

Minutes of a meeting of
The Facilities Committee
held on Wednesday 26th November 2025
at the School Green Centre commencing at 19:30

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

Attending: S Herring (Deputy Clerk)
B Winton (Chief Executive and Clerk to the Parish Council)
S Ali (Facilities Manager)

25/FC/128 Public Questions

128.1 There were no public questions.

25/FC/129 Apologies and declarations of Members' Interest

129.1 Approval of apologies for absence

Apologies had been received from Cllrs Clarke, Hoyle and Jahromi

129.2 Declarations of Members' interests

There were no declarations of Members interests.

25/FC/130 Minutes of the Previous Meeting

130.1 The minutes of the Facilities Committee meeting held on 29th October 2025 were approved as a correct record and signed by Cllr Johnson

Proposed: Cllr Boyer
Seconded: Cllr Peer
Approved: Unanimously

130.2 The following matters arising from the meeting held on 29th were discussed:

25/FC/83.7 Cllr Johnson to give Cllr Clarke the CFO of Lidl's email address and Cllr Clarke to contact Lidl head office.

Cllr Johnson confirmed that the had passed the information to Cllr Clarke.

25/FC/91.4 Facilities Manager and Cllr Johnson so investigate existing borehole and check the licence.

This was on the agenda – see minute 132.6

25/FC/117.2 Facilities Manager to contact Larkstel regarding a maintenance contract for High Copse pitches for 2 years

This had been done.

25/FC/117.3 Facilities Manager to obtain quotes for appropriate fencing around the pitches at High Copse

This was on the agenda – see minute 132.3

25/FC/117.4 Deputy Clerk to add storage containers for High Copse to the next agenda of the Facilities Committee

This was on the agenda – see minute 132.4

25/FC/117.5 ➤ Clerk to contact Football Foundation regarding costs for a 3G pitch and submitting a planning application.

This was in relation to the fees for progressing the planning application and the Football Foundation have confirmed that, once accepted on to the programme, they provide someone to guide the application through the planning process and fund this up to £35,000

➤ Clerk to chase the University of Reading (UoR) on the land options to either lease or sell

This is one of the items to be discussed with the UoR at a meeting with Nigel Frankland on 10th December

➤ Clerk to arrange a parallel planning application for Millworth Lane Sports Park

This will be submitted in parallel with any application for 3G at High Copse and each would be dependent on the other being approved.

25/FC/117.7 Clerk to send out tender information to the interested cricket clubs in November

This was on the agenda – see minute 132.7

25/FC/118.1 Facilities Manager to re-check the planning conditions on drainage with the fitness provider so progress can be made with the installation.

This was on the agenda – see minute 133.1

- 25/FC/118.2 ➤ Facilities Manager to implement the removal of two wooden sheds at Millworth Lane.

This was on the agenda – see minute 133.2

- Clerk to arrange publishing details of why the sheds are being removed in relation to anti-social behaviour (ASB)

This was planned for the December newsletter and will also be covered in the printed version planned for January which will also cover the overall costs of ASB. The Chair requested that acknowledgement be given to the Facilities Manager and his Team for the work they had carried out to make the area safe.

ACTION – Clerk to arrange for an article to be published in the monthly newsletter and the annual hardcopy newsletter

- Clerk to add an agenda item to the next Facilities committee meeting to discuss ASB on council property

This was on the agenda – see minute 138.4

- Clerk to report the ASB incident to the police as criminal damage

This had been done, and the police had been fully involved in tackling the ASB outbreak at Millworth Lane

- 25/FC/119.1 Cllr Johnson to analyse the data from the survey on Ryeish Green Pavilion and report back to the committee.

This was on the agenda – see minute 134.1

- 25/FC/120.1 Facilities Manager to update the committee on the repair to the blind in the Ryeish Green room

This had been booked in for the 8th December

- 25/FC/120.2 ➤ Clerk to approach Lidl to request re-siting the bins in their car park

This was on the agenda – see minute 135.2

- Clerk to approach Shinfield Care Home to request taking the Salvation Army clothing bank

This was on the agenda – see minute 135.2

- Facilities Manager to obtain quotes for fencing as well as obtain a quote for fencing around existing bottle bank location.

This was on the agenda – see minute 135.2

- 25/FC/121.1 ➤ Media and Communications Officer to produce a leaflet to publicise the proposed community shelter at the Spencers Wood Recreation Ground

This had been done.

