 2026 for benches. (Minute reference 26/79.3).

It was **AGREED** to purchase benches made of recycled plastic to seat 6/8 people with access for a wheelchair, similar to those at the Deardon field.

ACTION – Facilities Manager to order benches for the High Copse community area

26/FC/86

Millworth Lane

86.1 Sports master planner for Millworth Lane

Due to other commitments the Clerk had not yet arranged a Teams meeting with the sports master planners:-

- STRI Group
- Sports Labs
- Toby Wintgens

ACTION –

- Clerk to arrange Teams meetings with the sports master planners
- Cllrs Boyer, James and Johnson and Facilities Manager to be invited to attend the Teams meetings.

86.2 Update for the Fitness Centre at Millworth Lane

The planning application (PA261353) had been submitted and to date no comments were showing on the WBC planning portal. The final date for comments was 9th July 2026. Sport England had confirmed their support for the application.

86.3 Installation of Padel courts

Cllr Johnson had met with Chiltern Padel to discuss the provision of external padel courts (no roof) at either Millworth Lane Recreation Ground or the High Copse site. A decision on where and when to site Padel Courts depended on the response from the UoR regarding various land options. The lead time was approximately 4 months from agreement to first play.

ACTION –

- Clerk to circulate the Chiltern Padel proposal to committee members
- Clerk to write to the UoR regarding the commitment of SPC to purchase Millworth Lane

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

ACTION – Clerk to arrange for a draft lease for the Tennis Club to be drawn up

School Green Centre and School Green

- 87.1 Redecoration of the Pound Green Room, Three Mile Cross Room and Grazeley corridor

The Finance and General Purposes Committee had agreed for funding of up to £25,000 be released from the Long-Term Maintenance Reserve for the redecoration of the rooms and corridor.

ACTION – Facilities Manager to arrange for the schedule of work to take place

- 87.2 Shading to the Tin Roof Café patio area

Following discussion at Full Council it was agreed to put on hold any major expenditure for the café.

The committee **AGREED** to the purchase of 5 bright orange unbranded parasols, to cost less than £2K, to provide shading to the patio area over the summer months.

Proposed: Cllr Johnson
Seconded: Cllr Bowler
Approved: Unanimously

ACTION – Clerk to order parasols for the café patio area

- 87.3 Catering Working Party Recommendations to Full Council

The Catering Working Party met on 1st July to discuss proposals for the future of the café. The recommendations would be put forward to Full Council on 29th July 2026.

ACTION – Clerk to add to the agenda of the next meeting of Full Council

Spencers Wood Pavilion and Recreation Ground

- 88.1 Installation of Community Shelter

Planning application 261405 for the community Shelter at Spencers Wood Recreation Ground was now live with final comments due by 8th July 2024.

3 comments had been posted prior to the date of the committee meeting and included the following concerns:-

- Colour of the shelter should match the MUGA
- Sides and rear should be metal mesh not polycarbonate
- Shelter should be for all not just for youths
- ASB monitoring and CCTV required
- Consultation had not extended to the Basingstoke Road
- Incorrect location – why Spencers Wood

ACTION –

- Cllr Bowler to forward comments she had received to the committee
- Facilities Manager to implement installation of the shelter once planning had been approved

Allotments

89.1 Allotments Working Party

The Allotments Working Party had been held on 9th June 2026 with four allotment holders present representing Recreation Lane, Millworth Lane and Deardon Way. Items raised at the previous working party meeting including any updates were discussed.

It was agreed to review whether evening meetings would be preferable due to the lack of attendance by allotment holders.

Previously two plots at Recreation Lane (RL23 and RL24) had been considered for conversion into a parking area due to unmanageable marestail. The proposal had not proceeded due to cost; however, it was now felt that this needed revisiting.

It had been reported that the container adjacent to the Millworth Lane allotment site was being used as access to the allotments from individuals climbing on the container and jumping over the fence. The Facilities Manager reported that the container held old football memorabilia that was no longer required by the football clubs.

ACTION –

- Facilities Manager to obtain quotes for converting plots RL23 and RL24 to a parking area
- Facilities Manager to contact Raymond Berkeley regarding the football memorabilia
- Facilities Manager to arrange for the container to be moved to the Manor Ground for storage, subject to relevant planning permissions

89.2 Allocation of vacant allotment plots

4 allotment plots were either awaiting clearance or under offer. The Facilities Team were working to clear and cover the plots. Once clearance had taken place the plots would be offered to the next people on the waiting list.

Other vacant plots were at Orchard Rise; these had not been offered as they were prone to flooding.

ACTION – Facilities Manager to expedite the clearance and release of the relevant allotment plots

89.3 Flooding at Orchard Rise Allotments

There were approximately 8 allotment plots at Orchard Rise that could not be let due to extreme flooding. Andy Glencross, WBC had suggested converting these to raised beds, however, members of the committee felt that this was an additional expense that had not been budgeted. Members **AGREED** not to let out these plots unless a viable solution could be found.

ACTION – Facilities Manager to discuss at the next meeting of the Allotments Working Party

89.4 Hartley Court Allotments – perimeter fence and secured gate

The Allotments Officer had contacted the allotment holders at Hartley Court for views regarding the perimeter fence and secured gate but had not received any feedback to date.

ACTION –

- Facilities Manager to follow up on responses from allotment holders at Hartley Court Allotments
- Facilities Manager to obtain quotes for perimeter fencing and secured gate at Hartley Court Allotments
- Clerk to report on whether the sheep owner in the adjacent field was continuing to pay the annual rent

26/FC/90

Land Matters with the University of Reading (UoR)

The UoR were due to meet on 1st July and a report on land matters was expected imminently. The next joint meeting between Shinfield Parish Council (SPC) and the UoR was scheduled for 8th July.

