

Minutes of a meeting of
The Facilities Committee
held on Wednesday 3rd July 2024
at School Green Centre commencing at 19:30

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

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)

24/FC/67 Public Questions

67.1 There were no public questions

24/FC/68 Apologies and declarations of Members' Interest

68.1 Apologies for absence had been received from Cllr Jahromi as he was unwell

68.2 There were no declarations of Members' interests

24/FC/69 Minutes of the Previous Meeting

69.1 The minutes of the Facilities Committee meeting 5th June 2024 were approved as a correct record and signed as such by Cllr Clarke

Proposed: Cllr Boyer
Seconded: Cllr Johnson
Approved: Unanimously

69.2 The following matters arising from the meeting held on 5th June were discussed:

24/FC/49.4 Clerk to complete a list and map of SPC bins for the next meeting

This was continuing to be worked on.

- 24/FC/58.1 Terms of Reference for the Facilities Committee to be presented to Full Council for approval on 26th June 2024

The Corporate Governance working group would be looking at the terms of reference of committees as part of the work to overhaul the governance arrangements. The Terms of Reference for the Facilities Committee would therefore form part of the process and be approved at an appropriate time. In the meantime, the committee would work to the Terms of Reference used in the previous year.

- 24/FC/59.1 Clerk to continue to push Wokingham Borough Council (WBC) for a decision on the approval of removal of the trees to enable the installation of the toilets for the tennis club

This was on the agenda – see minute 24/FC/70.1

- 24/FC/59.2 Clerk to prepare a formal proposal for the Dementia Group to relocate to High Copse Pavilion to come to the next meeting

This was on the agenda – see minute 24/FC/74.1

- 24/FC/59.3 Clerk to prepare presentation on Millworth Sports Ground

This had been done.

- 24/FC/59.4 Clerk to confirm what had happened to containers at Millworth Lane

The Clerk reported that he believed the containers were still at Millworth Lane

- 24/FC/59.6 Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

This was on the agenda – see minute 24/FC/70.4

- 24/FC/60.1 Clerk to arrange installation of the screens on School Green

This was on the agenda – see Minute 24/FC/71.1

- 24/FC/62.1 Clerk to report back on microgeneration at the next meeting

This was on the agenda – see Minute 24/FC/75.1

- 24/FC/63.2 Clerk to prepare proposals for accessible plots and smaller sized plots at each allotment site

This was on the agenda – see Minute 24/FC/76.2

- 24/FC/64.1 Clerk to continue to explore the potential purchase of a community bus

This was on the agenda – see Minute 24/FC/77.1

24/FC/64.2 Clerk to continue to develop opportunities for volunteering

This was on the agenda – see Minute 24/FC/77.2

24/FC/64.4 Clerk to continue to explore option for BMX track with the University of Reading

This was on the agenda – see Minute 24/FC/77.3

24/FC/64.5 Cllrs Johnson and Masseron to continue to develop proposals for redeployment of existing bins and new bins within the parish

This was on the agenda – see Minute 24/FC/77.4

24/FC/64.5 Clerk to arrange Finance Manager to provide information on bin emptying as a %age of precept

This was on the agenda – see Minute 24/FC/77.4

24/FC/64.6 Clerk to confirm the position with regards to the surface at Spencers Wood Recreation Ground Play Area

This was on the agenda – see Minute 24/FC/77.5

24/FC/70

Sports Provision

70.1 Toilets for Millworth Lane

Formal approval had been received to remove the trees and the order for the toilets had been placed. Delivery was expected in approximately 8-10 weeks. Some preparatory work had to be done, such as removing some trees and shrubs, and ensuring that the drainage system was connected to the university's ditch. Once a confirmed delivery date for the toilets had been received a schedule of works would be drawn up.

70.2 Sports Working Party

High Copse

- High Copse was progressing well, and the pitches and the pavilion were looking fantastic.
- Another site visit should be planned, and some drone pictures taken to showcase the project.

ACTION –

- Clerk to arrange a site visit to High Copse Pavilion
- Cllr Johnson to take some drone pictures of the Pavilion and pitches

Millworth Sport Park

A meeting had taken place with some residents of Millworth Lane to explain the plans and address their concerns, mainly about traffic and parking. The 8 members of the public that had attended the meeting expressed concerns over parking and vehicle movements. It was explained that there would be

considerably more parking available on the site itself and it was not envisaged that there would be any overall increase in the numbers attending.

- The residents were supportive of the proposals and impressed by the facilities. One resident had followed up with an email, expressing his preference for some speed humps to slow down the traffic.
- The planning application for Millworth Sports Park was very close to being submitted and Tony Grover had prepared the draft documents.
- An article in The Sunday Times relating to paddle tennis highlighted that this was a fast-growing sport

ACTION – Clerk to send plans to Chris Howard, WBC

70.3 Hyde End Lane Football Pitches

Cllr Clarke reported that the drainage system had been restarted and installed. A meeting would be arranged with WBC to discuss management of the pitches. There was a mound of dirt that needed to be moved.

