

To all members of the Facilities Committee

Notice is hereby given that a meeting of the Facilities Committee to be held on
WEDNESDAY 5th June 2024 at 19.30 at the School Green Centre.



Bruce Winton
Parish Clerk
30th May 2024

Members: Cllrs Boyer, Clarke, Jahromi, Johnson, Masseron and Peer

Agenda

1. Election of Chair of the Facilities Committee

- 1.1 To **RECEIVE** and **CONSIDER** nominations for the election of Chair of the Committee for 2024/25
- 1.2 To **ELECT** the Chair for 2024/25
- 1.3 To **SIGN A DECLARATION** of acceptance of office as Chair of the Facilities Committee

2. Election of Vice-Chair of the Facilities Committee

- 2.1 To **RECEIVE** and **CONSIDER** nominations for the election of Vice-Chair of the Committee for 2024/25
- 2.2 To **ELECT** the Vice-Chair for 2024/25
- 2.3 To **SIGN A DECLARATION** of acceptance of office as Vice-Chair of the Facilities Committee

3. Public Questions

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

4. Apologies and declaration of members' interests

- 4.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
- 4.2 To **RECEIVE** members' declarations of interest

5. Minutes of the previous meeting

- 5.1 To **RECEIVE** and **APPROVE** the minutes of the Facilities Committee held on 1st May as a correct record of the meeting and to authorise the Chairman to sign the same*
- 5.2 To **CONSIDER** matters arising from the minutes

6. Terms of Reference

- 6.1 To **RECEIVE** and **CONSIDER** the terms of reference for Facilities Committee and make a recommendation to Full Council to confirm or amend the terms of reference*

7. Sports Provision

- 7.1 To **RECEIVE** and **NOTE** an update on the installation of toilets and peripheral work for the tennis club at Millworth Lane
- 7.2 To **RECEIVE** and **CONSIDER** an update from the Sports Working Party regarding Millworth Sports Park and High Copse
- 7.3 To **RECEIVE** and **CONSIDER** a public presentation on Millworth Sports Park and High Copse on 15th June*
- 7.4 To **RECEIVE** and **NOTE** an update from the Chairman on the two new football pitches on Hyde End Lane*
- 7.5 To **RECEIVE** and **NOTE** an update on the maintenance grant with the Football Foundation

8. School Green Centre and School Green

- 8.1 To **RECEIVE** and **NOTE** a verbal update on the screens for the School Green
- 8.2 To **RECEIVE** and **NOTE** a verbal update on the catering provision at the School Green Centre
- 8.3 To **RECEIVE** and **NOTE** a verbal update on the School Green Cinema facility

9. Manor Ground

- 9.1 To **RECEIVE** and **NOTE** a verbal update regarding the Manor Ground

10. Microgeneration

- 10.1 To **RECEIVE** an update from the Clerk on options for microgeneration within the Shinfield Parish Council estate.

11. Allotments

- 11.1 To **RECEIVE** and **NOTE** that the land registration at Clares Green Road Allotments has now been registered to Shinfield Parish Council – Land Registry BK525460

12. Parish Wide Items

- 12.1 To **RECEIVE** and **CONSIDER** a verbal report from the working party examining options for community facilities in Shinfield North
- 12.2 To **RECEIVE** and **CONSIDER** options for the development of a volunteer group to help take care of open spaces in the parish
- 12.3 To **RECEIVE** and **CONSIDER** a verbal update regarding the provision of a BMX track in the Parish
- 12.4 To **RECEIVE** and **CONSIDER** a verbal update on the provision of waste bins in the Parish

13. Correspondence

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

14. Date of Next Meeting

- 14.1 To **NOTE** the next meeting of the Facilities Committee meeting will be held on Wednesday, 3rd July 2024 at 19:30

* Report attached

** Report to follow

Minutes of a meeting of
The Facilities Committee
held on Wednesday 1st May 2024
at School Green Centre commencing at 19:30

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

Attending: S Herring (Deputy Clerk), B Winton (Clerk)
David McCarthy (incoming Facilities Manager)
Cllr Grimes

24/FC/41

Public Questions

41.1 There were no public questions

The Chairman welcomed David McCarthy to the meeting.

