

To all members of the Facilities Committee

Notice is hereby given that a meeting of the Facilities Committee to be held on
WEDNESDAY 5th July 2023 at 19.30 at the School Green Centre.

You are invited to attend a presentation from a potential 'coffee trailer proposal' provider prior
to the meeting at 19:00



Bruce Winton
Parish Clerk
29th June 2023

Members: Cllrs Boyer, Clarke, Jahromi, James, Masseron, Peer and Tatla

Agenda

1. Public Questions

- 1.1 To **RECEIVE** and **CONSIDER** public questions

2. Election of Vice-Chair

- 2.1 To **RECEIVE** and **CONSIDER** nominations for the election of Vice-Chair of the Committee for 2023/24
- 2.2 To **ELECT** a Vice-Chair of the Facilities Committee for 2023/24
- 2.3 To **SIGN A DECLARATION** of acceptance of office as Vice-Chair of the Facilities Committee

3. Apologies and declaration of members' interests

- 3.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
- 3.2 To **RECEIVE** members' declarations of interest

4. Minutes of the previous meeting

- 4.1 To **RECEIVE** and **APPROVE** the minutes of the Facilities Committee held on 7th June as a correct record of the meeting and to authorise the Chairman to sign the same*
- 4.2 To **CONSIDER** matters arising from the minutes

5. Works Update

- 5.1 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager on progress towards final completion of the new MUGA
- 5.2 To **RECEIVE** and **CONSIDER** a verbal update from the Facilities Manager for the provision of enabling works for access to the Spencers Wood MUGA
- 5.3 To **AGREE** a date for an opening ceremony for the MUGA

6. Millworth Lane and Sports Provision

- 6.1 To **RECEIVE** and **CONSIDER** a verbal update regarding toilets at Millworth Lane
- 6.2 To **RECEIVE** and **NOTE** a verbal report from the Sports Working Party
- 6.3 To **RECEIVE** and **NOTE** an update on fitness training at Millworth Lane

7. Allotments

- 7.1 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager regarding Orchard Rise

8. School Green Centre

- 8.2 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager on the sign for the School Green Centre

9. Spencers Wood Pavilion and Recreation Ground

- 9.1 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager on the contract with Chapel Lane Pre-School

10. Manor Ground

- 9.1 To **RECEIVE** and **CONSIDER** a verbal update from the Facilities Manager regarding the Manor Ground pavilion

11. Parish Wide Items

- 11.1 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager on the provision of picnic tables at Deardon Field*
- 11.2 To **RECEIVE** and **NOTE** a verbal update from the Deputy Clerk regarding the School Green Working Party
- 11.4 To **RECEIVE** and **NOTE** any updates on plans for High Copse pavilion
- 11.5 To **CONSIDER** options for replacing damaged footpath signs and appropriate action to curtail further damage
- 11.6 To **CONSIDER** a request from a potential coffee trailer provider to provide a facility within the parish

12. Ryeish Green Pavilion

- 12.1 To **RECEIVE** and **CONSIDER** a verbal report from the Clerk on the marketing of Ryeish Green Pavilion

13. Date of Next Meeting

- 13.1 To **NOTE** the next meeting of the Facilities Committee meeting will be held on Wednesday, 2nd August 2023 at 19:30

* Report attached

** Report to follow

Minutes of a meeting of
The Facilities Committee
Held on Wednesday 7th June 2023
At School Green Centre commencing at 19.30

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

Attending: S Herring (Deputy Clerk) and P Gudge (Facilities Manager)

23/FC/1 Election of Chair of the Facilities Committee

1.1 Cllrs James and Peer nominated Cllr Clarke for the position of Chair of the Facilities Committee for 2023/24

1.2 Cllr Clarke was elected as Chair of the Facilities Committee

Proposed: Cllr Peer

Seconded: Cllr Tatla

Approved: Unanimously

1.3 Cllr Clarke accepted the office of Chair of the Facilities Committee and duly signed an acceptance of office, witnessed by the Clerk on 7th June 2023

19:35 Cllr Peer left the meeting

23/FC/2 Election of Vice-Chair of the Facilities Committee for 2023/2024

2.1 No nominations had been received

ACTION – To elect a Vice-Chair of the Facilities Committee for 2023/24 at the meeting on 5th July 2023

23/FC/3 Terms of Reference

3.2 Members approved the Terms of Reference for the Facilities Committee for 2023/2024 as presented

Proposed: Cllr Tatla

Seconded: Cllr Masseron

Approved: Unanimously

23/FC/4

Public Questions

- 4.1 There were no public questions

23/FC/5

Apologies and declarations of Members' Interest

- 5.1 There were apologies for absence from Cllrs Jahromi and James
- 5.2 There were no declarations of members' interests

23/FC/6

Minutes of the Previous Meeting

- 6.1 The former Recreation and Amenities Committee had been replaced by the Facilities Committee and the Arts, Culture and Amenities Committee. The minutes of the final meeting of the Recreation and Amenities committee meeting of 5th April 2023 were approved as a correct record and signed as such by Cllr Clarke as the previous Chair of that Committee

Proposed: Cllr Tatla

Seconded: Cllr Masseron

Approved: Unanimously

- 6.2 The following matters arising from the Recreation and Amenities Committee that were relevant to the newly formed Facilities Committee were covered:

- 23/RA/60.2 Clerk to follow up with member of the public regarding feeding the birds at Deardon Orchard

This had not yet been done.