ACTION – Clerk to report back to the Committee once a response from the UoR regarding Land Matters had been received

26/FC/91

Energy Matters

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

The Clerk reported that the energy consultant was working on the tender specification. This would need to be published on 'Find a Tender'.

Parish Wide Items

92.1 Waste Bins

A map identifying the waste bins had been circulated to councillors. The following were recommended: -

Remove

Church Lane (Playground) (4)

SWP Rec (17)

SWP Rec (18)

RG Pavilion - either (20) or (21)

Relocate

SWP Rec (42) to Car Park entrance

Hollow Lane (41) move to the end of FP12

Query

Opposite St Michaels Church (8)

Hyde End Road (Corner of Grovelands) (23) – Complaints received

Anson Crescent (38) – swap with WBC? Not cost effective to have one collection north of M4

Map correction

Fullbrook Avenue (25) was moved on to Hyde End Road and map should be updated

ACTION – Cllr Johnson to review the options presented

92.2 Improvements to Deardon Orchard

The consultant's report had been received but there were no costings.

It was recommended:

- to commission the first two phases with a view to attracting a cohort of volunteers to be engaged for the future phases.
- To install a short piece of timber fence to act as a brace for the hedge while it was establishing itself. This would also allow banners to publicise the project.

Proposed: Cllr Johnson

Seconded: Cllr Peer

Agreed: Unanimously

ACTION –

- Clerk to distribute the report received from Tree Solutions
- Clerk to request the cost for Option 1
- Clerk to request the cost of the complete project

92.3 Parish Notice Boards at Frensham Green and High Copse

The Deputy Clerk had met with Shabina Maher, WBC and members of the community to discuss the position of a Parish Notice Board at Frensham Green. The identified position and been communicated to WBC who had now approved the position.

The Facilities Manager suggested the notice board at High Copse be sited adjacent to the cycle racks along the footpath.

Members of the Committee **AGREED** to the suggested sites and funding had been approved by Full Council on 24th June 2026.

ACTION –

- Facilities Manager to order the noticeboards and arrange for the installation at the identified sites

26/FC/93

Correspondence

93.1 Inpost Locker

A proposal had been put forward to install and 'Inpost Locker' at High Copse, however, this site was not deemed suitable as it was remote and the carpark would not be accessible 24hours of the day. Overall, members felt that a locker would benefit the public and whilst recognising that some services were offered by the Post Office and Esso garage these were only during opening hours.

It was therefore suggested that a more suitable location may be on the Lidl site.

ACTION – Cllr Johnson and Clerk to contact Lidl to ask if they would consider this facility on their site

25/FC/94

Date of the Next Meeting

94.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 2nd September 2026

The meeting ended at 21:20

List of Actions

<u>Minute</u>	<u>Action</u>	<u>Responsibility</u>
26/FC/82.2		
26/FC/69.2 (42.1)	Cllr Johnson to arrange a meeting with the WBC sports lead	Cllr Johnson
26/FC/69.2 (59.1)	Cllr Johnson to fly a drone over Orchard Rise allotments	Cllr Johnson
26/FC/69.2 (61.1)	Finance Manager to arrange for quotes for insuring an electric bike	Finance Manager
26/FC/69.2 (62.1)	Facilities Manager to arrange for stickers to be installed on bins	Facilities Manager
26/FC/70.1	Clerk to publish Ryeish Pavilion full survey results on the website and social media	Clerk
26/FC/71.7	Clerk to send written permission to Shinfield Rangers Football Club to mark the community use pitch and to concrete in goals (no nets)	Clerk
26/FC/77.3	Clerk to ask WBC for their commitment to maintain the Star Rise play area	Clerk
26/FC/78.1	Facilities Manager and Cllr Johnson to meet to discuss the viability of Virtu Juniors Football Club using the Manor Ground on a Sunday	Facilities Manager & Cllr Johnson
26/FC/83.1	Deputy Clerk to add Terms of Reference of the Facilities Committee to the agenda of Full Council in July	Deputy Clerk
26/FC/84.1	Cllr A Pollock to report back on a review of the documentation by 5 th August 2026 prior to the Finance and General Purposes Committee meeting on 12 th August 2026.	Cllr Pollock
26/FC/84.1	Clerk to bring forward any relevant items from the previous meeting to the next meeting of the committee	Clerk
26/FC/84.1	Clerk to add to the agenda of the next meeting	Clerk
26/FC/85.1	Facilities Manager to progress creating the overflow car park at High Copse	Clerk
26/FC/85.2	Clerk to report back to the Committee once he had received a response from the Football Foundation	Clerk
26/FC/85.3	Facilities Manager to check with UoR regarding the surfacing of the 3 lane netted area	Facilities Manager
26/FC/85.3	Clerk and Facilities Manager to organise monthly meetings with SCC	Clerk
26/FC/85.3	Clerk to check the Heads of Terms for provision of cricket nets and sub-letting	Clerk
26/FC/85.4	Facilities Manager to contact SRFC for details they had accessed for water irrigation for the sports pitches at High Copse	Facilities Manager

