

Minutes of a meeting of
The Facilities Committee
Held on Wednesday 6th March 2024
At School Green Centre commencing at 19:30

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

Attending: B Winton (Clerk), S Herring (Deputy Clerk), P Gudge (Facilities Manager)

24/FC/21 Public Questions

- 21.1 There were no public questions

24/FC/22 Apologies and declarations of Members' Interest

- 22.1 Apologies for absence had been received from Cllrs Jahromi and Tatla

24/FC/23 Minutes of the Previous Meeting

- 23.1 The minutes of the Facilities Committee meeting held on 7th February 2024 were approved as a correct record and signed as such by Cllr Clarke as Chair of the committee.

Proposed: Cllr Boyer
Seconded: Cllr Peer
Approved: Unanimously

- 23.2 The following matters arising were discussed:

- 24/FC/14.1** Facilities Manager to obtain a quote for the cost of a crane to enable the installation of the tennis club toilets and circulate to the Committee once received

The Facilities Manager had obtained a quote but this was deemed to be excessive. He was currently pursuing the necessary planning permission.

Andrew Clarke
3-4-24

- 24/FC/14.2** Millworth Lane development to be discussed further at the meeting in March 2024

This was on the agenda

- 24/FC/15.2** Clerk to report back on storage at the School Green Centre once further information was available

As the layout approved for the screening facility at Full Council on 28th February no longer required utilising any School Green Centre storage space there was no longer a requirement to provide suitable alternative storage. The Clerk did identify that additional storage within the building would still be beneficial and the officers would continue to explore potential options and bring to committee as appropriate.

- 24/FC/16.1** Facilities Manager to report back to the next meeting on the status of the Chapel Lane Pre-School contract

This was on the agenda

- 24/FC/18.2** Deputy Clerk to arrange a meeting with the Shinfield Rangers Football Club

The Deputy Clerk advised that this had not yet been arranged.

ACTION – Deputy Clerk to arrange a meeting with the Shinfield Rangers, Cllrs Clarke and James, Facilities Manager and Clerk to confirm the grant monies that are spent on Millworth Lane and the Manor Ground pitches

- 24/FC/18.3** Clerk to investigate volunteer groups that could assist with taking care of open space in the parish

This is on the agenda

Paul Clarke
3-4-20

- 24/FC/18.4** Deputy Clerk to investigate what was included in the sponsorship cost for roundabouts

The Deputy Clerk reported that Wokingham Borough Council (WBC) said that the cost of sponsorship was dependent upon the size and location of the roundabout. There was a one-off additional cost for roundabout sponsorship signs and WBC digital solutions could arrange the design, printing, and installation of the signs with customer input.

WBC confirmed that that there were higher levels of maintenance on sponsored roundabouts, although there was not a specific number of times per year that grass or shrubs were maintained.

It was possible to plant flowers, such as bulbs that bloom each year but there were restrictions on the height of plants to enable clear site lines to be maintained on the roundabout. This would incur additional costs, but they would be happy to talk through landscaping ideas with customers.

WBC had informed Cllr Clarke that the cost of sponsorship for a roundabout was £3,360

ACTION – Clerk to arrange for promotion of the WBC sponsorship scheme in the SPC Newsletter

- 24/FC/18.4** Deputy Clerk to contact Arborfield Parish Council to enquire about a roundabout in their Parish that had flowers planted

The sponsorship of the roundabout is between the sponsor and WBC.

- 24/FC/18.4** Councillors and staff to inform any interested companies to contact WBC regarding roundabout sponsorship

Nothing further to report on this.

- 24/FC/18.6** Cllrs Johnson and Masseron be asked to carry out a condition report of the SPC waste bins

The Clerk suggested that this be taken under Item 8.5 on the Agenda.

- 24/FC/19.1** Clerk to write to the Wokingham District Veteran Tree Association (WDVTA) to thank them for an interesting and informative report

This had been done.



24/FC/24

Millworth Lane and Sports Provision

24.1 Toilets for Millworth Lane

The Facilities Manager reported that Tony Grover had instigated the arborists report on the tree that was creating a barrier to the installation of the toilets. The Tennis Club had requested use of the Pavilion for their Easter Club so they could access the toilets. The Pavilion was being tidied up and cleaned to enable use during Easter.

ACTION – Facilities Manager to follow up on the arborists report with Tony Grover

24.2 Millworth Sports Park

There had been concerns that reverting to only one netball/basketball would inhibit the opportunity for leagues to use Millworth Sports Park and would especially prevent the option of a club moving to, or being created at this site. Consequently, an option had been devised which would allow a second netball/basketball court by rotating the five a side pitch 90°.

