

To all members of the Facilities Committee

Notice is hereby given that a meeting of the Facilities Committee will be held on
WEDNESDAY 3rd September 2025 at 19.30 at the School Green Centre



Bruce Winton
Chief Executive and Clerk to the Parish Council
29th August 2025

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

Agenda

- 1. Public Questions**
 - 1.1 To **RECEIVE** and **CONSIDER** public questions
- 2. Apologies and declaration of members' interests**
 - 2.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
 - 2.2 To **RECEIVE** members' declarations of interest
- 3. Minutes of the previous meeting**
 - 3.1 To **RECEIVE** and **APPROVE** the minutes of the Facilities Committee held on 2nd July 2025 as a correct record of the meeting and to authorise the Chair to sign the same*
 - 3.2 To **CONSIDER** matters arising from the minutes
- 4. Millworth Lane / High Copse redevelopment**
 - 4.1 To **RECEIVE** and **CONSIDER** an update for the Fitness Centre at Millworth Lane
 - 4.2 To **RECEIVE** and **NOTE** an update from the working party on High Copse sports usage including proposals for tendering cricket facilities*
 - 4.3 To **RECEIVE** and **NOTE** a verbal update on water irrigation for the sports pitches at High Copse*
 - 4.4 To **RECEIVE** and **NOTE** the official opening of High Copse will be rescheduled for Spring 2026
- 5. Ryeish Green Pavilion**
 - 5.1 To **RECEIVE** and **CONSIDER** an update from the working party to look at viable options for the future of Ryeish Green Pavilion
- 6. Room charges for 2026/27**
 - 6.1 To **RECEIVE** and **CONSIDER** the proposed room charges for 2026/27*

7. Microgeneration

- 7.1 To **RECEIVE** and **CONSIDER** an update on microgeneration within the Shinfield Parish Council estate

8. School Green Centre and School Green

- 8.1 To **RECEIVE** and **NOTE** a verbal update on matters relating to the School Green Centre
- 8.2 To **RECEIVE** and **NOTE** an update from the Café Working Party
- 8.3 To **RECEIVE** and **NOTE** a verbal update from the School Green Working Party

9. Spencers Wood Pavilion

- 9.1 To **RECEIVE** and **CONSIDER** a verbal update on the internal refreshment of Spencers Wood Pavilion
- 9.2 To **RECEIVE** and **CONSIDER** an update on the installation of the Youth Shelter

10. Allotments

- 10.1 To **RECEIVE** and **CONSIDER** the government proposals to build on allotment sites
- 10.2 To **RECEIVE** and **NOTE** a verbal update on the allotments inspection process

11. Parish Wide Items

- 11.1 To **RECEIVE** and **CONSIDER** the decommissioning of the playpark on Church Lane
- 11.2 To **RECEIVE** and **CONSIDER** a verbal update from Cllr Clarke on the Environmental Field at the end of Hayes Drive
- 11.3 To **RECEIVE** and **CONSIDER** a verbal update from Cllr Clarke on the grassed area at Deer Leap Park
- 11.4 To **RECEIVE** and **CONSIDER** an update from Cllr Clarke for the open area next to the two new football pitches at Hyde End Lane
- 11.5 To **RECEIVE** and **CONSIDER** the size and collection schedule of parish waste bins due to the increased number of properties in the parish
- 11.6 To **RECEIVE** and **CONSIDER** a verbal report from Cllr Clarke on the condition of the parish roundabouts

12. Correspondence

- 12.1 To **RECEIVE** and **NOTE** any correspondence received

13. Date of Next Meeting

- 13.1 To **NOTE** the next meeting of the Facilities Committee meeting will be held on Wednesday, 1st October 2025 at 19:30 with a presentation from the University of Reading starting at 19:00.

* Report attached ** Report to follow

Minutes of a meeting of
The Facilities Committee
held on Wednesday 2nd July 2025
at the School Green Centre commencing at 19:30

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

Attending: Cllr Tatla, Chair of the Council
Cllr Glover
S Herring (Deputy Clerk)
S Ali (Facilities Manager)
2 Members of public

25/FC/72 Public Questions

72.1 There were no public questions.

25/FC/73 Apologies and declarations of Members' Interest

73.1 There were no apologies for absence.

73.2 Declarations of Members' interests

There were no declarations of Members interests.

25/FC/74 Minutes of the Previous Meeting

74.1 The minutes of the Facilities Committee meeting held on 4th June 2025 were approved as a correct record and signed by Cllr Johnson

Proposed: Cllr Clarke
Seconded: Cllr Jahromi
Approved: Unanimously

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

25/FC/49.2

25/FC/15.2 Clerk to send quotes received from Cloudy IT to members of the committee

Quotes had been sent to Cllr Johnson. The Clerk and Deputy Clerk had been to view the system at Bracknell Town Council and could see the benefits it would bring to the council. The software for Parish/Town Councils could potentially save much time in agenda and minute preparation.

A demonstration would be arranged onsite and members were welcome to join the session.

Cllr Peer requested that microphones to enhance the sound during meetings would be welcome.

ACTION – Deputy Clerk to arrange a demonstration with Cloudy IT to involve Cllr Johnson

25/FC/33.1 Facilities Manager to arrange for the sign to be ordered and displayed at Spencers Wood Pavilion and Recreation Ground

This had been done.

25/FC/50.2.1 Clerk to discuss wording of the sign for Mill worth Lane Recreation ground with the council's solicitor

This would be done.

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

25/FC/50.2.2 Clerk to arrange for signage relating to Liability at other sites on the same lines as that proposed for Mill worth Lane Recreation Ground

This would be done.

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

25/FC/52.2 Discussion on Youth Shelters to be on the agenda of the next meeting of the committee

This was on the agenda – see minute 25/FC/81.2

- 25/FC/63.1.1** Deputy Clerk to add Budget requirements for 2026/27 to the agenda of the next meeting of the committee

This had been done – see minute 25/FC/76.1

- 25/FC/63.1.2** All members of the Committee to input to items for consideration for budget requirements for 2026/27

This was on the agenda – see minute 25/FC/76.1

- 25/FC/64.1.1** Facilities Manager to order the ramp for the toilets at Mill worth Lane

The Facilities Manager was in discussions with companies to obtain quotes.

- 25/FC/64.1.2** Meeting to be arranged between the Clerk, Facilities Manager, Cllrs Johnson and Tatla to discuss the toilets

Toilets were now operational and it was agreed that this item could now be removed from the agenda.

- 25/FC/64.2.1** Clerk to locate the original objection to the 2010 Planning Application 0/2010/1432, Shinfield Meadows

The Clerk had searched extensively for the original objection but had been unable to locate it, however, the Clerk advises that regardless of the position 15 years ago the council's needs have changed.

ACTION – Clerk to request the response given by SPC from WBC Planning Department

- 25/FC/64.2.2** SPC to include a sentence in the Planning Application for the 3G pitch to clarify their change of position from the original objection when it was submitted

This will be done.

- 25/FC/64.3** Clerk to inform the surveyor of the decision of the Committee in relation to the positioning of the Fitness Centre at Mill worth Lane

This had been done. The Facilities Manager was dealing directly with the Fitness trainer regarding the installation work. Quotes received for the concrete base were far greater than the budgeted amount.

ACTION – Facilities Manager to circulate the quotes for the concrete base to members of the committee with details of the specification

- 25/FC/66.1** Cllr Johnson to take some more pictures for the internal wall at Spencers Wood Pavilion

This was on the agenda – see minute 25/FC/81.1

25/FC/66.2.1 Deputy Clerk to circulate quotes for shelters to members of the Committee

This had been done.