24/FC/42

Apologies and declarations of Members' Interest

42.1 Apologies for absence had been received from Cllrs Boyer, Peer & Tatla and P Gudge (Facilities Manager)

42.2 There were no declarations of Members' interests

24/FC/43

Minutes of the Previous Meeting

43.1 The minutes of the Facilities Committee meeting held on 3rd April 2024 were approved as a correct record subject to a statement being added in relation to the 'confidential' part of the meeting and would be signed as such by Cllr Clarke as Chair of the committee once the amendment had been made.

Proposed: Cllr Peyman
Seconded: Cllr Masseron
Approved: Unanimously

- 43.2 The following matters arising from the meeting held on 3rd April were discussed:
- 24/FC/34.1 Facilities Manager to arrange for the removal of the trees
- This had been done.
- 24/FC/34.2 Facilities Manager to obtain publicity material regarding High Copse for the SPC website and newsletter
- This had been done and was in the most recent edition of the newsletter
- 24/FC/35.1 Facilities Manager to order the screens for the School Green at an appropriate time
- This is on the agenda at Item 5.1
- 24/FC/35.2 Clerk and Facilities Manager to continue to liaise with 'Crumbs' on the work proposals
- This is on the agenda at Item 5.2
- 24/FC/35.3 Clerk to arrange for the agreement with Shinfield Studios to be signed
- SPC were ready to sign the agreement but this was still with the Studios
- 24/FC/37.2 Clerk to meet with Ian Young to discuss the current Shinfield Volunteers involvement in the community
- The Clerk had not followed this up yet due to other commitments and illness.
- ACTION – Clerk to meet with Ian Young to discuss the current Shinfield Volunteers involvement in the community**
- 24/FC/37.2 Deputy Clerk to contact the Duke of Edinburgh's Award to raise their awareness of the requirement of volunteers in the parish
- The Deputy Clerk reported that she had made contact with the Duke of Edinburgh's Award
- "Our Operations team support licensed organisations (mostly schools and community organisations) to deliver the DofE to their young people and we rarely have direct contact with DofE participants. Unfortunately, our operations staff are not able to promote opportunities to our network of organisations who do work with their young people."
- ACTION – Deputy Clerk to contact schools and local organisations that offer the Duke of Edinburgh's Award to let them know that we have volunteering opportunities.**

24/FC/37.3 Clerk to follow up with Nigel Frankland, UoR regarding the progression of the installation of a BMX Track

The Clerk had chased for an update but had not yet received anything.

24/FC/38.4 Facilities Manager to arrange for the bin to be relocated as a trial and to measure the impact

One bin near Deardon Allotments had been moved and exceptional feedback had been received. It was essential that any bins moved could be reached easily by road so they could be emptied. The IT and Communications Officer was trying to obtain an updated map of where the bins were located. Cllrs Johnson and Masseron would continue to review the position of the bins and recommend moving the location once identified.

ACTION – Cllrs Johnson and Masseron to continue to review the relocation of waste bins in the parish

24/FC/44

Sports Provision

44.1 Toilets for Millworth Lane

The required S73 notice, and the Arborists report were submitted on 12th April. The consultation period ends on 7th May and the Wokingham Borough Council (WBC) target date for a decision is 7th June. Once this has been granted the trees will be removed and the toilet block ordered. Whilst the toilets are being constructed (approx. 6 weeks) the work to install the filtration system and the base for the toilets will be carried out. The Chair of the Tennis Club has been recently informed of the time scale.

ACTION – Clerk to contact Tony Grover to chase up the plans

44.2 Millworth Sports Park

The plans were being refined to ensure the exact details were accurate, this should avoid having to make any changes once the planning application had been submitted.

It was agreed that a public display of the project be arranged and the residents of Millworth Lane be informed once the planning application was available for submission.

ACTION – Clerk to arrange a public display of Millworth Sports Park on a Saturday once the plans had been finalised

44.3 High Copse

Work was progressing well on the building and there was a meeting scheduled for Thursday to confirm the detail of the bar layout. The concern there being the space available to ensure safe and effective working. The efficiency of identified solar panels was being investigated alongside the expected use of the pavilion. Once this information was available a decision could be made as to whether to add more solar panels.