ACTION – The Clerk to follow up with member of the public

- 23/RA/65.1 Facilities Manager to obtain planning permission for toilets at Millworth Lane

This was on the agenda

- 23/RA/65.2 Cllr Clarke to arrange a meeting of the Sports Working Party

This had been done

- 23/RA/65.3 Clerk to develop a plan for discussion at the Sports Working Party

This had been done

23/RA/66.1 Clerk to add the Lease for Manor Ground to the agenda of the next Full Council Meeting

This will be on the Agenda for the meeting on 28th June 2023

23/RA/67.1 Clerk to inform the UoR that the perimeter fence to the site at High Copse had blown down

This had been done

23/RA/69.2 Facilities Manager to obtain quotes for the remedial work on the fruit trees at Deardon Orchard

This was on the agenda

23/RA/71.2 Facilities Manager to report to the next meeting on the number and position of additional notice boards

This was on the agenda

23/RA/71.3 Facilities manager to arrange for the display to be made and erected of the Parish Timeline and List of Council Chairmen

This was on the agenda

23/RA/71.5 Clerk to apply to WBC for signage to the School Green Centre and the Manor Ground

This had been done.

23/RA/72.1 Clerk to complete the contract with Chapel Lane Pre-School

The Facilities Manager reported that he was still waiting for this

23/RA/72.2 Clerk to draft a policy before responding to the resident regarding a memorial tree at the Spencers Wood Recreation Ground

This was on the agenda

23/RA/73.1 Clerk to draft Terms of Reference for the Facilities Committee and the Arts, Culture and Events Committee

This is on the agenda

23/FC/7

Works Update

- 7.1 The Facilities Manager reported on the progress towards the final completion of the new MUGA at Spencers Wood Pavilion

The Facilities Manager reported that the MUGA was being well used

- 7.2 Verbal report on the provision of enabling works for access to the Spencers Wood MUGA

The Facilities Manager reported that the enabling works would commence on Monday, 12th June by a local company and it was anticipated that the work would take approximately four days. This would ensure that the MUGA was accessible by a path during any weather conditions.

23/FC/8

Community Services

- 8.1 Verbal report on the Community Services

No report was available at this time. It was agreed that this item be removed from future agendas.

- 8.2 Verbal report on Pavilion Youth Club and the Flat at Shinfield Rise

The Deputy Clerk reported that the Pavilion Youth Club leader now had a laptop and email address and would provide regular updates on the Pavilion Youth Club. The Youth Club had not met during half term due to lack of support workers.

Cllr Tatla reported that from the 19th June the Shinfield North Youth Club would be operating out of St Barnabas Hall and believed that Mark Sandringham would still be involved with this group. Cllr Tatla would clarify this at her imminent visit to the hall.

Cllr Tatla would not be continuing her links with the Youth Clubs due to other council commitments. Cllr Montgomery would act as the contact with the Shinfield North Youth Club.

ACTION –

- Cllr Tatla to establish whether Mark Sandringham was still involved with the Shinfield North Youth Club
- 'Youth Clubs' would transfer to the Arts, Culture and Events Committee agenda for future meetings

Millworth Lane

9.1 Toilets for Millworth Lane

The Facilities Manager reported that an outline of the planning application would be ready within approximately two weeks. Nigel Frankland from the UoR had no issues.

9.2 Verbal report from the Sports Working Party

Cllr Clarke explained the outline plan for proposed sports provision at Millworth Lane. This would include a running track, climbing wall, fitness provision, basketball and netball courts, tennis court, padel tennis courts, and trim trails. Members accepted the proposed provisions as per the plan.

Proposed: Cllr Masseron

Seconded: Cllr Tatla

Approved: Unanimously

Cllr Clarke reported that the football clubs anticipated 2,500 participants and would require more pitches as well as a 3G pitch. Although two had been identified for Hyde End Lane, this was not an ideal position due to a narrow lane and limited parking. The Clerk had written to Wokingham Borough Council (WBC) to try and change the planning to a Pump Track on this site. Need was identified for a rugby pitch, two football pitches and cricket pitch that could be sited at Highcopse.

The Clerk had written to WBC to see if a 3G pitch could be on the site adjacent to the Mere oak park and ride but had not yet had a response.

9.3 **Fitness Training at Millworth Lane**

The second fitness training provider withdrew their proposals. Members therefore agreed to progress with the first company that had previously presented to the Recreation and Amenities Committee.

Proposed: Cllr Masseron

Seconded: Cllr Tatla

Approved: Unanimously

ACTION – Clerk to inform the sports training provider of the decision of the committee

23/FC/10**Allotments**

10.1 Orchard Rise

The Facilities Manager reported that the lease was with Taylor Wimpey (TW) solicitors. WBC had inspected the drainage and TW had cleaned it. Manure had been delivered and would be mixed into the soil. The allotment holders are lined up and ready to take over the plots.