The Clerk advised that the most typical set up for “league” netball for more casual players was at venues with two courts available and two groups of 6 teams which allowed one round of matches (3 games) to be held in a two hour session e.g. John Madejski Academy (Mon & Thu). Laurel Park play indoor and outdoors on either 2 or 4 courts depending on the venue. It is estimated that with separate facilities there would be a slight increase in projected annual income £78.4k compared to an original projection of £76.0k with no additional costs.

Revised costings were being prepared for the next Sports Working Party meeting and any significant cost variation would need to be referred back to Full Council.

Members suggested that there may be opportunities for receiving sponsorship for some of the facilities.

Members were in agreement with the proposed revised layout.

ACTION – Clerk to:-

- Check costs with Tony Grover
- Share the revise plan with committee members
- Submit updated proposals to Full Council in March 2024



24.3 High Copse

The Clerk and the Facilities Manager had been involved in the design of the kitchen and bar area and the key suite for the building. The fit had been done in consultation with SPC, UoR and Beard.

Cllr Boyer suggested that as the site was now quite visible SPC should publish updates in the newsletter to inform residents of progress.

ACTION – Clerk to:-

- check if the UoR are paying for the kitchen and bar upgrade
- publish regular updates on High Copse in the monthly SPC newsletters in conjunction with UoR
- send the project plan of the site to Councillors

24/FC/25

School Green Centre and School Green

25.1 School Green Working Party

The Facilities Manager reported that the planning application for the screens had now been submitted.

25.2 Catering at the School Green Centre

Cllr Peer advised that there had been 31 expressions of interest followed by six site visits and finally four tender submissions received by the deadline of 16th February 2024 at 1.00 p.m. The submissions were then opened and reviewed by a working party led by Cllr Peer with Cllrs Johnson & Tatla, the Clerk and Deputy Clerk in attendance.

Each was reviewed and assessed against the published criteria and weighting set out in the tender documentation. This had resulted in each of the members of the panel separately identifying two clear front runners and two which they did not feel should be considered for the contract.

The two front runners had been invited to deliver a formal presentation and then answer questions on Friday 15th March.

The presentation would ask them to set out their vision for how the café (and its associated activities including marketing) would look six months after it opened. They would be asked to provide some samples of items that would appear on their menus and answer questions regarding their presentation and tender documentation.

The Clerk would arrange a special meeting of this Committee on Wednesday 20th March to allow members to review the proposals and consider a recommendation to the Full Council meeting on 27th March.

ACTION – Clerk to arrange an extraordinary meeting of the Facilities Committee on 20th March at 19:00 and circulate the tender documents to the committee. Cllr Johnson to circulate the summary information of the tender documents to the committee

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25.3 Screening Facility

The Clerk advised that the Facilities Committee would be responsible for the physical installation of the Screening Facility in the Ryeish Green room and the Arts, Culture and Events committee would oversee the arrangements for the actual screening of facilities and other uses of the equipment. The diary for the room had been cleared for the six weeks of the summer holiday period to enable the installation work to be carried out.

There was a provisional date of Thursday, 21st March (afternoon) for a meeting to share more detailed design proposals

ACTION – Clerk to arrange a meeting for 21st March to share more detailed design proposals

24/FC/26

Spencers Wood Pavilion and Recreation Ground

26.1 Chapel Lane Pre-School contract

The Facilities Manager reported that he had requested SPC solicitors to set a deadline for the signing of the lease for the end of the month. He confirmed that the rent was still being paid.

ACTION – Clerk to send the signed lease to solicitors

26.2 Spencers Wood Room Hire Rates

Much discussion took place regarding the marketing of the Spencers Wood Pavilion. The Clerk reported that it was the day time/weekday bookings that needed boosting. The promotional offer until 31st March had only seen an increase of three bookings.

ACTION – Clerk to continue to promote the facilities at Spencers Wood Pavilion

24/FC/27

Manor Ground

27.1 Manor Ground Pavilion

The Facilities Manager reported that working on the final snagging list for the building. The Dementia care group had indicated they would leave the pavilion in the summer. The Clerk confirmed that the budget had taken that loss of income into account.

Cllr Johnson expressed concern about the pitch. The Facilities Manager reported that annual renovation work was currently taking place.



28.1 **Options for Shinfield North**

The Clerk reported that the working party had met on 5th March to discussed various options that included a financial contribution to Whiteknights School for a new building, buying their own property, a site on the ECMWF site that was due to move, community bus, hiring of St Barnabas Hall.

