

Minutes of a meeting of
The Facilities Committee
held on Wednesday 29th October 2025
at the School Green Centre commencing at 19:30

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

Attending: S Herring (Deputy Clerk)
B Winton (Chief Executive and Clerk to the Parish Council)
R Emberson-Poole (Customer Care Team member)

25/FC/114 Public Questions

114.1 There were no public questions.

25/FC/115 Apologies and declarations of Members' Interest

115.1 Apologies for absence had been received from Cllr Masseron and the Facilities Manager

115.2 Declarations of Members' interests

There were no declarations of Members interests.

25/FC/116 Minutes of the Previous Meeting

116.1 The minutes of the Facilities Committee meeting held on 1st October 2025 were approved as a correct record and signed by Cllr Johnson

Proposed: Cllr Jahromi
Seconded: Cllr Clarke
Approved: Unanimously

116.2 The following matters arising from the meeting held on 1st October were discussed:

25/FC/103.2

25/FC/49.2 Facilities Manager to arrange for the installation of the signage at
25/FC/15.2 Millworth Lane

This had been completed.

25/FC/83.7 Cllr Clarke to contact Lidl to ask if they were interested in sponsoring a roundabout in the Parish

Cllr Clarke spoke to the manager of Lidl Shinfield but had been referred to their head office.

ACTION - Cllr Johnson to give Cllr Clarke the CFO of Lidl's email address and Cllr Clarke to contact Lidl head office.

25/FC/91.1 Clerk to add to the agenda for the Finance and General Purposes Committee meeting on 15th October a request to advance money from CIL from the overall project at Millworth Lane to remove the sheds, scaffolding and the concrete base

This had been done and approved by Full Council on 22nd October 2025. The concrete base element was postponed.

25/FC/91.4 Facilities Manager to circulate the quote for a survey of High Copse and the potential cost of a borehole. It was reported that a borehole was already in existence, however, this would require a licence and further investigation

ACTION – Facilities Manager and Cllr Johnson so investigate existing borehole and check the licence.

25/FC/92.1 Facilities Manager to contact a member of the public regarding boreholes

This had been completed.

25/FC/94.1 Facilities Manager to provide an analysis of the cost versus usage for PV panels at High Copse to ascertain if this was a financially viable option

This item would be deferred for the time being.

25/FC/94.1 Facilities Manager to confirm smart meters for High Copse Pavilion

This had been completed.

25/FC/96.1 Deputy Clerk to present an example of a "feature wall" at the Spencers Wood Pavilion to the next meeting

This was put on hold due to other priorities.

25/FC/106.1 Clerk to add to the agenda for the Finance and General Purposes Committee meeting on 15th October a request to release funds for the Ryeish Green Working Party to access professional support if required

This had been done and approved by Full Council.



25/FC/108.2 Clerk to follow up with Wokingham Borough Council (WBC) regarding monitoring the fly tipping by the bins at the School Green car park

WBC had informed the Clerk that there was an area change of staff. Three fixed penalty notices had been issued and had been paid, and more had been subsequently issued.

Continued visits occurred regularly. The camera located at the parking area had not been very effective. Additional fly-tipping signage had been erected. Cllr Johnson has seen photographs of the signage.

25/FC/109.1 Facilities Manager to organise a leaflet drop and publish an article in the SPC newsletter relating to the proposed community shelter at the Spencers Wood Recreation Ground

This was on the agenda – see minute 25/FC/121.1

25/FC/110.1 Allotments Officer to instigate the revised allotment enforcement policy

This has been implemented.

25/FC/110.1 Clerk to add an item to the agenda of the next meeting to consider whether SPC wished to maintain their policy on not taking on any more allotment sites

This was on the agenda – see minute 25/FC/122.3

25/FC/111.1 Deputy Clerk to schedule this item to return to the agenda in April 2026 – relates to the Clerk obtaining information on commuted funds from WBC

This had been noted.

25/FC/117

High Cope Items

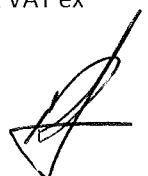
117.1 First football matches

Members **NOTED** that the first football matches would be played at High Cope on 8th November 2025 by Shinfield Rangers. Shinfield Rangers had 18 teams and have purchased their own goal posts.

117.2 Pitch Maintenance Contractor

Quotes had been received from potential contractors for the pitch maintenance. These were based on the detailed specification prepared by White Horse (who installed the pitches). It was recommended that a contractor be appointed for the first full year of the pitches being in use as they would require special attention during that period.

In the business case presented to Full Council, when considering taking on the lease in December 2024, the indicative pitch maintenance was £49.3k VAT ex (split Cricket £9.7k and football/outfield £39.6k)



The recommended quote was £49k from Larkstel who provided the same service for the pitches at the Manor Ground.

It was **PROPOSED** Larkstel be contracted for years 1 and 2 for pitch maintenance at High Copse.