26/FC/85.5	Facilities Manager to investigate how to remove the white lettering on the containers	Facilities Manager
26/FC/85.6	Facilities Manager to order benches for the High Copse community area	Facilities Manager
26/FC/86.1	Clerk to arrange Teams meetings with the sports master planners	Clerk
26/FC/86.1	Cllrs Boyer, James and Johnson and Facilities Manager to be invited to attend the Teams meetings.	Clerk
26/FC/86.3	Clerk to circulate the Chiltern Padel proposal to committee members	Clerk
26/FC/86.3	Clerk to write to the UoR regarding the commitment of SPC to purchase Millworth Lane	Clerk
26/FC/86.4	Clerk to arrange for a draft lease for the Tennis Club to be drawn up	Clerk
26/FC/87.1	Facilities Manager to arrange for the schedule of work to take place	Facilities Manager
26/FC/87.2	Clerk to order parasols for the café patio area	Clerk
26/FC/87.3	Clerk to add Catering Working Party recommendations to the agenda of the next meeting of Full Council	Clerk
26/FC/88.1	Cllr Bowler to forward comments she had received to the committee	Cllr Bowler
26/FC/88.1	Facilities Manager to implement installation of the shelter once planning had been approved	Facilities Manager
26/FC/89.1	Facilities Manager to obtain quotes for converting plots RL23 and RL24 to a parking area	Facilities Manager
26/FC/89.1	Facilities Manager to contact Raymond Berkeley regarding the football memorabilia	Facilities Manager
26/FC/89.1	Facilities Manager to arrange for the container to be moved to the Manor Ground for storage, subject to relevant planning permissions	Facilities Manager
26/FC/89.2	Facilities Manager to expedite the clearance and release of the relevant allotment plots	Facilities Manager
26/FC/89.3	Facilities Manager to discuss the Orchard Rise Allotments at the next meeting of the Allotments Working Party	Facilities Manager
26/FC/89.4	Facilities Manager to follow up on responses from allotment holders at Hartley Court Allotments	Facilities Manager
26/FC/89.4	Facilities Manager to obtain quotes for perimeter fencing and secured gate at Hartley Court Allotments	Facilities Manager
26/FC/89.4	Clerk to report on whether the sheep owner in the adjacent field was continuing to pay the annual rent	Clerk

26/FC/90.1	Clerk to report back to the Committee once a response from the UoR regarding Land Matters had been received	Clerk
26/FC/92.1	Cllr Johnson to review the options presented	Cllr Johnson
26/FC/92.2	Clerk to distribute the report received from Tree Solutions	Clerk
26/FC/92.2	Clerk to request the cost for Option 1	Clerk
26/FC/92.2	Clerk to request the cost of the complete project	Clerk
26/FC/92.3	Facilities Manager to order the notice boards and arrange for the installation at the identified sites	Facilities Manager
26/FC/93.1	Cllr Johnson and Clerk to contact Lidl to ask if they would consider an Inpost locker facility on their site	Cllr Johnson and Clerk

Shinfield Parish Council Padel Working Party Terms of Reference

Status

- This is a formal advisory Working Party of Shinfield Parish Council reporting to Facilities Committee

Purpose

- The Padel Working Party (PWP) is responsible for considering options for the provision of padel tennis within the parish, gathering evidence, assessing feasibility, and making recommendations to the Facilities Committee

Membership

- The Working Party shall have at least three members of the Council
- The Working Party may co-opt members of the public with experience and/or skills that will help achieve the purposes of the Working Party
- The Clerk and Facilities Manager shall attend meetings of the Working Party and provide professional and operational advice, but shall not count towards the quorum.
- The quorum for the Working Party is three members
- The Working Party will elect a Chair from amongst its members
 - The Chair of PWP will in conjunction with the Clerk agree the agenda for any meeting

Meetings

- The Working Party will select its own meeting schedule and frequency
- Where there is clear consensus, the Chair may record the consensus without a formal vote. The Chair may require a formal vote where this would assist clarity, and any member may request that a formal vote be taken on an item under discussion.

Aims and Objectives

- To manage the process of identifying the most appropriate location and method of delivery of padel tennis within the parish including:
 - Establishing the views of residents and stakeholders, including potential users, nearby residents, sports clubs and other affected parties
 - Preferred location
 - Number of courts
 - Indoor (roofed or covered) or outdoor
 - Concept layout
 - Establishing feasibility from a planning perspective
 - Identifying options for contractual arrangements with any potential third party
 - Establishing operational considerations, including access, booking arrangements, maintenance, staffing, security, lighting, noise, hours of use and income generation
 - Potential risks and rewards
- To make recommendations on the above matters, and any associated issues, to the Facilities Committee for consideration and onward referral to Full Council where required.

Expected Output

- The Working Party shall provide the Facilities Committee with recommendations supported, where appropriate, by evidence on consultation feedback, site options, planning feasibility, outline costs, delivery models, risks, operational implications and any proposed next steps.

Delegated powers

- The Working Party has the authority to undertake the following activities:
 - Delegation of work to the Clerk and other officers as appropriate
 - To commission or request professional support where this is within an approved budget, complies with the Council's financial regulations, and falls within delegated authority
 - To arrange public consultations and questionnaires necessary to achieve the Aims and Objectives

Reporting on the activities of the Working Party

- The Chair of the Working Party shall provide a written or verbal update on the activity of the Working Party to each Facilities Committee meeting
 - This will include any specific information requested by the Facilities Committee

Review

- The Working Party shall review these terms of reference annually at its first meeting after the Annual Meeting of the Council.
 - Any changes necessary will be referred to the Facilities Committee for approval
- If necessary additional reviews of these terms of reference may take place at any other time of the year

HIGH COPSE SPORTS GROUND · SHINFIELD

A PLACE FOR KIDS TO PLAY FOOTBALL

Shinfield Rangers FC has donated two full size goals to the parish. Working in partnership with the Club, the Council has installed them on a marked community pitch at High Copse, open to any child in the parish **from sunrise to sunset, every day**.