25/FC/66.2.2 Clerk to discuss potential shelters with the Police and Youth Leaders

This was on the agenda – see minutes 25/FC/81.2

25/FC/67.1 Clerk to set up a working party to progress the use of the pitches at High Copes

This had not yet been done.

ACTION - Clerk to set up a working party to progress the use of the pitches at High Copes

25/FC/67.2 Facilities Manager to explore options for improving irrigation of the pitches at High Copes

This was on the agenda – 25/FC/77.4

25/FC/67.2.1 Facilities Manager to secure the Reish Green Pavilion with metal doors

This had been done.

25/FC/67.2.2 Facilities Manager to take photographs of the inside of the Reish Green Pavilion

This had been done. The Facilities Manager had circulated the photographs to members of the committee.

25/FC/69.1 Cllr Johnson agreed to put the information into an image generator for the Deardon Orchard sign and circulate ideas to the committee

This was on the agenda – see minute 25/FC/83.1

25/FC/69.3-5 The Environmental Field, Hayes Drive; Deer Leap Park, Grassed area; Open space adjacent to the two new football pitches at Hyde End Lane, to be discussed at a meeting with Andy Glencross and Chris Howard, WBC

This was on the agenda – see minutes 25/FC/83.3-5

25/FC/70.1 Clerk to respond to an enquiry for the potential use of Reish Green Pavilion for cheerleading and gymnastics

This had been done. The Clerk had not received any follow up from the cheerleading team, however, the gymnastics team were still interested. The Facilities Manager would arrange a visit to the pavilion with the gymnastics team.

ACTION – Facilities Manager to arrange a visit for the gymnastics team to the Ryeish Green Pavilion

25/FC/75

Terms of Reference

75.1 Members **AGREED** the Terms of Reference for the Facilities Committee

Proposer: Cllr Masseron
Seconder: Cllr Clarke
Approved: Unanimously

The Chair requested that item 25/FC/82 be discussed at this point

25/FC/76

Budget requirements for 2026/27

76.1 Cllr James clarified that these were items that would come from revenue rather than capital. Items that members would like to be considered in the budget process for 2026/27 were considered.

Revenue items

Pride in the parish
Planting more bulbs
Tidying roundabouts
Bins
Litter pickers
Table tennis tables
Youth shelters
Roundabouts

Capital items

Pump track
Borehole – High Copes
Irrigation system
Container for High Copes

ACTION – Clerk to feedback the Committee's requests for items to be considered in the budget process for 2026/27 to the Finance and General Purposes Committee

25/FC/77

Mill worth Lane / High Copes redevelopment

77.1 Mill worth Sports Park and High Copes

Cllr Johnson, the Clerk and Facilities Manager were involved in meetings with Berkshire and Buckinghamshire Football Association (BBFA), Paul Wescott, University of Reading (UoR) and East Berkshire Football Association (EBFA). He reported that a 3g pitch at High Copse would only be acceptable for replacing one of the pitches lost at Millworth Lane, therefore the retention of

one pitch (either a full size or 9 aside pitch) would be required. 60-75% funding could be covered by the football association if they agreed with the proposals and dependent on the size of the pitch removed from Millworth Lane.

ACTION –

- Cllr Johnson to feedback progression of the project
- Clerk to review the process for initiating the Millworth Lane project to be used as a learning experience for any future projects

77.2 Fitness Centre at Millworth Lane

The Facilities Manager had obtained quotes for the element of work that SPC were committed. Members expressed concerns that the quotes had come in substantially higher than budgeted.

The Facilities Manager explained that the quote included the concrete base, water and electricity supply.

ACTION – Facilities Manager to send members of the Committee the specification and quotes obtained

77.3 High Copse Sports Usage

The Working Party had not yet met. Members of the working party would comprise Cllrs Clarke, James, Johnson, Clerk and Facilities Manager.

ACTION – Clerk to arrange a meeting of the High Copse Sports usage working party

77.4 High Copse/Sport pitch

Due to the dry weather concern had been expressed as to whether the pitches would be in a satisfactory state for commencement of the football season. Karl Eastmondbye confirmed that the grass was only surface scorching and had a good root system; he was confident that the grass would quickly recover once there had been some rain.

Cllr Boyer had provided some AI research on bore holes and had circulated the report to members prior to the meeting. There would be an estimated initial, one off, cost of £15-25K that could be funded through CIL as a capital project. Ongoing costs would be yearly maintenance costs with a new pump approximately every 5-10 years. Water extraction was not governed by Thames Water, however there was a limit on how much water could be extracted before having to obtain further authority. The water extraction via a bore hole would not be affected if there was a hose pipe ban, therefore, the pitches could still be irrigated.

ACTION – Facilities Manager to appoint a specialist to survey the site with the view to installing a bore hole

25/FC/78**Ryeish Green Pavilion****78.3 Future of Ryeish Green Pavilion**

The Chair proposed that a working party be created with a set deadline to provide viable options for the future use of Ryeish Green pavilion with the understanding that if no viable options were identified the building should then be put forward for sale.

Members of the working party would be Cllrs Clarke, Johnson, Masseron and the Facilities Manager.

ACTION –

- Ryeish Green Pavilion working party to present viable options for the use of the pavilion by the end of November 2025
- Clerk to send quotes and details previously obtained to members of the working party

25/FC/79**Microgeneration****79.1 The Chair proposed that this item be adjourned to the next meeting.**

ACTION: Deputy Clerk to add Microgeneration to the agenda of the next meeting

25/FC/80**School Green Centre and School Green****80.1 School Green Centre**

There was nothing to report.

80.2 School Green Working Party

The Facilities Manager was still awaiting quotes for a potential path across the School Green.

25/FC/81**Spencers Wood Pavilion****81.1 Upgrade to the Community Room**

The Deputy Clerk reported that the 'feature wall' idea was still outstanding. A suggestion was that a map of the parish highlighting significant points of interest be designed.

ACTION – Deputy Clerk to present an example of a 'feature wall' at the next meeting.

81.2 ASB at Spencers Wood Pavilion

The Clerk had not yet had a response from the PCSOs, however, Cllr Johnson had discussed this with the PCSO who requested that they be involved in the decision-making process for the location.

The Youth Leader was in favour of a shelter and recommended the 'Hangout' design previously circulated; the perspex backing would protect those using it from the rain, however, members of the committee were concerned that this could easily become damaged. She had offered to discuss a potential youth shelter with young people in the parish to ascertain their views.

The current preferred positioning of the shelter would be in the area on the corner where the path to the pavilion meets with the car park.

ACTION –

- Clerk to check that the quotes for the potential shelters include the concrete base
- Clerk to inform PCSOs and Youth Leader of the potential location of the shelter

81.3 Gym Equipment at Spencers Wood Recreation Ground

The Facilities Manager reported that he was waiting for the contractor to visit to assess the condition of the gym equipment. There was also some graffiti that needed removing that would be dealt with.

25/FC/82

Allotments (*this item was taken earlier in the meeting after minute 25/FC/75*)

82.1 Allotment fees applicable from October 2026

82.1.1 Removal of concessions for 2026/27

The Deputy Clerk set out the proposals for removal of historical concessions on allotment plots and the implications for allotment holders. There had been no concessions issued since 2020. This would ensure that charges for allotment plots were consistent for all holders. This would also streamline the administrative process.

Members **AGREED** to discontinue any charges where concessions had historically been applied.