ACTION – Clerk to report back to the committee regarding installation of additional solar panels once the relevant information was available

44.4 Maintenance Grant – Football Foundation

Representatives of the local football club had met with Shinfield Parish Council to discuss the Football Foundation Grant allocated to improve the pitches at Millworth Lane. Due to the development of Millworth Sports Park a conversation was required with the Football Association to ascertain whether they would continue to provide this support as there would still be a nine a side pitch and a five a side 3G pitch. The worst case scenario would be a repayment to the Football Foundation of £23,000.

ACTION – Clerk and Cllr Johnson to liaise with the Football Foundation regarding the grant payments

24/FC/45

School Green Centre and School Green

45.1 School Green Working Party

Approval for the screens was granted on 18th April by WBC. The screens have been ordered and the expected delivery date is the 3rd week in May. The Screens will be installed by M&D Contractors on 5th June. This work cannot be done before then as there will be a fun fair on School Green.

The replacement oak tree will be planted sometime this week by Steve Arnold of Tree Solutions. The tree has been sourced properly and will be installed with a support and a deer protection fence. It relates the tree planted in 2019/20 that died, probably due to drought.

45.2 Catering at the School Green Centre

As discussed at the last meeting of this committee, the work has been progressing apace to install a new serving area in the main body of the café. The Clerk apologised for not ensuring all members were fully aware of what was happening. He had, however, wanted to gain the quickest and most effective reopening of the café after what will have been in excess of a four-month closure. All was in hand for opening on Saturday 4th May and Crumbs will be trading on Monday 6th for the Shinfield 10k. The Clerk was still waiting for a response from AOC (the architects) on the possibility of installing a hatch.

ACTION – Clerk to follow up with AOC

45.3 Screening Facility

More information had been received on the timetable for carrying out the work to install the facility. The Clerk had rejected an initial timetable which had failed to consider the requirement to carry the work out during the school summer holiday period.

The new timetable envisages starting on Tuesday, 16th July and completing on 6th September. This would be achievable. The School Green Centre diary had been arranged to accommodate this.

The Arts, Culture and Events Committee would be looking at the operational side of the screening facility.

45.4 Newsletter

The Deputy Clerk reported on the current status of the electronic newsletter:-

- 703 live subscribers
- approximately 15 bounce backs per month
- last month 233 visitors to the website looked at the newsletter page
- sent to local groups or businesses that are featured in the newsletter
- next newsletter was issued on 30th April

Members felt that this was not a huge representation of the 8,500 households in the parish and more should be done to advertise the newsletter. It was suggested that a QR code be displayed on the SPC notice board for an easy sign-up.

ACTION – Deputy Clerk to arrange for QR codes to be displayed on the SPC notice boards to allow the public to easily sign-up for the newsletter

24/FC/46

Manor Ground

46.1 Manor Ground Pavilion

The Facilities Manager had advised that the cricket nets had been opened and the Heras fencing removed now that the ground around them had recovered enough.

There was still some snagging work required to the pavilion roof to be carried out by TG Escapes (who constructed the pavilion)

It was reported that the football season had now finished, and cricket had started. There was still flooding in the corners as the drainage was not working correctly.

It was also reported that the cricket club were opening the barriers and allowing cars to park on the grass, many of which were heavy electric vehicles. This was flattening the ground and having an impact on the flooding.

ACTION – Clerk to review the parking at the Manor Ground and discuss with the cricket club

24/FC/47

PV Panels

47.1 High Copse

The Clerk had provided additional information on anticipated usage of High Copse pavilion to Beard who are responsible for its construction. The objective is to identify what shortfall there may be between the expected power requirement for the building and what is reasonably expected from the PV panels that will be installed. This will then make it possible to identify the most cost-effective approach to any potential extra PV panels.

Members agreed that long term planning was essential to ensure that the revenue received covered the outgoing costs as the CIL money would be used up in five years time.