- Clerk to arrange the distribution of the leaflets

This was on the agenda – see minute 136.1

- 25/FC/124.1 Cllr Johnson to send Cllr James his personal research on microgeneration for the council.

Microgeneration was on the agenda - see minute 139.1

Agenda item 6.1 – Minute 25/FC/134 of the agenda was discussed at this point in the meeting as Cllr Masseron needed to leave early.

25/FC/131

High Copse Items

- 131.1 First football matches played at High Copse including car park arrangements

The Chair thanked the Facilities Manager and his Team for all the work they had done getting High Copse up and running.

The first two full weeks of football had taken place. The pitches were of a very high quality, and the maintenance was being managed by Larkstall. The changing rooms and showers would be used by the men's teams but not the junior teams. A complaint had been received from a member of the public relating to too many cars parked on the road, however, after subsequent monitoring there appeared to be 4 cars parked by the cottages. Car parking would continue to be monitored.

- 132.2 Charges for use of football pitches at High Copse

Research of nearby pitches indicated that some charge by the hour while others charge per match. For the majority the rate was between £70-£90 + VAT. The exception was Westmorland Park in Bracknell Forest which was advertised at £119 + VAT (£142.80), this was explained as the "Higher fee reflects premium pitch maintenance". The initial proposal was for a fee ranging from £120 to £150 + VAT per match.

It was **AGREED** that the pitch prices for 2025, to include the use of the changing rooms, would be £150 + VAT per match for the adult teams and £120 + VAT per match for the junior teams. This would be renegotiated each year.

Proposed: Cllr Johnson
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Clerk to arrange for the Football Club to be invoiced accordingly

132.3 Proposed Fencing around pitches

The first fencing company were on site on Monday 1st December (Duralock). The Facilities Manager would obtain three quotes. The Chair would ask the Football Foundation for recommendations on the best type of fencing. Depending on the cost, an application for a grant could be applied for from the Football Foundation.

ACTION –

- Facilities Manager to obtain three quotes for fencing around the pitches at High Copse
- Chair to ask the Football Foundation for recommendations on the most suitable type of fencing

132.4 Update on the proposal for additional storage at High Copse

An initial quote for 3 containers had been received on 11th November 2025 for £8,000 plus VAT including delivery charges (now expired) (1 at 40 foot and the other 2 at 20 foot). The lead time was currently 3-4 weeks from order. Wokingham Borough Council (WBC) had given the relevant approval.

It was **AGREED** in principal that if the first fencing quote was more than £10,000 then the containers should be ordered.

Proposed: Cllr Johnson
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Facilities Manager to order the containers if the first quote for fencing exceeded £10,000

132.5 3G Pitch

Cllrs Johnson and Boyer were due to meet with Nigel Frankland, University of Reading (UoR) on 10th December to discuss the details of Millworth Lane, 3G Pitch and a potential cycle facility. It was recognised that until approval had been given for the 3G Pitch, progress could not be made with the other projects. The Chair would feedback to the next meeting of the Committee.

ACTION -

- Clerk to add 3G Pitch to the agenda of the next meeting
- Cllrs Johnson and Boyer to update the committee at the next meeting

20:08 Cllr Masseron left the meeting

132.6 Water irrigation for the sports pitches

Discussion continued in relation to an existing borehole and pump at High Copse. It was uncertain as to whether this had been used by Whitehorse during the installation of the pitches and whether there was an existing users licence. There was some doubt as to whether this would produce sufficient water for the football pitches, however, it may be enough for the cricket square.

ACTION – Facilities Manager to investigate whether the borehole could be used for the pitches and whether there was an existing users licence

132.7 The draft cricket tender document for cricket at High Copse.

A draft cricket tender document had been drawn up for consideration.

Interest had been received from six clubs and two other people who want to play matches at High Copse. The cost set out was per match hire and no team would be offered exclusive use.

A decision would be made on who could offer the best benefits to Shinfield residents.

Members **APPROVED** the draft tender document.

Proposed: Cllr Johnson
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Clerk to send out the cricket tender document for High Copse to interested parties

25/FC/133

Millworth Lane

133.1 Update for the Fitness Centre at Millworth Lane

Facilities Manager was working with the Quantity Surveyor to resolve the details on drainage. The archaeological assessment would require physical work on site, and this would not be until March 2026.