Proposed: Cllr Masseron
Seconded: Cllr Peer
Approved: Unanimously

ACTION –

- Deputy Clerk to inform the Allotments Officer of the decision of the committee
- Allotments Officer to set out clearly the change in charges for allotment holders and offer assistance for anyone in extreme hardship

82.1.2 Allotment fees for 2026/27

The Deputy Clerk set out options for increasing the charges for allotment plots. Due to the decision to remove historical concessions, two proposals were put forward:

5% increase proposed by Cllr Masseron

10% increase proposed by Cllr Jahromi

Approved: 3 votes for a 5% increase
 4 votes for a 10% increase

It was **AGREED** to increase the allotment charges by 10% for the year 2026/27

ACTION – Deputy Clerk to inform the Allotments Officer of the decision of the committee

82.2 Allotments inspection process

Allotment inspections had taken place every month. This had resulted in significant improvements across all sites. Warning letters would be sent out if the condition of those plots identified as requiring improvement had not shown a significant improvement since the previous inspections.

25/FC/83

Parish Wide Items

83.1 Information Board at the Deardon Orchard

There had been no further movement on this project. The Deputy Clerk submitted an alternative image for consideration.

ACTION – Clerk to contact Freely Fruity to agree on an appropriate sign for the Deardon Orchard

83.2 Grazeley Road Pond

The Facilities Manager reported that the pond was being monitored on a weekly basis. Andy Glencross, WBC had been contacted for advice on how to maintain the pond in the long term.

ACTION – Clerk to contact the resident who first raised the issue of the condition of the pond for feedback

83.3 Environmental Field at the End of Hayes Drive

Cllr Clarke continued to express concerns that Taylor Wimpey had left this area in a bad state. It was recognised that WBC needed to follow up this with Taylor Wimpey.

83.4 Deer Leap Park – grassed area

Cllr Clarke and BCllr Glover had met with Andy Glencross regarding this area. BCllr Glover had approached residents who were against any seating areas and it was suggested that the area be levelled, spread with topsoil and grassed.

Members **AGREED** that this would be the best solution for this area

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

Cllr Clarke raised the area of land near the two new football pitches that was another area for Taylor Wimpey to complete. Previously planted fruit trees had been destroyed by deer as they had not been protected. A potential plan could be to extend the existing SANG area.

ACTION – Items 83.3, 83.4, 83.5

Members of the committee to put forward ideas for the three areas for review at the next meeting

83.6 Parish Waste bins

Cllr Johnson expressed his frustration with the overflowing bins in the parish where residents were disposing of household waste. He had met with Select, Cllrs Hoyle and Masseron to ascertain the issues around bin positioning and emptying. Bins were owned by WBC, UoR, SPC and developers. Select would send in a report identifying the main areas of concern. A suggestion was to stick notices on the bins as a reminder of their purpose and inform residents that household waste was deemed as flytipping. The cost of a sign was approximately £3.50. It was also suggested that a leaflet drop of affected areas would be appropriate.

ACTION – Cllr Johnson to report back to the next meeting

83.7 Parish roundabouts

Cllr Clarke expressed concern over two roundabouts in the parish

- junction of Arborfield Road and Hollow Lane
- junction of Church Lane, Hayes Drive and Coronation Drive

These were overgrown and did not give a good impression of the Parish.

Suggestions were to contact local businesses to adopt the roundabouts, for example Lidl's for the Arborfield Road roundabout. A list was currently being compiled of local business and would be helpful for this project.

ACTION –

- **Clerk to contact Lidl's to ask if they were interested in sponsoring a roundabout**
- **Facilities Manager to contact WBC to requested that the roundabouts be tidied up**

Parish Vision

25/FC/84

84.1 The Clerk and Chair of the Council were producing a short paper on how the council might achieve a parish vision. At this stage they were looking for things that may be appropriate to include in a vision. Potential concepts were:-

- Pride in the Parish (flower planting, etc)
- Parish gates / lights in the trees on the village green
- Being encouraging and inviting

25/FC/85

Correspondence

8.1 There was no correspondence

25/FC/86

Date of Next Meeting

86.1 The next meeting would be held on Wednesday, 3rd September 2025

The meeting ended at 21:44

List of Actions

25/FC/49.2		
25/FC/15.2	Deputy Clerk to arrange a demonstration with Cloudy IT to involve Cllr Johnson	Deputy Clerk
25/FC/50.2.1	Clerk to discuss wording of the sign for Millworth Lane Recreation ground with the Council's solicitor	Clerk
25/FC/50.2.2	Clerk to arrange for signage relating to Liability at other sites on the same lines as that proposed for Millworth Lane Recreation Ground	Clerk
25/FC/64.2.1	Clerk to request the response given by SPC from WBC Planning Department.	Clerk
25/FC/64.3	Facilities Manager to circulate the quotes for the concrete base to members of the committee with details of the specification	Facilities Manager
25/FC/67.1	Clerk to set up a working party to progress the use of the pitches at High Copse	Clerk
25/FC/70.1	Facilities Manager to arrange a visit for the gymnastics team to the Ryeish Green Pavilion	Facilities Manager
25/FC/76.1	Clerk to feedback the Committee's requests for items to be considered in the budget process for 2026/27 to the Finance and General Purposes committee	Clerk
25/FC/77.1	- Cllr Johnson to feedback progression of the project - Clerk to review the process for initiating the Millworth Lane project to be used as a learning experience for any future projects	Cllr Johnson Clerk
25/FC/77.2	Facilities Manager to send members of the Committee the specification and quotes obtained for the element of work that SPC were committed	Facilities Manager
25/FC/77.3	Clerk to arrange a meeting of the High Copse Sports usage working party	Clerk
25/FC/77.4	Facilities Manager to appoint a specialist to survey the site with the view to installing a bore hole	Facilities Manager
25/FC/78.3	- Ryeish Green Pavilion working party (RGPWP) to present viable options for the use of the pavilion by the end of November 2025 - Clerk to send quotes and details previously obtained to members of the working party	RGPWP Clerk
25/FC/79.1	Deputy Clerk to add Microgeneration to the agenda of the next meeting	Deputy Clerk

25/FC/81.1	Deputy Clerk to present an example of a 'feature wall' at the next meeting	Deputy Clerk
25/FC/81.2	Clerk to check that the quotes for the potential shelters include the concrete base Clerk to inform the PCSOs and Youth Leader of the potential location of the shelter	Clerk Clerk
25/FC/82.1	- Deputy Clerk to inform the Allotments Officer of the decision of the committee to discontinue concessions for 2026/27 onwards - Allotments Officer to set out clearly the change in charges for allotment holders and offer assistance for anyone in extreme hardship - Deputy Clerk to inform the Allotments Officer of the decision of the committee to increase allotment charges by 10% for the year 2026/2027	Deputy Clerk Allotments Officer Deputy Clerk
25/FC/83.1	Clerk to contact Freely Fruity to agree on an appropriate sign for the Deardon Orchard	Clerk
25/FC/83.2	Clerk to contact the resident who first raised the issue of the condition of the pond for feedback	Clerk
25/FC/83.3, 4 & 5	Members of the committee to put forward ideas for the three areas 1) Environmental Field at the end of Hayes Drive 2) Deep Leap Park – grassed area 3) Open space adjacent to the two new football pitches at Hyde End Lane	All members of the Committee
25/FC/83.6	Cllr Johnson to report back to the next meeting regarding parish waste bins	Cllr Johnson
25/FC/83.7	- Clerk to contact Lidl to ask if they were interested in sponsoring a roundabout in the parish - Facilities Manager to contact WBC to requested that the roundabouts be tidied up	Clerk

Invitation to Tender – Use of New Parish Cricket Pitch & Pavilion

This document is AI generated to initiate discussion on the potential tender document. It is put forward as starting point for discussions in the meeting

AI content

Issued by: Shinfield Parish Council

Opportunity: License for a cricket club to use the new cricket pitch and pavilion at Millworth Lane (High Copse Recreation Ground) as its home ground.