ACTION – Clerk to continue to liaise with Beard over the potential installation of additional PV panels

47.2 Micro-generation

At the meeting of Finance & General Purposes on 17th April there was a further discussion on this subject, and it was agreed that the Clerk would take a wider look at micro-generation of electricity across the estate to ensure that the council was taking full advantage of all opportunities. In addition to High Copse and additional PV panels for School Green Centre this would give consideration to PV panels elsewhere and power generation from wind turbines, air-source and ground-source heat pumps.

The Clerk had made initial contact with companies who can look at these areas but had not been able to follow up due to illness and other commitments.

ACTION – Clerk to continue to contact companies regarding the options for micro-generation

24/FC/48

Allotments

- 48.1 Details of the current status of the allotments, including vacancies had been circulated with the agenda papers. The Clerk advised that since the start of April, Michelle Hope (member of Front of House team and allotment holder) was now doing four hours a week on allotment duties as provided for in the approved budgets. This will allow more dedicated "eyes and ears" on the ground for allotments and as she will be taking over the allotment inspections from the Grounds Maintenance Officer this frees up the latter for other work around the parish.

It was NOTED that the waiting list for the Deardon Allotments was extremely high and members requested that the Allotments Officer contact all those on the list to see if they were still interested.

The allotments with marestail need to be dealt with promptly to prevent spreading.

ACTION –

- Allotments Officer to contact all those on the waiting list for Deardon Allotments to ascertain whether they were still interested in an allotment
- Allotments Officer to ensure that the marestails was dealt with promptly

Members NOTED the current status of the allotments

24/FC/49

Parish Wide Items

- 49.1 Options for community facilities in Shinfield North

The Clerk had identified a potential supplier of a community bus but has not been able to follow up with them in more detail. While attending the Natural History Museum engagement working party meeting, one of the other members of the group had advised that they were involved in the planning for the ECMWF site but did not feel that there was any potential for community facilities in the area when redeveloped.

ACTION – Clerk to continue to explore the potential purchase of a community bus

- 49.2 Development of Volunteer Group

This was covered under minute 43.3 (24/FC/37.2)

- 49.3 Provision of a BMX Track

This was covered under minutes 43.3 (24/FC/37.3)

49.4 Waste bins in the Parish

Cllr Masseron reported that

- one bin near the Deardon allotments had been moved and positive feedback had been received from the public
- the IT and Communications Officer was obtaining an up-to-date map of the positioning of the bins in the Parish
- Nigel Frankland, University of Reading (UoR) was prepared to supply more bins if necessary
- she would like information on the available budget for bin replacement

ACTION -

- Cllrs Masseron and Johnson to continue to review and report back on the positioning of the bins
- Clerk to provide information on the bin budget
- IT and Communications Officer to provide an up to date map of the bins in the parish

49.5 Pest Control

There are two current pest control contracts

- Millworth Lane pavilion and allotments and
- Spencers Wood Pavilion

The costs are approx. £800 per annum compared to over £3,000 two years ago.

There was a rat infestation at Arborfield Road Allotments last summer which was attended to and cost £400 to clear. The Council would still arrange treatment at any of our facilities if we considered the problem serious enough.

The increased inspection regime would help reduce the likelihood of problems arising on site by ensuring any potential "host" for rats is cleared.

Occasionally, Berkshire Pest Control is called out to treat a wasp nest which is a one-off cost of £90.00. There was one call out last summer.

24/FC/50

Spencers Wood Pavilion (SWP) Room bookings

50.1 The final outturn for FY 23/24 for the main room hire at SWP was £17,247 VAT Inc compared to £14,169 the previous year (up £3,078/21.7%). June and November had been particularly good months with multiple large bookings while there has been a general improvement in the last few months due to the increased focus on marketing the building. The moving of the Youth Club to School Green Centre has allowed another hirer to move their booking to the Pavilion and this started in March.

By comparison School Green Centre achieved room hire income of £125,949 compared to £99,018 for the previous year (up £26,931/27.2%).

51.1 The Ridge SANG

The University of Reading had advised that they would be running a short consultation exercise on the naming of the Ridge SANG which went live on 30th April 2024. They were proposing four names (Hardy, High View, Parsons and Plunkett) but were open to other suggestions. The intention would be to inform the Full Council meeting on the 22nd May of the outcome of the consultation.