The new community pitch at High Copse, marked out in blue on the near side of the fencing. Inset: one of the two goals donated by Shinfield Rangers FC.

WHAT THIS MEANS

Nothing to book and nothing to pay. Any child in the parish can turn up and play. The goals were donated by the Club at no cost to the Council.

This is a community pitch, kept separate from the pitches the clubs hire. It is there for kickabouts and practice rather than organised fixtures.

More to come. The metal fencing will be replaced with permanent wooden fencing over the coming weeks, working with the Football Foundation. The Council will also add benches and picnic tables, matching those at Deardon Orchard.

This is the first full year High Copse has been open and the Council is learning a great deal about how it is used. Work is under way to bring the site borehole into use for irrigation.

PLAYING HERE

- **Nothing to book, nothing to pay.** Open sunrise to sunset, every day.
- **Keep off the club pitches and the cricket square.** Both damage easily and are costly to put right.
- **Play at your own risk.** This is not a supervised or inspected facility.
- **Younger children need an adult with them.**
- **Do not climb or swing on the goal frames.** They are anchored, but they are not built to be climbed.
- **Fencing work is under way.** Please keep clear of contractors and fenced-off ground.
- **Use the bin** next to the bus lane path for all rubbish — no fires, no glass, no tipping.
- Keep gates shut and keep dogs under control.



THANK YOU — the Council is grateful to Shinfield Rangers FC for their generous donation and for working with us to provide sports facilities for the whole parish. Please report damage or safety concerns to the Parish Office, below.

Brett Johnson, Facilities Chairman, on behalf of Shinfield Parish Council.

SHINFIELD PARISH COUNCIL - ALLOTMENT RATES

Current Rate Of Inflation 2.9%

Plot Description	Current Cost	Increase 5%	Increase Above Current Price	Increase 8%	Increase Above Current Price	Increase 10%	Increase Above Current Price
Standard Resident Plot	£37.95	£39.85	£1.90	£40.99	£3.04	£41.75	£3.80
Large Resident Plot	£75.90	£79.70	£3.80	£81.87	£5.97	£83.49	£7.59
Standard Non-Resident Plot	£75.90	£79.70	£3.80	£81.87	£5.97	£83.49	£7.59
Large Non-Resident Plot	£151.80	£159.39	£7.59	£163.94	£12.14	£166.98	£15.18
Raised Bed Plot (Orchard Rise) Resident	£15.79	£16.58	£0.79	£17.05	£1.26	£17.37	£1.58
Raised Bed Plot (Orchard Rise) Non-Resident	£31.58	£33.16	£1.58	£34.11	£2.53	£34.74	£3.16

Potential Rent Income

5%

£13,449.19

8%

£13,829.36

10%

14,089.98

Since the introduction of the allotment deposit, 13 new tenants have each paid a refundable deposit of £69.00. The deposit will be returned in full when a plot is surrendered in a clean and satisfactory condition, and no complaints have been received regarding the scheme.

The current deposit covers only a small proportion of the costs incurred when plots are abandoned. External clearance costs typically range from £700 to £1,000 per plot, while Council-led clearance incurs an average waste disposal cost of £315 per plot, in addition to staff time.

Council is asked to consider increasing the allotment deposit from 2027/28 to better reflect the costs associated with clearing abandoned plots and act as a deterrent against the abandoning of plots. There would continue to be a full refund for tenants who return their plots in an acceptable condition and we would offer instalments payments for those unable to pay the deposit in one instalment.

Officers feel that a deposit based on a multiple of at least 3 and ideally 4 the normal allotment rate would be appropriate