1. Background & Facility Overview

Shinfield Parish Council has developed a new **cricket pitch and pavilion** at High Copse Recreation Ground to expand local sports facilities. We are now inviting proposals from interested **cricket clubs** to use this pitch for their home matches and training. The pavilion (with changing rooms, showers, and kitchen area) is available to the club during agreed times.

Importantly, use of the pavilion is non-exclusive: the pavilion remains a community asset open for other community uses when not occupied by the club. The selected club will be granted scheduled access but **must share the facilities** respectfully with other users and the general public.

2. Key Terms of Use

Tenderers should note the following conditions and expectations for using the pitch and pavilion:

- **Shared Pavilion Access:** The club will have rights to use the pavilion on match days and training sessions, but **will not have exclusive occupancy**. The Council may allow other groups to use the pavilion at different times (e.g. community events, other sports). The club is expected to coordinate and avoid conflicts in scheduling.

- **Scheduling of Matches/Training:** The proposal should outline your typical schedule (e.g. **league matches on Saturdays**, practice on one evening a week). Some dates may be reserved by the Council for public events or maintenance; flexibility in scheduling is required. The club's **willingness to adjust and share the facility** for parish events or other sports will be considered positively ¹.
- **Maintenance & Housekeeping:** The Parish Council will maintain the field to a good standard (regular grass cutting, major pitch care). The club will be responsible for **basic pitch preparations** (rolling the wicket, marking creases on match days) and for keeping the pavilion clean and secure during use. After each use, **changing rooms must be cleaned and all belongings removed after each use, rubbish removed, and all lights/equipment turned off**. Failure to leave facilities tidy could result in additional charges or termination of the agreement.
- **Equipment & Storage:** The club may store some equipment on site (e.g. stumps, small roller) by agreement, but storage space is limited. All equipment left is at the club's own risk. No alterations to the pavilion (e.g. installing locks or mounting trophies) can be made without Council approval. The club **may not sub-let or assign** use of the pitch or pavilion to any third party – only the selected club and its members are permitted to use the facilities under the agreement.
- **Term of Agreement:** The Council anticipates an initial licence term of **1 year (2026 season)**, with potential to extend for a longer term (e.g. 3 years) subject to satisfactory performance. This allows a trial period to ensure the arrangement works well for both parties.
- **Compliance and Conduct:** The club must adhere to all relevant health and safety requirements. This includes conducting appropriate **risk assessments** for its activities and having a system to **report any accidents or incidents** to the Council ². The club should ensure good conduct by its players and supporters at all times (respect for neighbours, no excessive noise or nuisance). Pavilion rules (no smoking inside, responsible alcohol use, etc.) will be outlined in the licence agreement and **must** be followed.

3. Financial Contribution Expectations

A key part of the tender is the **financial contribution** the club will make towards the facilities' upkeep and utilities, as well as its overall financial stability:

¹[Prep - Minutes of Facilities Meeting - 05-02-2025](#)

²[Shinfield Public Art Vision - DRAFT v1](#)

- **Annual Rental/Usage Fee:** The club should propose an **annual fee** (or per-season fee) it will pay to the Parish Council for the use of the pitch and pavilion. This fee will contribute to maintenance costs and the value of having a dedicated home ground. The Council is not obligated to accept the highest fee blindly; we will consider the fee in balance with community benefits offered ³. However, a fair and realistic contribution is expected.
- ~~**Maintenance/Utility Contributions:** If the club can take on some maintenance tasks (e.g. preparing the wicket, minor repairs) or cover certain utility costs (electricity, water for pavilion), please specify this. For example, the club might offer to pay the pavilion's electricity bill during the months of use, or to fund annual reseeding of the pitch. **In-kind contributions or direct maintenance work** by the club will be viewed as part of its financial contribution.~~
- **Club Financial Stability:** The proposal should demonstrate the club's **financial capability** to meet its commitments. Include a brief outline of the club's finances (e.g. main income sources such as memberships, sponsorship; confirmation of no significant debts). The Council may request evidence such as a recent financial statement or a letter from the club's treasurer. A financially stable club gives confidence that rent will be paid on time and the arrangement will be sustainable.
- **Insurance:** The successful club must hold adequate **Public Liability Insurance** (minimum cover £5 million) to cover any claims arising from its use of the facilities. Proof of insurance will be required prior to signing the agreement, and the policy must be maintained throughout the term. The club is also responsible for insuring its own equipment.

4. Community Benefit and Resident Involvement

Shinfield Parish Council's priority is that this arrangement brings value to our local community. **Tenders should clearly explain how the club will benefit parish residents:**

- **Open Membership to Parish Residents:** The club should be open for **local residents to join as players or social members**. Please indicate current involvement of parish residents in the club (if any), and any plans to actively recruit from the Shinfield/Spencers Wood area. Preference may be given to a club with significant local membership or credible plans to build it.
- **Youth Development and Coaching:** Detail any **junior cricket programmes** or coaching the club offers. For example, running youth teams (U11, U13, etc.), All Stars Cricket for kids, or coaching sessions in local schools. A club that invests

³[Explaining the SPA logo](#)

in youth development and provides opportunities for young people in the parish to learn cricket will score highly. If you don't currently have a youth section, outline if you intend to establish one.

- **Community Events & Integration:** Describe how the club will integrate into the community beyond regular matches. This could include:
 - **Open days or taster sessions** for residents to try cricket.
 - **Charity or exhibition matches** (e.g. a match in aid of a local cause, inviting village participation).
 - Collaboration with community events (for instance, a stall or activity at the village fête, or hosting an annual "Parish vs Club" friendly match).
 - Allowing community use of the pitch at certain times (e.g. informal youth games) under supervision.
- **Inclusivity:** The Council values clubs that promote inclusive participation (men, women, juniors, seniors, people with disabilities). If relevant, mention any ladies' team, mixed teams, or accessible cricket formats you run or plan to introduce. Ensuring **cricket is accessible to all in the parish** is an important benefit.

By demonstrating strong community benefits, the club shows it will be not just a user of the facility, but a **partner in supporting community well-being**. This section will be a significant part of the evaluation.

5. Club Background and Capability

To assess the club's suitability, please provide information on the club's background and how it will manage the use of the facility:

- **Club History & Status:** Briefly describe the club's history (year founded or years active, notable milestones). Are you a **local club** from the Shinfield/Reading area? Which league(s) do you play in, and what division/level? Include the number of teams (e.g. 2 Saturday XIs, 1 Sunday XI, junior squads) and approximate total membership.
- **Governance & Management:** Outline the club's governance structure. Identify key officers (Chair, Secretary, Treasurer, Club Welfare Officer for juniors, etc.). Confirm that the club is properly constituted and abides by ECB (England & Wales Cricket Board) guidelines and codes of conduct. A well-structured club with designated contacts will facilitate smooth coordination with the Council. Please provide the **primary contact person** for this tender and future liaison (name, role, phone, email).
- **Experience with Facility Management:** If the club currently uses or has previously used other grounds that it does not own, briefly describe those arrangements (name of ground, landlord, how long you've been there). You may

include a reference contact (e.g. a committee member of that sports association or council) who can attest to the club's reliability as a tenant/user. Any positive track record of maintaining facilities or working in partnership with local authorities will be advantageous.

- **Safeguarding and Safety:** Confirm that if juniors are involved, the club has the necessary **safeguarding policies** and DBS-checked coaches/volunteers in place (in line with ECB's Safe Hands policy). Even for adult-only clubs, outline your approach to ensuring player safety and first aid (e.g. having a first aider present, first aid kit availability). The Council needs to ensure the club will operate safely and responsibly on our premises.