ACTION – Clerk to add to the agenda of the Full Council meeting on 22nd May

51.2 CIL contributions

The Clerk had received information from Wokingham Borough Council (WBC) relating to two projects they would like to fund from CIL money:-

- 1) To tarmac the road from Shinfield Infants School to Hollow Lane (£7,000).

This went against the Planning Application on the School Hall not to upgrade the road and would encourage it to be used as a rat-run, increasing danger to the children of the school.

- 2) redo the paths to Pippin Grove playground (£26,00).

This was a playground on a new estate and was considered an unnecessary expense.

Members of the Committee felt that neither of these projects would be a viable option for Shinfield Parish Council and would **RECOMMEND** to the Finance and General Purposes Committee to decline to fund either project.

Proposed: Cllr Jahromi
Seconded: Cllr Johnson
Agreed: Unanimously

ACTION – Clerk to add to the agenda of the Finance and General Purposes Committee

51.3 Help for Residents on new Developments

The Chairman of the Committee had received an email from a resident of Deer Leap looking for help and guidance on dealing with the facility management company. There was specific reference in the council's Neighbourhood Plan (section 10.2) that states "The parish council will support the early development of formal residents' associations in new developments, to ensure integration within individual developments and with the wider community."

ACTION – Clerk to invite the resident to the Full Council meeting in May 2024 when the new Borough Councillors would have been elected

51.4 Football Pitches – Hyde End Lane

There appeared to be conflicting issues between Taylor Wimpey (TW) and WBC in relation to the drainage of the new pitches at Hyde End Lane. Cllr Clarke reported that drainage had been installed in the pitch, discharging to a pit on site and then into the existing ditch. As the ditch downstream (not TWs) was backing up it was allowing sediment to settle when the drainage should have been self-cleaning. This should be a lot drier since a temporary ditch had been installed in the field. We were working closely with the borough council regarding the downstream issues.

Cllr Johnson reported that Hyde End Lane had been blocked by traffic on the previous Saturday as the Spencers Wood and Shinfield Rangers Football Clubs were on site at the same time. This had arisen due to the cricket season starting at Manor Ground and the two clubs only having the pitches on Hyde End Lane available for matches. The recent bad weather had contributed to the problem as a number of matches were cancelled due to waterlogged pitches and they were now catching up. It was recognised that this issue should improve once the High Copse pitches were operational.

Concern was expressed over access for emergency services when so much traffic was on a small country lane. This would be discussed further at Planning and Highways meeting.

ACTION – Clerk to add access for emergency vehicles to the agenda of the Planning and Highways Committee meeting

51.5 Roundabouts

The foliage on the roundabout on Church Lane, with the junction of Hayes Drive, had grown, was extremely high, restricted the view and was potentially very dangerous.

The Clerk reported that this was the responsibility of WBC and should be reported to them. Although it had been suggested that SPC cut the grass on the roundabouts, the Clerk reported that this was not something we could do as there were specific guidance notes on roadworks on highways which clearly stated:-

- Local highway authorities must comply with this code for works
- SPC is not the highway authority and failure to comply was a criminal offence
- Lone working was not favoured for working on the highways and there was all the associated equipment and signage that was required

The Clerk strongly urged members not to go down this route. He suggested that once the six new borough councillors were elected to represent part of the parish, the council could put together a report outlining their concerns on the current state of all the roundabouts and ask them to get the Highways Department to address the issue.