Estimated Costs 2027/2028

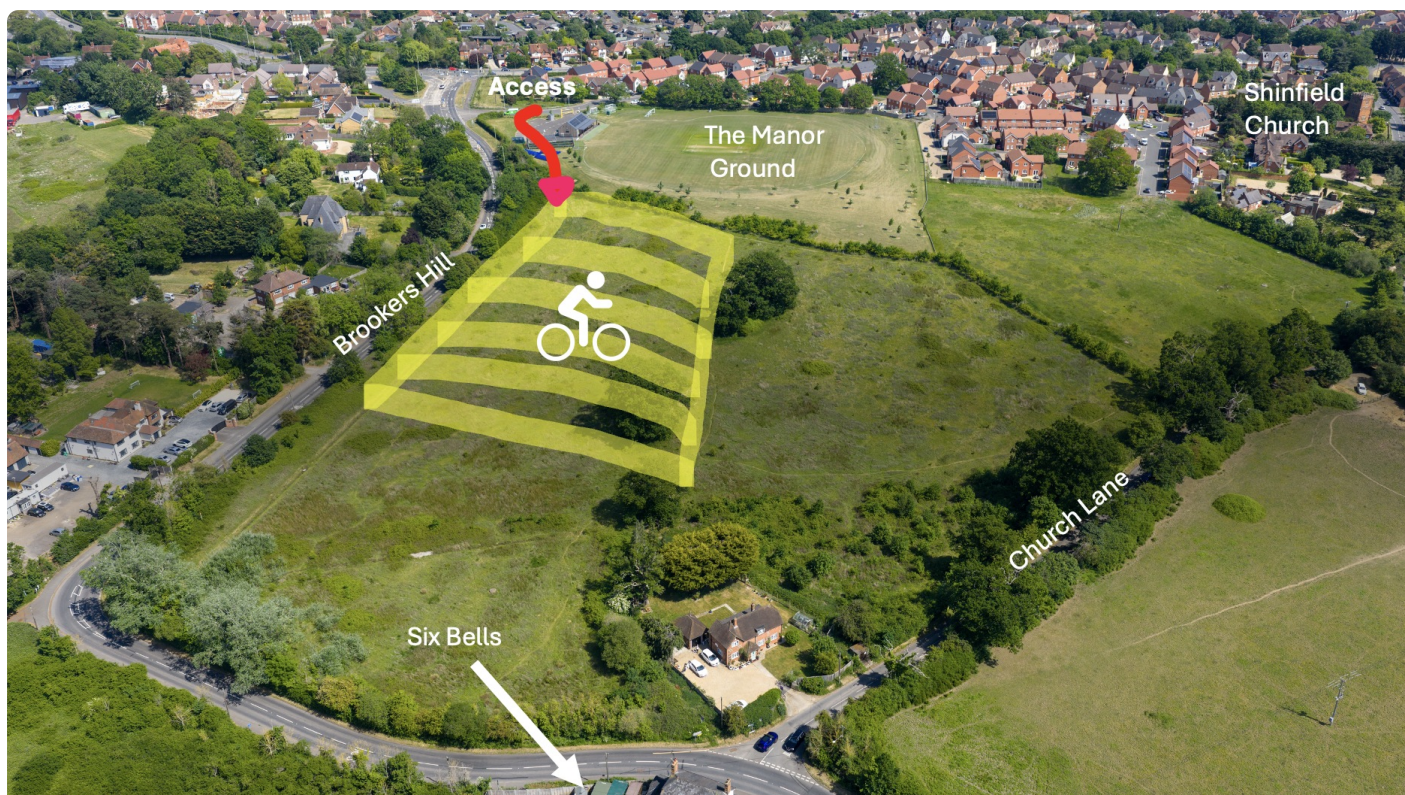
£

Water	3,000
Repairs & Maintenance & Carpark at Recreation	4,000
Specialist Grounds Maintenance/Tree Maintenance	1,500
Fencing, Gates & Lock replacements	1,500
Postage & Texts	300
National Allotment Society	100
Allotment Management System	700
Pest Control (Millworth) & Adhoc (eg. Wasps)	700
Insurance (Public Liability & Property)	250
Total Direct Costs:	<u>12,050</u>
Apportioned Staff Cost (Managing Allotments & Grounds Maintenance)	55,000
Total Estimated Costs	<u>67,050</u>

THE MANOR FIELD · BROOKERS HILL · SHINFIELD

A PLACE FOR KIDS TO **RIDE THEIR BIKES**

The Council has agreed a **temporary licence** with the University of Reading for the top corner of The Manor Field. The area shown below is open for local children to ride their bikes and have fun **from Wednesday 26 August**.



Yellow marks the area under licence; red marks the way in. Indicative only — the licence confirms the exact boundary.

WHAT THIS MEANS

Nothing to book, nothing to pay, and the licence costs the Council nothing. Access is on foot at the point marked in red; there is no parking at the site.

The Council is not preparing the ground or building anything. The area is meant to develop through use, with riders wearing in their own lines and jumps.

The scheme is being trialled over the next few months, giving residents the chance to enjoy the space while the idea is tested as a more permanent facility. The space will be available to use between sunrise and sunset, with the temporary licence due to expire on **Sunday 1 November**.

RIDING HERE

- **Stay inside the yellow area.** Please do not ride outside it.
- **Keep off The Manor Ground.** Pitches and cricket square damage easily.
- **Ride it in.** The ground is not prepared or maintained.
- **Ride at your own risk.** Not a supervised or inspected site.
- **Helmets are expected.** Younger children need an adult with them.
- **Pedal bikes only** — no motorbikes or quad bikes.
- **Take your litter home** — no fires, no glass, no tipping.
- Keep gates shut, the footpath clear and the noise down.

LEND A HAND — we want to hear from riders, parents and neighbours willing to help look after the area. With thanks to the University of Reading for making the land available. Please report damage or safety concerns to the Parish Office, below.

QUOTE

Deardon Community Orchard
Deardon Community Orchards
Allen Way
Shinfield
Reading
Wokingham
RG2 9RB

Date
5 Aug 2026

Expiry
21 Aug 2026

Quote Number
QU-0464

VAT Number
356251109

Tree Solutions
Heath Cottage
Woking
Surrey
GU24 9NE
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Priority 1	1.00	600.00	20%	600.00
• Labour to plant hedge, including the application of Rootgrow.				
Priority 1	1.00	1,516.50	20%	1,516.50
• Reinstate mulch rings by creating approximately 1m diameter circles around trees and topping up with mulch/bark. • Materials have been included at £350 + VAT. Any surplus mulch/bark can be retained on site for future topping up. • Waste soil to be placed in the allocated area on site.				
Priority 1	1.00	120.00	20%	120.00
• Remove stakes and ties where no longer required. • Supply and install one replacement double stake and tie to provide additional support to the tree requiring it.				
Priority 1	1.00	6,000.00	20%	6,000.00
• Supply approximately 30 linear metres of 1.5m tall native hedging plants. • This is an estimated material cost only and has been calculated as accurately as possible at this stage. • The final cost may vary once current nursery prices are released for the planting season.				
Subtotal				8,236.50
TOTAL VAT 20%				1,647.30

TOTAL GBP	9,883.80
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Terms

Tree Solutions Arboriculture is a trading style of Aimis Tree Care Limited.
Please see our Terms & Conditions attached.

This is an AI generated document to facilitate discussion on the principle of whether to have permanent BBQ pits at SPC sites. No additional comments have been added to the AI generated content.

For a parish council such as Shinfield, permanent BBQ pits can be a very popular community facility, but they come with a surprisingly long list of operational, legal and safety considerations.

Is it a good idea?