6. Evaluation Criteria

The Parish Council will evaluate tender submissions against the following **weighted criteria**:

Criteria Category	Key Points Assessed
Facility Use & Sharing	Commitment to non-exclusive use and sharing of pavilion; proposed scheduling fits community use; readiness to upkeep and respect facilities (cleaning, maintenance).
Financial Offer & Stability	Level of annual fee offered; contributions to running costs; realism of financial proposal ¹ ; evidence of club's financial stability and insurance cover.
Community Benefit & Development	Degree of benefit to local residents (open membership, local engagement); youth development plans ⁴ ; community events and inclusive initiatives proposed.
Club Experience & Governance	Club's experience and reputation; management structure and point of contact; demonstration of reliability (references, past partnerships); compliance with safeguarding and safety requirements.

The Council will seek the **best overall value** for the community – this is not necessarily the highest financial bid, but the proposal that excellently balances reliable operation, fair contribution, and community enrichment.

A scoring system will be used, and top-scoring bidders may be invited for an interview or presentation if needed before final selection.

7. Submission Instructions

Interested cricket clubs should submit a **written proposal** (maximum 10 pages, plus any supporting documents like accounts or letters) addressing **all sections 2–5** above. The proposal **must** be delivered by **5:00 pm on Sunday, 30th November 2025**. Submit by email to or as a hard copy to the Parish Council Office at [Address].

Include with your proposal:

- This completed **Form of Tender** (signed by an authorised club representative) – [Attachment A].
- Any supporting evidence (e.g. club constitution, latest financial summary, proof of insurance if available, reference letters).
- [Optional] A draft schedule or calendar of your intended usage for the 2024 season.

The Council will acknowledge all submissions received. Late submissions may not be considered.

8. Tender Process Timeline

- 1 Sep 2025: Tender Invitation Issued

Tender opportunity advertised to local cricket clubs and on parish website.

- 15 Sep 2025: Site Visit / Q&A Session

Interested clubs can visit the pitch & pavilion at 6:30pm to view facilities and ask questions.

- 29 Sep 2025: Tender Submission Deadline

Clubs must submit their proposals by 5:00pm. Council confirms receipt.

- October 2025: Evaluation & Interviews

Parish Council evaluates proposals; may invite top candidates to present or clarify details.

- Late Oct 2025: Decision and Notification

Council selects the preferred club and informs all tenderers of the outcome.

- Nov 2025: Agreement Finalisation

Licence agreement signed between Council and chosen club; schedule and responsibilities formalised.

- Jan 2026: Commencement

The appointed club begins preparations; official use of pitch starts from the 2026 season (April).

(Dates above are provisional and subject to change. Any changes or addendums will be communicated to all tenderers.)

9. Contact Information

For any **queries or clarifications**, please contact the Parish Clerk:

Email: clerk@shinfieldparish.gov.uk | Phone: 0118 988 XXXX

Interested clubs are strongly encouraged to attend the **Site Visit / Q&A Session on 15 Sep 2025** to see the facilities and ask any questions before submitting their tender.

Shinfield Parish Council looks forward to receiving proposals from cricket clubs that are keen to become a part of our community through the use of this new facility. **This is an exciting opportunity for a club to establish a home ground in Shinfield while contributing to our parish life.** The Council is committed to a fair and transparent selection process to find the best partner for this venture.

Community-Focused Partnership

The ideal club will be a true community partner – not just a tenant. We seek a club that will open its doors to local residents, nurture youth cricket, and add to village life through inclusive events and programmes **【5156†】** .

Responsible Stewardship

The club must be a responsible steward of the shared facilities. This means respecting the pavilion's non-exclusive use **【5†L83-L91】** , keeping the grounds in good condition, and cooperating with the Council to ensure the pitch and pavilion benefit all.

Attachments: Draft Licence Agreement template; Form of Tender (to be completed and signed).



WHITE HORSE CONTRACTORS

SOIL AND WATER ENGINEERING FOR SPORT LANDSCAPE AND ENVIRONMENT

SHINFIELD PARISH COUNCIL
HIGH COPSE COMMON SPORTS PITCHES
SHINFIELD

Job Code: S25-162
Date: EST01: 28.08.25
Initials: JW

SUMMARY FOR OUTFIELD IRRIGATION OPTIONS

Item	Description	Qty	Unit	Rate	Value	Summary
	Areas:					
	Irrigated Area	20,000	m2			
	Total	20,000	m2			
				CAPITAL	ANNUAL*	
1	Borehole + Manual Irrigation			£112,191.00	TBC	
2	Mains Water + Manual Irrigation			£137,041.00	TBC	
3	Mains Water + Automatic Irrigation			£199,742.00	TBC	
	*Annual costs incomplete at present					

Head Office The Stables, Stephen's Yard, Ebbw Vale, Newbury, Berkshire RG20 0HA

T 01865 736 272

E: ewh@whitehorsecontractors.co.uk

W: www.whitehorsecontractors.co.uk





British
Geological
Survey

BGS ID: 427157 : BGS Reference: SU76NW50
British National Grid (27700) : 472820, 167140

ITEM 4-3a

50 76 NW 150
7282, 6714

N141441

RECORD OF WELL

At HIGH CORSE FARM

Town or Village SHINFIELD

County BERKS

268/540

EXACT SIZE
OF WELL

Six-inch sheet 45NE/E Six-inch National Grid sheet 51 728 672
For NATIONAL INSTITUTE FOR State whether owner, tenant, builder,
contractor, consultant, etc.:-

* DELETE
WHICHEVER IS
INAPPLICABLE

Address (if different from above).....
Level of ground surface above sea level (O.D.) 157 ft. If well top is not at ground level, state how far } above: } below: 2 1/2 ft.

SHAFT.....ft.; diameter.....ft.; HEADINGS (please attach details—dimensions and directions)
BORE 400 ft.; diameter of bore: at top 8 in.; at bottom 7 1/2 in.

Full details of permanent lining tubes (position, length, diameter, plain, slotted etc.).....
5" BORE FROM 2'6" TO 2'3" 5"

TEST
CONDITIONS

Water struck at depths of.....ft. below well top.
Rest level of water 52 1/2 ft. above* well top. Suction at 127 ft. Yield on 8 hours* test
pumping at 9480 galls. per 11.2 with depression to 123 ft. below well top.
Recovery to rest level in.....mins.* Capacity of pump 15,000 g.p.h. Date of measurements 12/8/66

NORMAL
CONDITIONS

DESCRIPTION OF PERMANENT PUMPING EQUIPMENT:
Make and/or type SHC LEI Motive power 2 HP 15/3/50 AC
Capacity 10,000 galls. per hour. Suction at 127 ft. below well top.
Amount pumped 15,000 galls. per day. Estimated consumption 150,000 galls. per week.
Well made by CHURCH & DUNN Date of sinking 12/8/66

Information from.....
ADDITIONAL NOTES ANALYSIS (please attach copy if available)

For Survey use only

Date Received 18.7.66

Section 6.....

Pumping test.....

Observ. well.....

Recorder.....

E.R. log.....

Site marked on

1" map 0.2

6" map 0.1/2
(use symbols)

Record forwarded

to.....

date.....

Geological Survey
Water Division
South Kensington
London, S.W.8

LOG OF STRATA OVERLEAF.

SU 76 NW | 50

Contact BGS: ngdc@bgs.ac.uk



①

SU7284 6716

For Survey use only Licence No. L/29/92
N12141

RECORD OF WELL

At HIGH COPSE FARM

Town or Village SHINFIELD

County BERKS

Six-inch sheet 45NE/E Six-inch National Grid sheet SU 7284 6716

NATIONAL INSTITUTE FOR State whether owner, tenant, builder,
For RESEARCH IN DAIRYING contractor, consultant, etc. :-

Address (if different from above)

Level of ground surface If well top is not at ground } above: *
above sea level (O.D.) 157 ft. level, state how far ... } below: 2 1/2 ft.