Proposed: Cllr Johnson
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Facilities Manager to contact Larkstel regarding a maintenance contract for High Copse pitches for 2 years

117.3 Proposed Fencing around pitches

The cost of the fencing had been weighed against the repairs to pitches (and potentially lost revenue) for damage at High Copse. The Football Foundation had funds that could be allocated to fencing to prevent vehicle access, this would be knee-high perimeter fencing. The University of Reading (UoR) were able to leave the current Heras fencing in place for the time being.

Cllr Johnson suggested installing goals outside the pitch perimeter for community use thus discouraging the use of the High Copse goals.

ACTION – Facilities Manager to obtain quotes for appropriate fencing around the pitches

117.4 Storage

The Facilities Manager was tasked with obtaining quotes for

- 1 x 40 foot container for the football club, this was in order to have the goals stored away
- 1 x 20 foot container for the cricket club
- 1 x 20 foot container for SPC

These would need to be suitable for all year storage of equipment and resistant to condensation etc, a similar specification to those proposed for Millworth Lane.

An indicative cost provided to the Facilities Manager was £8k + VAT however, he was awaiting a formal quote

The Chair reported that following research planning permission would fall under permitted development.

A bid for funding should be submitted to the Football Foundation.



Members **PROPOSED** agreement on storage containers subject to discussion with the Football Foundation on allocation of funds. This is an agreement in principle only at this point in time.

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Unanimous

ACTION – Deputy Clerk to add to the next agenda of the Committee

117.5 3G Pitch

The biggest challenge would be around bio-diversity net gain, however, it was felt that the Football Foundation specialist would deal with this through the planning process.

NIRD owned the 12 acres between High Copse and Hyde End Road with a value of £12,500 an acre. Paul Westcott, University of Reading would be pending a quote.

ACTION - Clerk to

- contact the Football Foundation regarding costs for a 3G pitch and submitting a planning application
- to chase the University of Reading on the land options to either lease or sell
- arrange for a parallel planning application for Millworth Lane

117.6 Water irrigation for the sports pitches

There was no update.

117.7 Sports usage

There had been interest from 7 cricket clubs. The tender documents would be sent out in November for allocation in April 2026.

Shinfield Cricket Club were interested in pitch hire but it was agreed that they would not be offered exclusive use of the building and pitches.

ACTION - Clerk to send out Requests for information (RFIs) to the interested cricket clubs in November



25/FC/118

Millworth Lane

118.1 Update for the Fitness Centre at Millworth Lane

The Planning Application had been approved.

ACTION - Facilities Manager to re-check the planning conditions on drainage with the fitness provider so progress can be made with the installation

118.2 Removal of two wooden sheds at Millworth Lane

This had been approved by Full Council.

ACTION -

- Facilities Manager to implement the removal of two wooden sheds at Millworth Lane
- Clerk to arrange to publish details of why the sheds were being removed in relation to anti-social behaviour
- Clerk to add an agenda item to next Facilities meeting to discuss ASB on council property.
- Clerk to report the ASB incident to the police as criminal damage

25/FC/119

Ryeish Green Pavilion

119.1 An update from the working party to look at viable options for the future of Ryeish Green Pavilion

The working party had carried out a survey and the consensus from the community was that the resource should be retained for community use, however, no business case for this had yet been presented. The results had been submitted to Cllr Johnson. The committee recognised that this was an asset in the wrong place. A case would be presented to Full Council in January/February 2026.

ACTION - Cllr Johnson to analyse the data from the survey and report back to the Committee

25/FC/120

School Green Centre and School Green

120.1 School Green Centre

The heating units had been repaired in the Pound Green and Ryeish Green rooms, however, the control switches were temperamental and not user friendly. These would be replaced.

Curo who installed the blinds in the Ryeish Green Room would attend to correct the issue at no cost to SPC.

The Pound Green Room had been repainted during half term week by the Facilities Team.

ACTION - Facilities Manager to update the Committee on the repair to the blind in the Ryeish Green room



120.2 Recycle bins – School Green

Due to the large amount of fly tipping by the recycle bins, options to move them to another site were discussed. Currently they are sited on the WBC carpark.

ACTION -

- Clerk to approach Lidl to request re-siting the bins in their car park
- Clerk to approach Shinfield Care Home to request taking the clothing bank
- Facilities Manager to obtain quotes for fencing around the existing bottle bank location.

25/FC/121

Spencers Wood Pavilion

121.1 Update on the installation of the Community Shelter

It was **AGREED** that the public consultation must be done before any planning application was submitted.

ACTION –

- Media and Communications Officer to produce a leaflet to publicise the proposed community shelter at the Spencers Wood Recreation Ground
- Clerk to arrange the distribution of the leaflet

25/FC/122

Allotments

122.1 Allotments AGM – 20th October 2025

The Clerk reported that the meeting had been attended by people passionate about their allotments. Concerns had been expressed about the charging for 2026-27, unworked plots and general upkeep of allotments.

Allotment holders were keen to set up an Allotments Working Party where issues could be addressed in a more timely way rather than waiting for the AGM.

Cllr Montgomery had agreed to be the SPC Councillor representation on the working party. Membership of the working party was set out in the terms of reference.