Potential benefits:

- Encourages use of parks and open spaces.
- Supports family gatherings and community events.
- Provides a legitimate alternative to people bringing disposable BBQs.
- Can be incorporated into picnic areas and event spaces.
- May generate income if bookable.

However, many councils have moved in the opposite direction in recent years because of:

- Wildfire risk during dry weather.
- Damage to grass and surrounding infrastructure.
- Anti-social behaviour.
- Litter and fly-tipping.
- Complaints about smoke affecting nearby residents.
- Ongoing cleaning costs.

Several authorities now only permit BBQs in designated locations or on fixed stands because they are safer and easier to manage. [\[dobbies.com\]](https://dobbies.com), [\[portsmouth.gov.uk\]](https://portsmouth.gov.uk)

Key issues for Shinfield to consider

1. Location

Avoid sites:

- Near woodland or dry grassland.
- Within falling distance of trees.
- Close to children's play areas.
- Near residential boundaries.
- Adjacent to sports pitches.

At somewhere like High Copse, I would be cautious given the nearby woodland and recent dry summers.

School Green or a hard-landscaped area may be lower risk.

2. Fire Risk

You would need:

- Non-combustible surrounds (concrete, paving or compacted gravel).
- Fire-resistant construction.
- Clear separation distances.
- Emergency water supply nearby.
- Fire extinguishers or fire blankets if managed.
- Ability to close facilities during extreme weather or drought conditions.

This is arguably the biggest issue in 2026 given recent prolonged dry periods.

3. Insurance

Check with the council's insurer before installation.

Insurers commonly ask:

- Whether use is supervised.
- Whether booking is required.
- Distance from buildings.
- Construction materials.
- Inspection regime.

4. Management Model

You essentially have three options:

Option A: Free and open access

Advantages:

- Simple.
- Maximum public benefit.

Disadvantages:

- No user accountability.
- Higher misuse risk.
- No income.

Option B: Reservable BBQ stations

Advantages:

- Recover costs.
- User accountability.
- Easier enforcement.

Disadvantages:

- Administration required.

Option C: Bookable event BBQ area

The council does not provide fuel or cooking equipment.

Users hire:

- The BBQ area.
- Picnic tables.
- Associated shelter.

This is often the easiest model administratively.

Can you charge?

Yes.

A parish council generally has powers to charge for recreational facilities and hire of council-owned facilities where authorised by its powers and charging policies.

In practice many authorities charge for:

- Reserved BBQ bays.
- Picnic shelters.
- Event spaces.
- Group bookings.

The charge is usually framed as a facility hire charge rather than charging someone for cooking food.

What do other places charge?

Examples currently advertised include:

Facility	Typical Charge
Forestry England small BBQ	£30
Forestry England large BBQ	£42
Reserved picnic / BBQ area	£20-£50
Group event BBQ area	£50-£150+

Forestry England currently hires fixed BBQs for approximately £30 (small) and £42 (large), with users supplying their own charcoal and taking their rubbish away.

[\[forestryengland.uk\]](https://forestryengland.uk)

For Shinfield, a realistic starting point might be:

Option	Suggested Charge
Family BBQ pit	£20-£25
Large BBQ area	£35-£50
Community event booking	£75-£150

Those figures would likely recover cleaning and inspection costs without discouraging use.

Suggested Terms and Conditions

Drawing on common public-space booking conditions and some of the principles already contained within Shinfield's venue hire terms and conditions, which require appropriate behaviour, indemnity, insurance where appropriate, compliance with licences, food hygiene responsibilities and leaving facilities clean and undamaged, I would suggest:

Users must:

- Pre-book the facility.
- Be aged 18+.
- Remain present at all times.
- Provide a responsible contact person.
- Bring their own fuel.
- Remove all food waste.
- Leave the site clean.
- Comply with all council instructions.

Users must not:

- Use disposable BBQs outside the designated pit.

- Burn rubbish.
- Use accelerants such as petrol.
- Play amplified music.
- Bring generators.
- Damage grassed areas.
- Leave hot ashes unattended.

The council reserves the right to:

- Close facilities during drought conditions.
- Cancel bookings due to fire risk.
- Recover damage costs.
- Refuse future bookings.

For larger groups

For groups of 30+ people you could require:

- Public liability insurance.
- Risk assessment.
- Event management plan.

This mirrors approaches taken by some coastal authorities that require permissions and insurance for larger BBQ gatherings. [\[cdn.prod.w...-files.com\]](#), [\[bcpcouncil.gov.uk\]](#)

My recommendation for Shinfield

If you were exploring this seriously, I would not install unrestricted BBQ pits.

Instead I would consider:

1. One or two fixed steel/concrete BBQ stations.
2. Located on a hardstanding area.
3. Adjacent to picnic benches.
4. Bookable online only.
5. £25 per session.
6. Closed automatically during periods of extreme fire risk.
7. CCTV coverage if available.
8. Deposit system for larger bookings.

That approach provides a community benefit while keeping fire risk, litter, and anti-social behaviour at manageable levels. For a site such as School Green Centre or a future community area at High Copse, it could become quite a distinctive amenity if designed as part of a dedicated picnic and gathering space rather than simply installing standalone BBQ pits.

Facilities Committee Report

Proposal for the Acquisition of a Mosquito Anti-Loitering Device

Purpose

To consider the purchase of a Mosquito Anti-Loitering Device for use at Parish Council facilities in limited and exceptional circumstances where persistent anti-social behaviour is causing disruption, nuisance, or security concerns.

Recommendation

That the Facilities Committee:

1. Approves the purchase of one Mosquito Anti-Loitering Device.
2. Agrees that the device shall not be used as a routine or default security measure.
3. Requires any deployment to be authorised by the Chief Executive Officer or nominated senior officer following a documented assessment of need.
4. Reviews the use of the device annually and records each period of deployment.