24/FC/52

Date of Next Meeting

52.1 The next meeting would be held on Wednesday, 5th June 2024

The meeting ended at 21:38

List of Actions

24/FC/43.2	Clerk to meet with Ian Young to discuss the current Shinfield	Clerk
24/FC/37.2	Volunteers involvement in the community	
24/FC/43.2	Deputy Clerk to contact schools and local organisations that offer	Deputy Clerk
24/FC/37.2	the Duke of Edinburgh's Award to let them know that we have volunteering opportunities within the parish	
24/FC/43.2	Cllrs Johnson and Masseron to continue to review the relocation of	Cllrs Johnson
24/FC/38.4	waste bins in the parish	and Masseron
24/FC/44.1	Clerk to contact Tony Grover to chase up the plans for the toilets for the tennis club	Clerk
24/FC/44.2	Clerk to arrange a public display of Millworth Sports Park on a Saturday once the plans had been finalised	Clerk
24/FC/44.3	Clerk to report back to the committee regarding installation of additional solar panels once the relevant information was available	Clerk
24/FC/44.4	Clerk and Cllr Johnson to liaise with the football Foundaton regarding the grant payments	Clerk and Cllr Johnson
24/FC/45.2	Clerk to follow up with AOC the possibility of installing a hatch for the catering company	Clerk
24/FC/45.4	Deputy Clerk to arrange for QR codes to be displayed on the SPC notice boards to allow the public to easily sign-up for the newsletter	Deputy Clerk
24/FC/46.1	Clerk to review the parking at the Manor Ground and discuss with the cricket club	Clerk
24/FC/47.1	Clerk to continue to liaise with Beard over the potential installation of additional PV panels	Clerk
24/FC/47.2	Clerk to continue to contact companies regarding the options for micro-generation	Clerk
24/FC/48.1	Allotments Officer to contact all those on the waiting list for Deardon Allotments to ascertain whether they were still interested in an allotment	Allotments Officer
24/FC/48.1	Allotments Officer to ensure that the marestails was dealt with promptly	Allotments Officer
24/FC/49.1	Clerk to continue to explore the potential purchase of a community bus	Clerk
24/FC/49.4	Cllrs Masseron and Johnson to continue to review and report back on the positioning of the bins	Cllrs Masseron and Johnson
24/FC/49.4	Clerk to provide information on the bin budget	Clerk
24/FC/49.4	IT and Communications Officer to provide an up to date map of the bins in the parish	IT and Communications Officer

24/FC/51.1	Clerk to add to the agenda of the Full Council meeting on 22 nd May the renaming of the Ridge Sang	Clerk
24/FC/51.2	Clerk to add to the agenda of the Finance and General Purposes Committee the two proposals received from WBC regarding CIL contributions	Clerk
24/FC/51.3	Clerk to invite the resident enquiring about setting up a 'Residents Association' to the Full Council meeting in May 2024 when the new Borough Councillors would have been elected	Clerk
24/FC/51.4	Clerk to add access to Hyde End Lane for emergency vehicles to the agenda of the Planning and Highways Committee meeting	Clerk

Shinfield Parish Council – Facilities Committee

Terms of Reference

Purpose

- The Facilities Committee is responsible for leisure and recreation facilities owned by the parish council
- Develops relationships with local sports and leisure groups
- Develops relationships with Wokingham Borough Council on sports and leisure

Membership

- The Committee should have at least four members with a quorum of three members.
- There should be a representative from at least three of the five wards
- The committee will elect the Chair and Vice-Chair annually