122.2 Allotments Working Party

The draft terms of reference for the Allotments Working Party were **APPROVED** by the committee.

Proposed: Cllr Peer
Seconded: Cllr Boyer
Approved: Unanimously



122.3 Number of allotment sites

Members considered whether to review the Council's policy on taking on more allotment sites.

It was **AGREED** to maintain the existing policy.

Proposed: Cllr Boyer
Seconded: Cllr Jahromi
Approved: Unanimously

Reducing the size of the current allotment sites and creating smaller plots may be an option to consider in the future.

25/FC/123

Parish Wide Items

123.1 Bin Collections

Two bins were scheduled to be put at the High Copse site.

Thames Valley Signs (TVS) were designing some signs to alert members of the public that fly-tipping around the bins would incur fines.

123.2 MUGA adjacent to Aldergrove School

The Chair reported that the fencing around the play area should be installed by 6th December 2025. Pressure had been put on Vistry by the WBC Cllrs, SPC Cllrs and Aldergrove School.

123.3 Decommissioning of the play park at Three Mile Cross

Heras fencing was due to be installed.

123.4 Other matters

There were no other parish wide items.



25/FC/125

Microgeneration

- 124.1 An update on microgeneration within the Shinfield Parish Council estate

There was no update from the Clerk regarding Microgeneration.

Members discussed the installation of additional solar panels for High Copse Pavilion to help offset the high energy costs. Cllr James was still in favour of assessing the microgeneration needs of the whole parish

It was **AGREED** to reassess the electricity usage once High Copse Pavilion was in full use in approximately 2 months time.

Proposed: Cllr Boyer
Seconded: Cllr Peer
Approved: Unanimously

ACTON - Cllr Johnson to send Cllr James his personal research on microgeneration for the council.

25/FC/126

Correspondence

- 126.1 Bike Repair Station

WBC had asked if we would host a bike repair station at one of our venues. The Clerk proposed the School Green Centre as it was already well provided for with cycle racks and was the most visited building.

Cllrs agreed that a bike station could be installed outside the School Green Centre in the area where the bike racks were positioned.

Proposed: Cllr Boyer
Seconded: Cllr Peer
Approved: Unanimously

25/FC/127

Date of Next Meeting

- 127.1 The next meeting would be held on Wednesday, 26th November 2025.

The meeting ended at 21.15



List of Actions

25/FC/83.7	Cllr Johnson to give Cllr Clarke the CFO of Lidl's email address and Cllr Clarke to contact Lidl head office.	Cllr Johnson
25/FC/91.4	Facilities Manager and Cllr Johnson so investigate existing borehole and check the licence.	Clerk
25/FC/117.2	Facilities Manager to contact Larkstel regarding a maintenance contract for High Copse pitches for 2 years	Facilities Manager
25/FC/117.3	Facilities Manager to obtain quotes for appropriate fencing around the pitches at High Copse	Facilities Manager
25/FC/117.4	Deputy Clerk to add storage containers for High Copse to the next agenda of the Facilities Committee	Deputy Clerk
25/FC/117.5	➤ Clerk to contact Football Foundation regarding costs for a 3G pitch and submitting a planning application. ➤ Clerk to chase the University of Reading on the land options to either lease or sell ➤ Clerk to arrange a parallel planning application for Millworth Lane Sports Park	Clerk Clerk Clerk
25/FC/117.7	Clerk to send out Requests For Information (RFIs) to the interested cricket clubs in November	Clerk
25/FC/118.1	Facilities Manager to re-check the planning conditions on drainage with the fitness provider so progress can be made with the installation.	Facilities Manager
25/FC/118.2	➤ Facilities Manager to implement the removal of two wooden sheds at Millworth Lane. ➤ Clerk to arrange publishing details of why the sheds are being removed in relation to anti-social behaviour (ASB) ➤ Clerk to add an agenda item to the next Facilities committee meeting to discuss ASB on council property ➤ Clerk to report the ASB incident to the police as criminal damage	Facilities Manager Clerk Clerk Clerk
25/FC/119.1	Cllr Johnson to analyse the data from the survey on Ryeish Green Pavilion and report back to the committee.	Cllr Johnson
25/FC/120.1	Facilities Manager to update the committee on the repair to the blind in the Ryeish Green room	Facilities Manager
25/FC/120.2	➤ Clerk to approach Lidl to request re-siting the bins in their car park ➤ Clerk to approach Shinfield Care Home to request taking the Salvation Army clothing bank	Clerk Clerk

	➤ Facilities Manager to obtain quotes for fencing as well as obtain a quote for fencing around existing bottle bank location	Facilities Manager
25/FC/121.1	➤ Media and Communications Officer to produce a leaflet to publicise the proposed community shelter at the Spencers Wood Recreation Ground	Clerk
	➤ Clerk to arrange the distribution of the leaflets	Clerk
25/FC/124.1	Cllr Johnson to send Cllr James his personal research on microgeneration for the council.	Cllr Johnson