SHAFT ft.; diameter ft.; HEADINGS (please attach details—dimensions and directions)

BORE 4.00 ft.; diameter of bore: at top 8 in.; at bottom 7 1/2 in.

Full details of permanent lining tubes (position, length, diameter, plain, slotted etc.)

8" BORE TUBE FROM 2'-0" TO 263'-9"

Water struck at depths of ft. below well top.

Rest level of water 52 1/2 ft. ^{above} well top. Suction at 127 ft. Yield on 8 hours' test
pumping at 9480 galls. per HR with depression to 123 ft. below well top.

Recovery to rest level in mins. Capacity of pump 10,000 g.p.h. Date of measurements 13/6/66

DESCRIPTION OF PERMANENT PUMPING EQUIPMENT:

Make and/or type SUMPO 6FI Motive power 20 HP 415/3/50 AC

Capacity 10,000 galls. per hour. Suction at 127 ft. below well top.

Amount pumped 100,000 galls. per day. Estimated consumption 150,000 galls. per week.

Well made by GUTHRIE ALLSEBROOK LTD Date of sinking MAR/MAY '66

Information from

ADDITIONAL NOTES ANALYSIS (please attach copy if available)

For Survey use only

Date Received 18.7.66

Section 6

Pumping test

Observ. well

Recorder

E.R. log

Site marked on

1" map Q

6" map Q.18.7.66
(use symbol)

Record forwarded

to

date

GEOLOGICAL SURVEY,
WATER DIVISION,
SOUTH KENSINGTON,
LONDON, S.W.7.

LOG OF STRATA OVERLEAF.

3/11/59 C6971 W154188—P.S.47 10M 1/60 M.F.L.D. G.722

Data Bank - FEB 1981

(For Survey use only)
 } GEOLOGICAL
 } CLASSIFICATION

GR.T. 23/8/66

BY
11/75

High Lake Farm
Sheffield part of Hills

Visited and amended site slightly.
This is a sealed bore. The data on the record are accurate. Mr. N. Jackson confirmed this.

28/1/75

[illegible]



268/540

N. 12141.

MINISTRY OF HOUSING AND LOCAL GOVERNMENT

SECTION 14 OF THE WATER ACT 1945

LICENCE NO. 29/92

SU76/1

Thames Valley (Conservation of Water) Order 1951

In this licence:-

- (a) "the Minister" means the Minister of Housing and Local Government;
- (b) a group of two letters and eight figures represents the map co-ordinates of the proposed position of the borehole which is the subject of this licence, estimated to the nearest ten metres on the grid of the national reference system used by the Ordnance Survey on its maps and plans.

The Minister, in exercise of his powers under section 14(6) of the Water Act 1945, hereby licenses the National Institute for Research in Dairying, to construct a borehole for the purpose of abstracting underground water at SU72846718 at High Copse Farm, Shinfield near Reading subject to the following conditions:-

- (1) The depth of the borehole shall not exceed 400 feet.
- (2) The capacity of the pump to be installed for abstracting water from the borehole shall not exceed 10,000 gallons per hour.
- (3) Except with the consent of the Minister given after like proceedings with respect to the publication and service of notices, and the making and hearing of objections as apply to the applications for licence under section 14(6) of the Water Act 1945:-
 - (a) not more than 150,000 gallons of water in any one day of 24 hours and not more than 8,200,000 gallons of water in any calendar year shall be abstracted from the borehole during the period ending on 31st December 1970.
 - (b) No water shall be abstracted from the borehole after 31st December 1970.
- (4) As soon as practicable a satisfactory water meter shall be installed to measure the abstraction from the borehole, and readings of the said meter shall be taken and recorded to show the quantity of water abstracted in any one day of 24 hours.
- (5) Any officer authorised for the purpose of section 14(12)(a) of the Water Act 1945, shall on request be permitted to inspect or transcribe records required to be kept by the last preceding conditions and relating to any period not earlier than 5 years before the request is made.
- (6) If the borehole is not constructed within one year from the date of this licence, the licence shall cease to have effect.

GIVEN under the Official Seal of the

Minister of Housing and Local Government

on 6th May 1965.

H. J. RYAN

Assistant Secretary,
Ministry of Housing and Local Government.

L.S.

Sited by O on 6" Borehole

N.B. UNDER THE WATER ACT 1945, IT IS AN OFFENCE PUNISHABLE BY FINE TO CONTRAVENE ANY CONDITION ATTACHED TO THIS LICENCE.

K.365 (Revised Feb. 1963)

All seabrook.

Proposed adjustments to room booking prices for 2026/27

Due to the lead time for bookings, we normally set prices for the next financial year at the September/October meeting. The Committee is therefore required to consider options for 2026/27. Item 6.1a sets out the existing prices with an increase of 3.8% in brackets (current rate of inflation) and Item 6.1b sets out the existing prices with an increase of 2% in brackets.

The recommendation for 2026/27 is to increase prices by 2%, which is below the inflation rate. It is felt that a small increase and additional volume of bookings would be the most effective way to meet the future target income.

School Green Centre

The price structure for the School Green Centre for 2026/2027 was unchanged from the previous year.

Projected budget for

2025/26 is £120,000 + VAT

2026/27 is £125,000 + VAT

The current projection is that the expected target for 2025/26 will be met or slightly exceeded.

Spencers Wood Pavilion, Community Room

The room charge for the Community Room was discounted significantly in 2025/26 to encourage more bookings and has been successful. It is anticipated that a small increase of 2% will not deter future bookings.

Projected budget for 2025/26 is £18,500 + VAT is not changed for 2026/27.

The current projection is that the expected target for 2025/26 will be met.

High Copse Pavilion, High Copse Room

Prices for the hire of High Copse Room have been based on that of the Pound Green Room being of the same size. Until the requirements and terms of use of the football and cricket are established it is recommended a continuation of the alignment of price with the Pound Green Room.

Manor Ground Pavilion

The Manor Ground Pavilion is only available to rent for regular hirers due to the logistical challenges of opening and securing the building. Rates are set in negotiation with the hirer and are not, therefore, included in the schedule of prices.

Options

- 1) Increase charges by 3.8%
- 2) Increase charges by 2% (preferred option)
- 3) Leave charges unchanged for 2026/2027



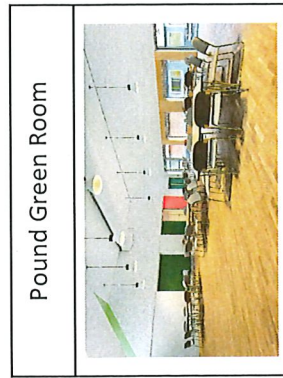
ROOMS FOR HIRE 1st April 2026 to 31st March 2027

All prices are inclusive of VAT

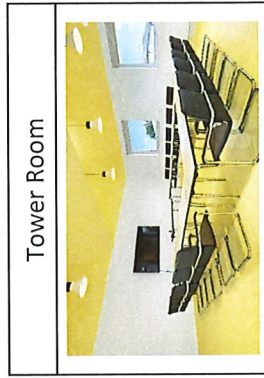
School Green Centre, School Green, Shinfield, RG2 9EH						
Room/Hall Name	Per Hour Weekday £	Per Hour Weekend* £	Room Size	Standing (no furniture)	Seated in rows (theatre style)	Seated with rectangle tables
Pound Green	32.00 (33.20)	49.00 (50.85)	135m ²	136	109	75
Ryeish Green	23.00 (24.00)	35.00 (36.30)	78m ²	88	71	45
Grazeley	25.00 (26.00)	42.00 (43.60)	104m ²	104	84	60
Shinfield	12.00 (12.50)	13.00 (13.50)	22m ²	23	18	12
Spencers Wood	10.50 (10.90)	12.00 (12.50)	21m ²	21	13	8
TMX	12.00 (12.50)	13.00 (13.50)	33m ²	34	27	18
Tower room	25.00 (26.00)	30.00 (31.00)	44m ²	45	36	24
Kitchen	5.00 (5.20)	5.00 (5.20)				
Damage Deposit	Applicable at management discretion					