Background

The Parish Council is responsible for several community facilities, including School Green Centre, which are occasionally affected by anti-social behaviour outside operating hours.

Examples may include:

- Groups congregating on the School Green Centre patio after closure.
- Persistent late-night loitering causing disturbance to nearby residents.
- Behaviour resulting in vandalism, littering, intimidation of staff, or damage to Council property.
- Situations where previous engagement, signage, security patrols, or Police involvement have not resolved the issue.

The Mosquito device emits a high-frequency sound intended to discourage people from remaining in a particular area. Although often associated with dispersing younger people, some models can operate at frequencies audible to all ages.

The proposal is not to use the device permanently, but instead as one tool among a range of measures available to the Council. For example deploying the council Youth work would be a first step BEFORE utilizing the device.

Legal Considerations

The devices are lawful to purchase and operate in the UK, and the Home Office has previously confirmed that no national prohibition exists on their use. The Government's

position has generally been that local organisations should determine the most appropriate interventions for local anti-social behaviour issues.

However, their use is not without controversy.

Equality Act 2010

Concerns have been raised that devices targeting frequencies mainly audible to younger people could amount to indirect age discrimination if used indiscriminately. Critics argue that the technology targets individuals based on age rather than behaviour.

The Council would therefore need to demonstrate that any deployment is:

- Proportionate.
- Justified by a legitimate aim.
- Time-limited.
- Used only after less intrusive measures have failed.

It is proposed that any deployment of such a device would be formally recorded stating the reasons for use, the location of deployment and the time/duration of use. Use to be authorised only by the Clerk and reported to the next Facilities Committee.

Human Rights Considerations

Civil liberties groups, children's rights organisations and some parliamentarians have argued that the devices may interfere with freedom of assembly and discriminate against young people. The Council of Europe has previously criticised their use.

While these views do not make use of the devices unlawful, they illustrate the reputational and ethical considerations that public authorities should consider before deployment.

Health and Safety

Manufacturers state that the devices operate within accepted sound exposure levels and are safe when used correctly.

Nevertheless, some critics have suggested that certain individuals, including those with autism, sensory sensitivities, babies, or animals, may experience distress.

A site-specific risk assessment should therefore be completed prior to deployment.

Advantages

- Protecting Council Assets
 - The device may help reduce vandalism, littering, graffiti and other anti-social behaviour that results in repair costs and staff time.
- Supporting Residents
 - Residents living close to Council facilities may benefit from reduced noise and disturbance during evening and night-time hours.
- Staff Safety
 - The device may reduce the need for staff to confront groups directly, particularly when buildings have closed and employees are locking up.
- Cost Effective
 - Compared with employing security patrols, installing CCTV monitoring, or repeatedly repairing damage, the cost of a Mosquito device may be relatively low.
- Flexible Deployment
 - The Council would retain discretion over when and where the device is used, allowing it to respond to emerging issues without permanent installation.

Disadvantages

- Potential Reputational Damage
 - Some members of the public may view the device as hostile towards young people and inconsistent with the Council's commitment to supporting community engagement.
- Risk of Age Discrimination Allegations
 - Because younger people are the principal target of many models, there is a possibility of complaints alleging unfair treatment.
- Impact on Legitimate Users
 - The device may discourage responsible young people from using public spaces appropriately.
- Limited Effectiveness
 - Evidence regarding long-term effectiveness is mixed, with some reports suggesting that individuals simply move elsewhere or become accustomed to the sound.
- Ethical Concerns
 - Critics argue that behaviour should be addressed through engagement, youth provision, education and enforcement rather than by creating discomfort.
 - Any use of the device would only be authorised after engagement and education have been shown to be ineffective

Ethical Assessment

The ethical question is whether it is appropriate to create discomfort for a broad group of people in order to discourage the unwanted behaviour of a smaller number.

Arguments in favour include:

- Protection of residents, staff and community assets.
- Avoidance of more confrontational or punitive interventions.
- Use only where anti-social behaviour is persistent and evidenced.
- Time-limited deployment subject to review.

Arguments against include:

- Perceived targeting of people based on age rather than behaviour.
- Potential exclusion of responsible young people.
- Risk of undermining the Council's efforts to engage positively with younger residents.

If approved, the ethical concerns could be mitigated by ensuring the device is only used as a last resort after other interventions have failed.

Proposed Safeguards

Should the Committee approve the purchase, officers recommend that:

1. The device is only deployed following documented evidence of a problem.
2. Alternative measures are considered first.
3. Each deployment is approved by the Clerk.
4. Deployments are time-limited and regularly reviewed.
5. Appropriate signage is displayed.
6. Usage is recorded in an operational log.
7. The Committee receives a report on any use of the device at their next meeting/

Financial Implications

Typical units cost £500-600 plus installation. Funding could be met from existing facilities maintenance or community safety budgets.

Conclusion

The Mosquito Anti-Loitering Device offers the Council an additional tool for managing persistent anti-social behaviour at its facilities. It may provide a cost-effective means of protecting community assets and supporting neighbouring residents where other interventions have proven unsuccessful.

However, there are legitimate legal, ethical and reputational concerns associated with its use. If the Committee wishes to proceed, it is recommended that the device be acquired for exceptional, evidence-based and time-limited deployment only, supported by clear governance arrangements and regular review.

Is rough sleeping taking over your local area? Have teenage loiterers left you in despair? If so, The Mosquito Anti-Loitering Alarm is the solution to effectively and safely disperse anti-social groups.