ACTION - Facilities Manager to continue to work with the Quantity Surveyor to progress the archaeological assessment

133.2 Removal of two wooden sheds at Millworth Lane

This had been booked in for the 6th January 2026. Bollards had now been installed to restrict vehicular access onto the field.

ACTION – Facilities Manager to report back at next meeting on the removal of the wooden sheds at Millworth Lane

25/FC/134

Ryeish Green Pavilion (*this item was discussed prior to minute 25/FC/131*)

- 134.1 Cllr Masseron had arranged site visits on 19th and 20th November with Kempton Carr Croft and H Lansley who would be submitting potential valuations for rental and sale. The current estimated value was approx. £130K to £135K. A lease would attract £20K to £25K per year.

300 responses had been received from the public survey, and the Chair was collating the information.

The working party would be submitting proposals to Full Council in February 2026.

25/FC/135

School Green Centre

- 135.1 Review of the current policy of allowing dogs in the café area at the School Green Centre

Due to concerns relating to food hygiene consideration was given to whether dogs should continue to be allowed into the indoor café space. Café staff had reported multiple instances of dog hair appearing on trays on the serving area and in the cutlery, some dogs being large and intimidating to some customers, especially young children and occasionally dogs being left to walk around the area unattended. Assistance dogs and guide dogs for the blind would still be admitted. There were approximately 20 regular café attendees who visited with a dog.

Members **AGREED** that well behaved dogs, on a lead, would be welcome. A sign would be put up in the café to this effect with a request that dogs do not sit on the furniture.

ACTION – Deputy Clerk to arrange for a sign to be installed in the café to allow well behaved dogs, on a lead to be welcome in the café.

- 135.2 Recycling bins

The Clerk had been in contact with Wokingham Borough Council (WBC) who could enable the relocation of the recycling bins, and the Salvation Army clothes bins on to the verges.

Shinfield Parish Council (SPC) could put gravel or a concrete base on the verges with robust dark green fencing along the School Green Centre side. There was a CIL reserve of £50k for School Green improvement that could be used; this would go to the next meeting of Finance and General Purposes Committee.

Proposed: Cllr Johnson
Seconded: Cllr James
Approved: Unanimously

ACTION –

- Clerk to add to the agenda of the Finance and General Purposes Committee
- Clerk to discuss the proposal with the owner of the Kebab van
- Facilities Manager to get quotes for a base

25/FC/136

Spencers Wood Pavilion

136.1 Installation of Community Shelter

The Facilities Manager and his team had hand delivered the leaflets. Feedback had been received from two residents who had queried why this was felt to be necessary.

Members reiterated that the shelter would be available for all to use and would be covered by CCTV.

ACTION – Facilities Manager to circulate the leaflet that was sent to residents to members of the Committee

25/FC/137

Allotments

137.1 Allotments Working Party

The membership would be set in December with the first meeting scheduled for January 2026. Membership should be from all allotment sites and Cllr Montgomery would chair the group with attendance of Cllr Clarke, the Facilities Manager and Allotments Officer. The setting up of the working party should improve communication between allotment holders and the Council.

ACTION – Facilities Manager to arrange the first meeting of the Allotments Working Party

25/FC/138

Parish Wide Items

138.1 Bin collections

Additional bins were being installed on the 27th November 2025; two at High Copse both ends of the public footpath, one at the cross over from the bus lane at the ridge and another at the top of Beke Avenue. The fifth bin was to replace a rusted broken one at Spencers Wood Pavilion.

The Chair wished to congratulate the member of the public who had been assisting with litter picking.

138.2 MUGA and playground adjacent to Aldergrove School

The Chair confirmed that the MUGA and playground adjacent to Aldergrove School was due to be completed week commencing 8th December 2025.

138.3 Decommissioning of the play park at Three Mile Cross

The Facilities Manager was awaiting delivery of Heras panels and will use these to replace the orange mesh as soon as possible.