Spencers Wood Community Centre, Clares Green Road, Spencers Wood, RG7 1DY						
Room/Hall Name	Per hour Week Day £	Per hour Weekend* £	Room Size	Standing	Seated in rows (theatre style)	Seated with tables
Community Room	15.00 (15.50)	25.00 (26.00)	75m ²	100	75	50
Damage Deposits	£100 for Community Room / £100 for internal gate					

NOTE:* For weekend Hire there is a minimum charge of £50 or 3 hours hire



Pound Green Room



Tower Room



Three Mile Cross Room



Community Room

Continued overleaf /

High Copse Pavilion, High Copse, Shinfield RG2 9XY						
(available for bookings until August 2025 – Monday to Thursday Evenings / Friday, Saturday and Sunday)						
Room/Hall Name	Per hour Week Day £	Per hour Weekend** £	Room Size	Standing	Seated in rows (theatre style)	Seated with tables
High Copse Room	32.00 (33.20)	49.00 (50.85)	135m ²	136	109	75
High Copse Room plus kitchen	42.00 (43.60)	59.00 (61.25)	135m ²	136	109	75
Damage Deposits	£100 for High Copse Room / £200 for High Copse Room plus kitchen					

NOTE: ** For weekend Hire there is a minimum charge of £100 **

Manor Ground Pavilion, Garrett Drive, Shinfield RG2 9LE
Available for regular hire – please contact Shinfield Parish Council for further information

Equipment Hire and Waste disposal	
Screen/projector	10.00 School Green Centre & Spencers Wood Pavilion
Smart Screen	20.00 School Green Centre and High Copse Room only
Cinema screen & projector	30.00 School Green Centre, Ryeish Green room only
Film licence fee (per film)	109.20 School Green Centre, Ryeish Green room only
Retractable seating	30.00 School Green Centre, Ryeish Green room only
Microphone	10.00 School Green Centre - Pound Green, Ryeish Green & Grazeley Rooms only
Waste disposal	30.00 School Green Centre and High Copse Room (30 black bin bags to be supplied by the hirer)

- Please check with reception to see if the room you require is available
- Bookings will only be accepted by a completed and signed booking form
- Booking terms and conditions are available from reception and should be read prior to completing the booking form
- Contact - email: bookingenquiries@shinfieldparish.gov.uk phone: 0118 9888 220 (ext 506)

Additional photographs are available on our website www.shinfieldparish.gov.uk/facilities-for-hire/





ROOMS FOR HIRE 1st April 2026 to 31st March 2027

All prices are inclusive of VAT

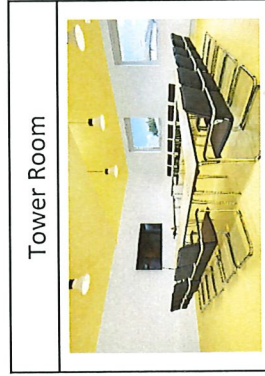
School Green Centre, School Green, Shinfield, RG2 9EH						
Room/Hall Name	Per Hour Weekday £	Per Hour Weekend* £	Room Size	Standing (no furniture)	Seated in rows (theatre style)	Seated with rectangle tables
Pound Green	32.00 (32.60)	49.00 (50.00)	135m ²	136	109	75
Ryeish Green	23.00 (23.50)	35.00 (35.70)	78m ²	88	71	45
Grazeley	25.00 (25.50)	42.00 (42.85)	104m ²	104	84	60
Shinfield	12.00 (12.25)	13.00 (13.25)	22m ²	23	18	12
Spencers Wood	10.50 (10.70)	12.00 (12.25)	21m ²	21	13	8
TMX	12.00 (12.25)	13.00 (13.25)	33m ²	34	27	18
Tower room	25.00 (25.50)	30.00 (30.50)	44m ²	45	36	24
Kitchen	5.00 (5.20)	5.00 (5.10)				
Damage Deposit	Applicable at management discretion					

Spencers Wood Community Centre, Clares Green Road, Spencers Wood, RG7 1DY						
Room/Hall Name	Per hour Week Day £	Per hour Weekend* £	Room Size	Standing	Seated in rows (theatre style)	Seated with tables
Community Room	15.00 (15.30)	25.00 (25.50)	75m ²	100	75	50
Damage Deposits	£100 for Community Room / £100 for internal gate					

NOTE:* For weekend Hire there is a minimum charge of £50 or 3 hours hire



Pound Green Room



Tower Room



Three Mile Cross Room



Community Room

Continued overleaf /

High Copse Pavilion, High Copse, Shinfield RG2 9XY (available for bookings until August 2025 – Monday to Thursday Evenings / Friday, Saturday and Sunday)						
Room/Hall Name	Per hour Week Day £	Per hour Weekend** £	Room Size	Standing	Seated in rows (theatre style)	Seated with tables
High Copse Room	32.00 (32.60)	49.00 (50.00)	135m ²	136	109	75
High Copse Room plus kitchen	42.00 (42.85)	59.00 (60.20)	135m ²	136	109	75
Damage Deposits	£100 for High Copse Room / £200 for High Copse Room plus kitchen					

NOTE:

**** For weekend Hire there is a minimum charge of £100 ****

Manor Ground Pavilion, Garrett Drive, Shinfield RG2 9LE
Available for regular hire – please contact Shinfield Parish Council for further information

Equipment Hire and Waste disposal	
Screen/projector	10.00 School Green Centre & Spencers Wood Pavilion
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Film licence fee (per film)	109.20 School Green Centre, Ryeish Green room only
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Microphone	10.00 School Green Centre - Pound Green, Ryeish Green & Grazeley Rooms only
Waste disposal	30.00 School Green Centre and High Copse Room (30 black bin bags to be supplied by the hirer)

- **Please check with reception to see if the room you require is available**
- **Bookings will only be accepted by a completed and signed booking form**
- **Booking terms and conditions are available from reception and should be read prior to completing the booking form**
- **Contact - email: bookingenquiries@shinfieldparish.gov.uk phone: 0118 9888 220 (ext 506)**



High Copse Room



Manor Ground Pavilion



Cinema screen and seating

Additional photographs are available on our website www.shinfieldparish.gov.uk/facilities-for-hire/