70.4 Millworth Sports Park – Football Grants

The Clerk had not yet been able to action this item

ACTION - Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

24/FC/71

School Green Centre and School Green

71.1 School Green Working Party

The Clerk reported that the caps for the posts had still not been delivered, therefore the installation of the screens was delayed. These were expected to be delivered in approximately 4 weeks.

ACTION – Clerk to arrange installation of the screens on School Green

71.2 Catering at the School Green Centre

The Clerk reported that

- the café had closed on 2nd July due to illness
- extended opening hours ie 07:30 to 19:30 would operate on 4th July while the general election was taking place
- AOC had not yet responded to the request to install the hatch between the kitchen and the café.

ACTION –

- Clerk to chase AOC regarding the hatch in the kitchen
- Clerk to arrange a quarterly meeting with Crumbs Cafe

71.3 School Green Cinema Facility

There was a Pre-start meeting held on 2nd July. The contractors will set up on Monday, 15th July before starting work on Tuesday 16th July with a scheduled completion of 6th September. The only remaining item the contractors need to resolve was the treatment on the cupboard doors in the Ryeish Green room as leaving them the current white colour would cause light reflection from the screen. There will be detailed training on operations of the seats, sound and light and projector provided in September.

It was anticipated that there would be 30-35 Friday evening showings per annum with perhaps a few more scheduled during the school holidays. The Arts, Culture and Events Committee would discuss the offerings available, for example, a mother and baby session, sessions for autistic people, etc.

71.4 Rough Sleeping

The Clerk wished to bring to the attention of the committee that there had been a rough sleeper outside the School Green Centre (under the overhang outside of the Three Mile Cross Room). The Clerk had asked him to move on and hopefully this was a one-off occurrence.

71.5 Meeting audio and video

CLlr Johnson would be assisting the Clerk and Deputy Clerk in the use of new technology to enable the record and actions of meeting to be turned around more efficiently.

24/FC/72

Spencers Wood Pavilion

72.1 Nursery

The Clerk reported that the lease had now been completed for the nursery at the Spencers Wood Pavilion.

72.2 Upgrade to Spencers Wood Pavilion

The Deputy Clerk had noted comments from potential hirers on their preference for booking a room at the School Green Centre as opposed to the Community room and made recommendations for improvements. These included:-

- Additional of Bluetooth speakers, similar to those at the School Green Centre
- Replacement of blinds in a colour to blend with the chairs and the fire door
- Four aerial photographs of the area to put on the walls
- New waste bin to match the coat stand
- Removal of graffiti in the portico area
- Revarnishing of the portico area to improve the appearance

Members **AGREED** to this work being carried out subject to costings.

ACTION – Clerk to obtain quotes for the work to be carried out and report back to the Committee

24/FC/73**Manor Ground**

- 73.1 The Clerk reported that work was being carried out to repair the roof, at no cost to SPC. Parking on the grass had stopped.

24/FC/74**High Copse**

- 74.1 Pavilion use

The Clerk reported that the Dementia Group, currently using the Manor Ground Pavilion, would be interested in moving to the High Copse Pavilion once this had been completed.

Members **AGREED** with this proposal.

Proposed: Cllr Peer
Seconded: Cllr Johnson
Agreed: Unanimously

ACTION – Clerk to promote the Manor Ground once the completion date for High Copse was available

24/FC/75**Microgeneration**

- 75.1 The Clerk had held a meeting with a company on 10th June but they were more installers than consultants on microgeneration. It was, nonetheless, a useful meeting, and the company representative had offered to reach out to a couple of potential contactors who may be able to assist with the scoping of potential work.

Additional panels could be added to High Copse Pavilion in the future if required.

ACTION – Clerk to continue to investigate microgeneration

24/FC/76**Allotments**

- 76.1 Allotments Inspection Process

The Clerk reported that every allotment was now checked on a monthly basis, with appropriate action being taken for those plots that had not been cultivated.

76.2 Creation of smaller and accessible allotment plots

Proposals for creating smaller and accessible allotments plots had been circulated with the agenda. This would enable a wider range of plot sizes across the allotment sites and create more availability that should enable the reduction of the waiting list. The reduction in size would only occur when a plot became vacant and was acceptable to those on the waiting list.

ACTION –

- Clerk to obtain views of allotment holders as to the kind of accessibility needs required
- Clerk to continue to monitor the allotment plot size and make recommendations at the appropriate time.

24/FC/77

Parish Wide Items

77.1 Options for community facilities in Shinfield North

The Clerk had received a proposed layout and indicative costs for a community bus which would cost in the region of £100,000 + VAT. However, there seemed to be a more general agreement that we should go back to first principles and establish what assets residents would find more beneficial to them. The 'HAF event' taking place on Fresham Green on 1st August would be an opportunity to seek views from residents

ACTION – Clerk and Councillors to seek views from residents on what they felt would be beneficial to enhance the parish

77.2 Development of Volunteers

The Clerk reported that there had been no further movement on this.