138.4 Tackling Anti-Social Behaviour (ASB)

The main areas currently affected by ASB were:-

- Ryeish Green Pavilion, where the building was consistently being broken into. Lantec Security had advised steel reinforced doors that would cost approximately £500 - £600 and a mobile alarm device with PIR and the ability to take photographic evidence.
- Millworth Lane recreation ground with vehicular access damaging the field. Bollards had now been installed to prevent access. Wooden sheds were due to be removed. Once the Fitness Centre was established on site it was expected that the site would be more secure.
- Spencers Wood recreation ground – ongoing issues with the use of electric bikes/scooter damaging the field. There was not much that could be done to prevent this without preventing access for the public.

The Clerk had been investigating an effective system to deal with responding to out of hours issues.

A proposal would be put to the Children and Young Adults Committee regarding expanding the Youth Team to develop early intervention schemes in conjunction with local schools for teenagers.

138.5 Any other Matters

There were no other parish items.

25/FC/139

Microgeneration

139.1 An update on microgeneration within the Shinfield Parish Council estate

Cllr James and the Clerk had met with a representative of Reduce Energy Ltd.

His proposal was to conduct a detailed review of the buildings selected for this exercise and give reports for each which will set out a range of actions open to us from easy wins e.g. adjusting a temperature setting, ones that required some work by us and the bigger ticket items such as heat pumps, PV panels etc.

For each item on the report there would be an indication of costs to implement (if any) and expected savings or revenue generated. This would allow us to ensure that we take the options which provide the best return for the parish. Larger investments obviously take longer to recover costs but then provide better net returns.

It was recommended that the School Green Centre, High Copse Pavilion, Spencers Wood Pavilion and Manor Pavilion be assessed initially (£8,600). If required, Millworth Pavilion could be added when we were ready to proceed

with refurbishment, and Ryeish Green Pavilion depending on the outcome from the Working Party

There was £300,000 of CIL set aside for Microgeneration.

Members **AGREED** to proceed with the review

Proposed: Cllr Johnson
Seconded: Cllr Boyer
Approved: Unanimously

ACTON – Clerk to instruct Reduce Energy Limited to review the Council's buildings

25/FC/140

Correspondence

140.1 No correspondence had been received for this meeting

25/FC/141

Date of the Next Meeting

141.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 7th January 2026

The meeting ended at 21:09

List of Actions

25/FC/130.2		
25/FC/118.2	Clerk to arrange for an article to be published in the monthly newsletter and the annual hardcopy newsletter	Clerk
25/FC/132.2	Clerk to arrange for the Football Club to be invoiced according to the rates agreed	Clerk
25/FC/132.3	Facilities Manager to obtain three quotes for fencing around the pitches at High Copse	Facilities Manager
25/FC/132.3	Chair to ask the Football Foundation for recommendations on the most suitable type of fencing	Cllr Johnson
25/FC/132.4	Facilities Manager to order the containers if the first quote for fencing exceeded £10,000	Facilities Manager
25/FC/132.5	Clerk to add 3G Pitch to the agenda of the next meeting	Clerk
25/FC/132.5	Cllrs Johnson and Boyer to update the committee at the next meeting	Cllrs Johnson & Boyer
25/FC/132.6	Facilities Manager to investigate whether the borehole could be used for the pitches and whether there was an existing user's licence	Facilities Manager
25/FC/132.7	Clerk to send out the cricket tender document for High Copse to interested parties	Clerk
25/FC/133.1	Facilities Manager to continue to work with the Quantity Surveyor to progress the archaeological assessment	Facilities Manager
25/FC/133.2	Facilities Manager to report back at next meeting on the removal of the wooden sheds at Millworth Lane	Facilities Manager
25/FC/135.1	Deputy Clerk to arrange for a sign to be installed in the café to allow well behaved dogs, on a lead to be welcome in the café	Deputy Clerk
25/FC/135.2	Clerk to add to the agenda of the Finance and General Purposes Committee an item regarding funds for re-siting the recycle bins	Clerk
25/FC/135.2	Clerk to discuss the proposal of re-siting the recycle bins with the owner of the Kebab van	Clerk
25/FC/135.2	Facilities Manager to get quotes for a base for the recycle bins	Facilities Manager
25/FC/136.1	Facilities Manager to circulate the leaflet that was sent to residents regarding the installation of a Community Shelter to members of the Committee	Facilities Manager
25/FC/137.1	Facilities Manager to arrange the first meeting of the Allotments Working Party	Facilities Manager
25/FC/139.1	Clerk to instruct Reduce Energy Limited to review the Council's buildings	Clerk