Delegated powers

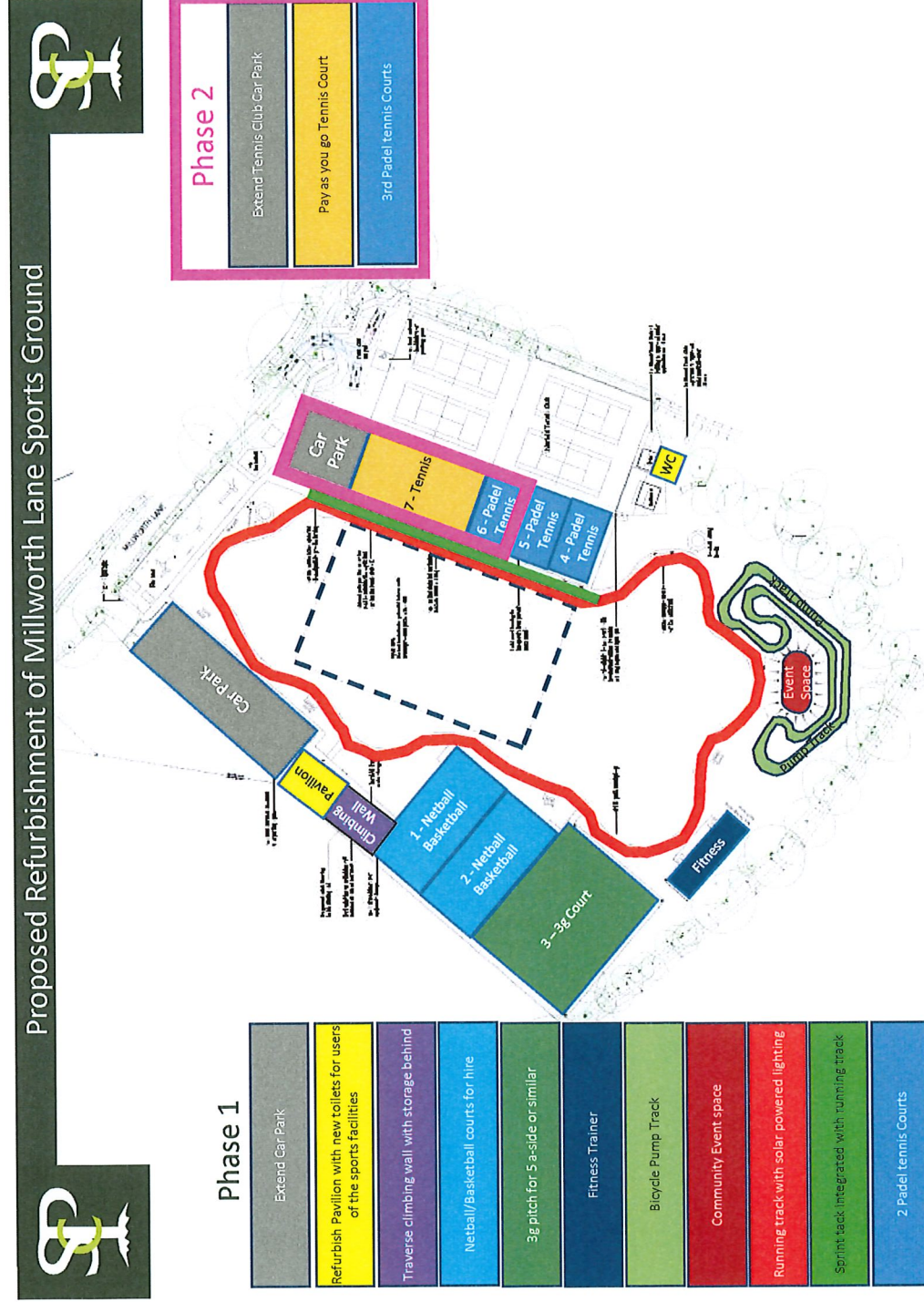
The committee has the following delegated powers:

- Delegation of work to the Clerk
- Budget setting (in conjunction with the Finance and General Purposes Committee) and the power to spend within its budget. Any expenditure in excess of the budget limit must be approved by the Finance and General Purposes Committee for the:
 - Management, security and repair of council properties
 - Management, security and repair of parish council land and buildings
 - Management and security of allotment sites
 - Purchasing within the allocated budget and within the council's Financial Regulations
 - Management of parish council bus shelters
 - Management of allocated Section 106 or Community Infrastructure Levy funds awarded for leisure and play facilities

The chair of the committee should report on its activities at full council meetings

Review

The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council.



Hyde End Lane – new football pitches

They have just started inserting a proper drainage system into the 2 pitches off of Hyde End Lane.

I was informed in April by a representative of Taylor Wimpey.

"Drainage has been installed with it discharging to a pit on site and then into the existing ditch . As the drainage downstream was backed up (not Taylor Wimpey's) it was allowing sediment to settle when the drainage should have been self-cleaning, we are working closely with the council regarding the downstream issues we found."

Earlier in the year WBC planning officer also informed me that drainage had been installed.

I informed both of them that the supposed drainage system was not working.

At this time, contractors are putting in drainage, a metre apart and a metre deep, the whole length and width of the 2 pitches. Which could mean they MAY be available to play on some time next football season.

Cllr Clarke
Chairman of Facilities Committee
29-05-2024