Venue Bookings Information Report - 2025/26 - As at 31 August 2025

Item 6.1c

Income - By Room by Month

Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar TOTAL

School Green Centre

Grazeley	Actual	2,640	3,269	3,119	3,277	1,152											13,458
	Booked						3,566	4,345	3,885	2,646	2,407	1,328	1,418				19,595
	Projected									500	1,500	1,500	2,000				5,500
	TOTAL	2,640	3,269	3,119	3,277	1,152	3,566	4,345	3,885	3,146	3,907	2,828	3,418				38,553
Pound Green	Prior Year	2,754	2,124	3,460	2,375	1,494	2,484	3,428	3,851	2,819	3,678	2,905	3,795				35,168
	Variance	(114)	1,145	(341)	902	(342)	1,082	916	35	327	230	(78)	(377)				3,385
	Actual	2,476	4,056	4,386	3,559	1,539											16,016
	Booked						3,666	4,646	3,102	2,416	972	972	972				16,747
	Projected									500	3,500	2,500	4,000				10,500
	TOTAL	2,476	4,056	4,386	3,559	1,539	3,666	4,646	3,102	2,916	4,472	3,472	4,972				43,263
Ryeish Green	Prior Year	3,232	2,926	4,406	3,696	1,755	3,560	3,635	3,687	2,482	3,746	2,435	4,630				40,188
	Variance	(756)	1,130	(20)	(137)	(216)	106	1,011	(585)	434	727	1,038	342				3,075
	Actual	1,428	1,533	2,161	1,314	850											7,287
	Booked						2,899	3,847	2,926	2,268	764	576	466				13,745
	Projected									500	1,500	1,500	3,500				7,000
	TOTAL	1,428	1,533	2,161	1,314	850	2,899	3,847	2,926	2,768	2,264	2,076	3,966				28,032
Shinfield	Prior Year	2,680	2,502	3,147	1,829	0	2,871	2,568	2,285	2,064	2,177	1,737	3,401				27,260
	Variance	(1,252)	(969)	(986)	(514)	850	28	1,279	641	704	87	339	565				772
	Actual	107	258	273	220	24											882
	Booked						176	255	412	178	206	165	165				1,555
	Projected									200	200	200	200				700
	TOTAL	107	258	273	220	24	176	255	412	278	406	365	365				3,138
Spencers Wood	Prior Year	297	467	314	180	0	385	400	495	297	361	259	388				3,842
	Variance	(189)	(209)	(41)	40	24	(209)	(145)	(84)	(20)	45	106	(23)				(705)
	Actual	568	548	457	483	431											2,486
	Booked						263	645	619	324	368	221	294				2,733
	Projected									100	500	500	500				1,600
	TOTAL	568	548	457	483	431	263	645	619	424	868	721	794				6,819
Three Mile Cross	Prior Year	578	410	538	305	696	745	583	428	263	510	614	590				6,258
	Variance	(9)	139	(81)	179	(266)	(482)	62	192	162	357	106	204				561
	Actual	908	809	839	954	358											3,867
	Booked						1,063	1,437	1,060	867	600	654	644				6,324
	Projected									200	200	200	200				600
	TOTAL	908	809	839	954	358	1,063	1,437	1,060	867	800	854	844				10,791
Tower	Prior Year	605	733	783	271	0	461	953	940	482	604	594	1,079				7,504
	Variance	304	76	56	683	358	602	485	120	385	195	260	(235)				3,287
	Actual	2,264	951	1,048	1,778	1,602											7,642
	Booked						1,556	2,292	1,406	1,234	605	480	700				8,272
	Projected									100	200	200	200				700
	TOTAL	2,264	951	1,048	1,778	1,602	1,556	2,292	1,406	1,334	805	680	900				16,614
Other resources	Prior Year	701	698	1,579	628	508	630	787	1,761	495	798	991	1,879				11,452
	Variance	1,562	253	(531)	1,150	1,095	926	1,505	(354)	839	8	(311)	(979)				5,161
	Actual	255	194	115	118	280											961
	Confirmed						185	150	91	50	10	0	0				486
	Projected							100	100	200	200	200	200				1,000
	TOTAL	255	194	115	118	280	185	250	191	250	210	200	200				2,447
TOTAL FOR SGC	Prior Year	293	160	301	275	164	278	446	158	414	421	273	530				3,711
	Variance	(38)	34	(186)	(158)	116	(93)	(196)	34	(164)	(211)	(73)	(330)				(1,264)
	Actual	10,646	11,618	12,396	11,703	6,235	0	0	0	0	0	0	0				52,599
	Booked						13,372	17,616	13,502	9,982	5,932	4,396	4,658				69,458
	Projected							100	100	2,000	7,800	6,800	10,800				27,600
	TOTAL	10,646	11,618	12,396	11,703	6,235	13,372	17,716	13,602	11,982	13,732	11,196	15,458				149,657
TOTAL FOR SGC	Prior Year	11,138	10,019	14,527	9,558	4,616	11,413	12,800	13,603	9,315	12,294	9,807	16,293				135,383
	Variance	(492)	1,599	(2,130)	2,145	1,619	1,960	4,917	(1)	2,667	1,438	1,388	(834)				14,274

Budget for 2025/26	VAT Inc	144,000
Projected Performance against Budget	VAT Inc	5,657

Venue Bookings Information Report - 2025/26 - As at 31 August 2025

Item 6.1c

Income - By Room by Month

Spencers Wood Pavilion

Meeting Rooms	Actual	985	1,739	2,087	1,648	1,205	2,039	2,179	2,108	1,369	195	195	210	7,664
	Booked													8,294
	Projected										1,200	1,200	1,200	3,600
	TOTAL	985	1,739	2,087	1,648	1,205	2,039	2,179	2,108	1,369	1,395	1,395	1,410	19,558
Prior Year		1,075	1,412	1,772	2,288	1,156	1,387	1,777	1,586	1,058	1,359	1,494	1,943	18,306
	Variance	(90)	327	315	(639)	49	652	401	522	311	36	(99)	(533)	1,251
Pre-School	Actual	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	12,000
	Booked													16,800
	Projected													0
	TOTAL	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	28,800
Prior Year		2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	28,800
	Variance	0	0	0	0	0	0	0	0	0	0	0	0	0
Car Service	Actual	383	383	383	383	383	383	383	383	383	383	383	383	1,915
	Booked													2,681
	Projected													0
	TOTAL	383	383	383	383	383	383	383	383	383	383	383	383	4,596
Prior Year		378	360	399	383	383	383	383	383	383	383	383	383	4,583
	Variance	5	23	(16)	1	1	1	0	0	0	0	0	0	14
Other resources (PA, screen & projector)	Actual	0	0	0	0	10	0	0	0	0	0	0	0	10
	Confirmed													0
	Projected													0
	TOTAL	0	0	0	0	10	0	0	0	0	0	0	0	10
Prior Year		0	0	10	0	0	0	10	0	0	0	0	0	20
	Variance	0	0	(10)	0	10	0	(10)	0	0	0	0	0	(10)
TOTAL FOR SWP	Actual	3,768	4,522	4,870	4,431	3,998	0	0	0	0	0	0	0	21,589
	Booked	0	0	0	0	0	4,822	4,962	4,891	4,152	2,978	2,978	2,993	27,775
	Projected	0	0	0	0	0	0	0	0	0	1,200	1,200	1,200	3,600
	TOTAL	3,768	4,522	4,870	4,431	3,998	4,822	4,962	4,891	4,152	4,178	4,178	4,193	52,964
Prior Year		3,853	4,172	4,581	5,070	3,938	4,170	4,570	4,369	3,841	4,142	4,277	4,726	51,709
	Variance	(85)	350	289	(639)	60	652	391	522	311	36	(99)	(533)	1,255
Budget for 2025/26										VAT Inc		51,000		
Projected Performance against Budget										VAT Inc		1,964		
Village Green & SW Rec	Actual - School Green	0	1,749	297		0	0							2,046
	Actual - SW Rec	175	230	175	145	105								830
	Booked						115	25	25	25	150	150	150	190
	Projected										100	150	150	550
Prior Year		175	1,979	472	145	105	115	25	25	125	150	150	150	3,616
	Variance	65	1,609	512	90	80	986	175	190	110	150	170	170	4,307
Prior Year		110	370	(40)	55	25	(871)	(150)	(165)	15	0	(20)	(20)	(691)
Budget for 2025/26										VAT Inc		2,400		
Projected Performance against Budget										VAT Inc		1,216		