The Mosquito uses patented technology and works by giving off a highly annoying, but not harmful, electronic tone that encourages people to move away from the area where it is located. It's already widely used in the USA, where it is 100% legal in all states as well as throughout Europe, Canada, the UK and Ireland, Australia, and more.

Shop The Mosquito Anti-Loitering Alarm and accessories right here to make anti-social behavior on your property, business, or local area a thing of the past.



The Mosquito Anti-Loitering Deterrent

£523.00 (E627.60 inc. VAT)

This policy, if approved, would sit alongside licence agreements and hiring terms, with compliance becoming a condition of use.

Sports Facility User Relationship and Conduct Policy

Purpose

The purpose of this policy is to:

- Promote positive relationships between users of Council-owned sports facilities
- Provide a clear process for raising concerns and disputes
- Protect the reputation of sports clubs and the Council
- Ensure that disagreements are managed professionally and constructively
- Establish clear expectations of behaviour by clubs, members, officials, volunteers, players, spectators and supporters

Scope

This policy applies to:

- All clubs holding a licence, lease, permit or regular booking arrangement with the Council
- Club committee members, officers and volunteers
- Players, coaches and team managers
- Parents and spectators when attending club activities
- Any future organisation using Council sports facilities

Core Principles

All users of Council sports facilities shall:

- Treat each other with courtesy and respect
- Recognise that facilities are shared community assets
- Act in good faith when disagreements arise
- Avoid actions that damage relationships between clubs
- Seek resolution through established Council processes
- Accept that the Council is the owner and manager of the facilities and has the final authority over their operation

Communications Between Clubs

Where one club has concerns about another regarding the use of council facilities, clubs must:

- Communicate respectfully and professionally
- Raise concerns through designated club contacts (normally the Chair and/or Secretary)
- Focus on facts and observable behaviour
- Allow a reasonable opportunity for issues to be corrected

Clubs must not:

- Use abusive, threatening or insulting language
- Make allegations without evidence
- Contact players, junior members or parents directly regarding disputes between clubs
- Seek to undermine the operations of another club
- Encourage members or supporters to engage in disputes

Public Statements and Social Media

No club, officer, player, volunteer or representative shall:

- Publish derogatory comments about another club using Council facilities
- Publish derogatory comments about Council officers or councillors
- Use social media to pursue disputes
- Encourage others to criticise or harass another club
- Disseminate confidential information relating to Council decisions, licences, disputes or investigations

A club remains responsible for communications made by its official social media accounts and officers acting in their official capacity.

Complaints Process

Stage 1 – Informal Resolution

Where appropriate, clubs should seek to resolve minor issues informally through discussion between designated club representatives.

Examples may include:

- Shared storage issues
- Parking concerns
- Minor scheduling misunderstandings
- Pavilion housekeeping matters

Stage 2 – Formal Complaint

If the matter cannot be resolved informally, a written complaint shall be submitted to the Council.

The complaint should:

- Be submitted by an authorised club officer
- Set out the facts
- Include supporting evidence where available
- State the outcome sought

Stage 3 – Council Officer Investigation

The Council may:

- Seek information from all relevant parties
- Request documents, photographs or witness statements
- Hold meetings with representatives
- Consider facility records and booking information

The Council may refuse to investigate complaints that it decides are:

- Trivial
- Vexatious
- Repetitive
- Unsupported by evidence

Stage 4 – Council Officer Decision

Following investigation, the Council may:

- Dismiss the complaint
- Issue recommendations
- Issue a warning
- Impose conditions on facility use
- Suspend privileges
- Terminate a licence or agreement where appropriate

Decisions and recommendations should be approved by the Chief Executive Officer and Clerk to the Council.

Appeal

Where a Club disagrees with the Officer decision, action or recommendation they may formally request a review by the Facilities Committee as the responsible committee for council sports facilities.

The Facilities Committee may revise, cancel or uphold an officer decision or recommendation. Depending upon the severity of the complaint the Facilities Committee may also refer the matter to Full Council.

Escalation

Where a complaint concerns:

- Safeguarding
- Harassment
- Violence or threats
- Criminal behaviour
- Serious breaches of facility agreements

The Council may immediately bypass informal stages and proceed directly to formal investigation.

The Council may also refer matters to:

- The Police
- The Football Association
- The England and Wales Cricket Board
- The Lawn Tennis Association
- Any other relevant sports governing body
- Relevant safeguarding authorities

Council Authority

The Council owns and manages the facilities.

Accordingly:

- Allocation of facilities is a Council decision
- Scheduling priorities are a Council decision
- Storage allocations are a Council decision
- Use conditions are a Council decision
- Interpretation of Council policies is a Council decision

The Council's decision following a complaint investigation shall be final.

The existence of disagreement between clubs shall not delay implementation of a Council decision.

Unacceptable Conduct

The following behaviours may result in sanctions:

- Personal attacks
- Bullying or intimidation
- Harassment
- Threatening behaviour
- Online disputes between clubs
- Deliberately submitting false information
- Repeated refusal to comply with Council decisions
- Bringing the Council or facilities into disrepute

Sanctions

Depending on severity, the Council may:

- Issue informal advice
- Issue a written warning
- Require attendance at a mediation meeting
- Impose additional conditions of use
- Suspend use of specified facilities
- Suspend all bookings
- Terminate a licence, permit or user agreement

Bi-Annual Liaison Meetings

The Council will convene bi-annual meetings of sports facility users to:

- Discuss operational issues.
- Coordinate future development plans.
- Resolve emerging conflicts.
- Share information on facility investment and maintenance.

Participation in such meetings is expected from clubs holding long-term agreements.