ACTION – Clerk to continue to develop opportunities for volunteering

77.3 Provision of a BMX Track

The Clerk had spoken to Nigel Frankland at the University of Reading (UoR) who had indicated that he was still keen to follow up such a proposal. The Clerk had asked him to put something in writing to the council.

77.4 Waste bins in the Parish

Redeployment of existing bins

Cllrs Johnson and Masseron reported that there were gaps in provision, especially in the new developments and open spaces. They had identified a bin in Fullbrook Avenue that would be better placed on Hyde End Road where students wait for the bus.

Cllr Masseron felt that there should be a bin in every play park and was working with WBC to achieve this.

ACTION – Members to report any play parks without a bin to Cllr Masseron

Bin expenditure

Further to discussion at the last meeting the Clerk had established that the amount of council expenditure on bin emptying had risen from £650 in 2015/26 which was 0.2% of that years Precept to £21,900 in 2024/25 (3.4% of Precept).

77.5 Spencers Wood Recreation Ground Play Area

This had been discussed at last months meeting where the Clerk had been asked to confirm the position regarding the most recent work on the playground.

The Finance Manager had established that that work was not under any kind of warranty.

The most recent inspection regime recommends repairs to the edges and other parts of the surface. However, the Grounds Maintenance Officer's view is that it would ultimately be more cost effective on the longer-term to completely relay the playground.

The cost for this work would be £25,200

Members suggested that quotes for different surfaces should be obtained to be able to compare costs before proceeding further.

ACTION –

- Clerk to obtain more quotes for resurfacing the Spencers Wood Recreation Ground play area
- Clerk to send Cllr Johnson a copy of the report

77.6 Nullis Farm

The Chairman reported that this was a listed building and was the responsibility of Taylor Wimpey to reinstate it as it was when they look over the land. Members would review the situation at a later date.

24/FC/78

Correspondence

78.1 Water-Wize Limited

The Clerk declared an interest in this item as the originator was a neighbour.

The Clerk had circulated a request from Water-Wize Limited to carryout test sampling of the river Loddon. This would be at no initial cost to the council but may incur costs in the future if SPC wish to see the results.

Members **AGREED** that the sampling of the river Loddon could proceed.

ACTION – Clerk to communicate the decision of the Committee to Water-Wize

78.2 The Clerk said that he had received a letter from a resident of Millworth Lane, who had attended the meeting with the Sports Working Party. The resident had reiterated his concerns about the traffic and parking issues and his preference was for some speed humps. The Clerk had replied to the resident and thanked him for his feedback. He had also forwarded the letter to the Sports Working Party and to Chris Howard WBC.

24/FC/79

Date of Next Meeting

79.1 The next meeting would be held on Wednesday, 7th August 2024

The meeting ended at 21:19

List of Actions

24/FC/70.2	Clerk to arrange a site visit to High Copse Pavilion Cllr Johson to take some drone pictures of the Pavilion and pitches	Clerk Cllr Johnson
24/FC/70.2	Clerk to send plans to Chris Howard, WBC of Millworth Sports Park	Clerk
24/FC/70.4	Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane	Clerk
24/FC/71.1	Clerk to arrange installation of the screens on School Green	Clerk
24/FC/71.2	Clerk to chase AOC regarding the hatch in the café kitchen Clerk to arrange a quarterly meeting with Crumbs Café	Clerk
24/FC/72.2	Clerk to obtain quotes for the work to be carried out at Spencers Wood Pavilion and report back to the committee	Clerk
24/FC/74.1	Clerk to promote the Manor Ground once the completion date for High Copse was available	Clerk
24/FC/75.1	Clerk to continue to investigate microgeneration	Clerk
24/FC/76.2	Clerk to obtain views of allotment holders as to the kind of accessibility needs required Clerk to continue to monitor the allotment plot size and make recommendations at the appropriate time	Clerk Clerk
24/FC/77.1	Clerk and Councillors to seek views from residents on what they felt would be beneficial to enhance the parish	Clerk and Councillors
24/FC/77.2	Clerk to continue to develop opportunities for volunteering	Clerk
24/FC/77.4	Members to report any playparks without a bin to Cllr Masseron	Councillors
24/FC/77.5	Clerk to obtain more quotes for resurfacing the Spencers Wood Recreation Ground play area Clerk to send Cllr Johnson a copy of the condition report received on the Spencers Wood Ground play area	Clerk Clerk
24/FC/78.1	Clerk to communicate the decision of the Committee to Water-Wize	Clerk

Email from Member of the Public regarding Longacre Play Park

Introduction

The following email was sent to the Clerk and copied in to BCllrs Bell & Glover

Email Received

Good morning Bruce

You will be aware there is a new play area being constructed and almost complete on our development, Longacre.

It is planned that the maintenance and responsibility for the play area will be for Wokingham Borough Council.

We have a large residence group here of which I am a main contributor. I have been asked to approach you to explore the possibility that the Parish Council would take responsibility for the play area.

Residents here feel strongly doing so would ensure closer scrutiny of the condition of the play area, and insure it remains a safe place for their children.

I look forward to your comments which I will feedback to the enquiring members of the residents group.