10.2 Allotment Appeal

The Facilities Manager wished to thank the Councillors who had assisted with a recent allotment appeal.

23/FC/11**School Green Centre**

11.1 Timeline displaying the history of the parish and names of former Chairs of the Parish Council

The Timeline had been made and was now displayed in the corridor on approach to the Pound Green Room. The Facilities Manager reported that the sign was designed so future significant additions could be included. Members expressed their appreciation of the work done to complete the Timeline.

11.2 School Green sign

The Facilities Manager reported that the sign was being made and the deposit had been paid.

23/FC/12**Spencers Wood Pavilion and Recreation Ground**

12.1 Chapel Lane Pre-School

The Facilities Manager reported that the Clerk was still waiting for the contract and would chase them up.

ACTION – Clerk to follow up the contract with Chapel Lane Pre-School

12.2 Memorial Tree at Spencers Wood Recreation Ground

The Clerk would respond to the request based on the proposed policy for Memorial Benches Policy

ACTION – Clerk to respond to the request

23/FC/13**Manor Ground****13.1 Manor Ground Pavilion**

The Facilities Manager reported that everything was going well and he was currently investigating cleaning support. It was stressed that any designed faults should be recorded so these are considered when the pavilion at High Copse is built.

ACTION – Clerk to send the lease to members for comment with a specific time of seven days to respond

23/FC/14**Parish Wide Items****14.1 Picnic tables at Deardon Field**

The Facilities Manager was in the process of obtaining quotes.

14.2 Fruit Trees at Deardon Orchard

The Facilities Manager had circulated a report from Tree Solutions assessing the condition of the fruit trees and had now received a quote for remedial work. The report states that the trees were not in as bad a condition as originally reported. Tree Solutions would work with the 'volunteers' to assist with the long term maintenance at certain points in the year.

ACTION – Facilities Manager to contact Ian Young, as the lead contact for the volunteer group, and arrange a suitable date for work to take place

14.3 Community Notice Boards

The Facilities Manager reported that it was not felt necessary to purchase additional notice boards. He had circulated a plan showing the current position of existing notice boards and it was felt unnecessary for the one positioned near the roundabout of Hyde End Lane / Hollow Lane / Arborfield Road junction as it was very close the one positioned at the front of the School Green Centre.

Members requested the numbers of those who had signed up for the electronic newsletter to be in a better position to assess the situation.

ACTION – Clerk to obtain numbers of people signed up to the electronic newsletter

14.4 School Green Working Party

Nothing further to report

14.5 Memorial Benches

Members approved the policy for Memorial Benches

Proposed: Cllr Tatla

Seconded: Cllr Masseron

Approved: Unanimously

14.6 High Copse Pavilion

Cllr Clarke reported that a meeting would be taking place soon. Design issues raised from the Manor Pavilion would be taken into consideration in the planning.

23/FC/15

Ryeish Green Pavilion

15.1 Marketing of Ryeish Green Pavilion

The Clerk was still awaiting a response from the marketing company

23/FC/16

Date of Next Meeting

16.1 The next meeting to be held on Wednesday, 5th July.

The meeting ended at 20:41

List of Actions

S3/FC/2.1	To elect a Vice-Chair of the Facilities Committee for 2023/24 at the meeting on 5 th July 2023	Councillors
23/FC/6 23/RA/60.2	Clerk to follow up a request to feed the birds at Deardon Field	Clerk
23/FC/8.2	Cllr Tatla to establish whether Mark Sandringham was still involved with the Shinfield North Youth Club	Cllr Tatla
23/FC/8.2	Clerk to transfer item 'Youth Clubs' to the Arts, Culture and Events Committee agenda for future meetings	Clerk
23/FC/9.3	Clerk to inform the sports training provider of the decision of the committee	Clerk
23/FC/12.1	Clerk to follow up the contract with Chapel Lane Pre-School	Clerk
23/FC/12.2	Clerk to respond to the request for a memorial tree	Clerk
23/FC/13.1	Clerk to send the lease for Manor Ground Pavilion to members for comment with a specific time of seven days to respond	Clerk
23/FC/14.2	Facilities Manager to contact Ian Young, as the lead contact for the volunteer group, and arrange a suitable date for work to take place on the trees at Deardon Orchard	Facilities Manager
23/FC/14.3	Clerk to obtain numbers of people signed up to the electronic newsletter and to report back to the committee	Clerk

Pricing Overview

The costs take into consideration price increases across all sectors – particularly imported materials and aggregates.

The price difference between the 'Salt 'n' Pepper Granite used for Swallowfield Parish, and a more popular Porcelain tile is approximately £120 +VAT with the granite being the more expensive.

I am happy to supply samples of various colours/ designs to ascertain the style of surface required.

Materials and tool/machine hire	£ 2,751.75
Labour - inc. preliminaries, & protection etc.	£ 3,409.60
TOTAL	£ 6,161.35



The prices above are for using a large format porcelain tile, 600x900x20mm