The working party had asked the Clerk to look into the details of purchasing a community bus that could be used around the Parish as an initial first option.

ACTION – Clerk to pursue the option of purchase and refit of a vehicle for use as a community bus

28.2 **Development of Volunteer Group**

The Clerk had been unable to pursue this further and asked the committee what the expected outcome would look like. This was something that required further thought. Currently we had volunteer litter pickers and support for the Deardon Orchard as well as the Shinfield Volunteer Group.

ACTION – The Committee asked the Clerk to thank the Grounds Maintenance Officer for all his recent work in tidying around the community.

28.3 **Taking care of roundabouts**

Wokingham Borough Council (WBC) had been unable to specify how many times the roundabouts were maintained throughout the year. It was anticipated that with the financial cutbacks this service would be less than adequate. Members agreed that WBC should be reminded when roundabouts required maintenance on a regular basis.

28.4 **Provision of a BMX Pump Track**

The Clerk gave some background information on similar facilities and members also drew attention to the track in Paddick Drive, Lower Earley. Members felt that this would be a good facility if placed on the hill below the Manor Ground pitches.

ACTION – Clerk to contact Nigel Frankland, UoR to discuss the installation of a BMX Pump Track in more detail

A handwritten signature in black ink, appearing to be 'WU' or similar, located at the bottom right of the page.

28.5 **Waste bins in the Parish**

The Clerk suggested some criteria for locating and maintaining waste bins in the Parish. Currently the bins were disproportionately distributed around the Parish.

A policy should include the following elements:-

- Accessible by collection vehicles (to within 10m)
- On SPC land or permission can be obtained (licence fee may be applied by WBC)
- Budget exists (both for bin installation and ongoing collection)
- Repositioning of bins to compensate for lack of bins in certain areas

ACTION –

- Cllrs Johnson and Masseron to assess the positioning and condition of the existing bins
- Clerk to provide maps of existing waste bins to Cllrs Johnson and Masseron

28.6 **Field at Alder Grove**

The field at Alder Grove had been on lease to SPC from the UoR. Members did not feel that they had any use for this field and proposed that SPC did not take on the lease.

Proposed: Cllr Boyer
Seconded: Cllr Masseron
Approved: Unanimously

ACTION – Clerk to inform the UoR that SPC did not wish to take on the lease for the field at Alder Grove

24/FC/29 29.1 **Correspondence**

There had been no correspondence.

24/FC/30 **Date of Next Meeting**

30.1 The next meeting would be held on Wednesday, 3rd April 2024

The meeting ended at 21:48

Paul Clarke
3-4-24

List of Actions

24/FC/23.2 24/FC/18.2	Deputy Clerk to arrange a meeting with the Shinfield Rangers, Cllrs Clarke and James, Facilities Manager and Clerk to confirm the grant monies that are spent on Millworth Lane and the Manor Ground pitches	Deputy Clerk
24/FC/23.2 24/FC/18.4	Clerk to arrange for promotion of the WBC roundabout sponsorship scheme in the SPC Newsletter	Clerk
24/FC/24.1	Facilities Manager to follow up on the arborists report, for the installation of the toilets at Millworth Lane, with Tony Grover	Facilities Manager
24/FC/24.2	Clerk to check the costs of the Millworth Sports Park with Tony Grover	Clerk
24/FC/24.2	Clerk to share the revised plan of Millworth Sports Park with committee members	Clerk
24/FC/24.2	Clerk to submit updated proposals of the Millworth Sports Park to Full Council in March 2024	Clerk
24/FC/24.3	Clerk to check if the UoR are paying for the kitchen and bar upgrade at High Copse pavilion	Clerk
24/FC/24.3	Clerk to publish regular updates on High Copse in the monthly SPC newsletters in conjunction with UoR	Clerk
24/FC/24.3	Clerk to send the project plan of the High Copse site to Councillors	Clerk
24/FC/25.2	Clerk to arrange an extraordinary meeting of the Facilities Committee on 20 th March at 19:00 and circulate the café tender documents to the committee. Cllr Johnson to circulate the summary information of the tender documents to the committee.	Clerk and Cllr Johnson
24/FC/25.3	Clerk to arrange a meeting for 21 st March to share more detailed design proposals for the screening facility	Clerk
24/FC/26.1	Clerk to send the signed lease for Chapel Lane Pre-School to the solicitors	Clerk
24/FC/26.2	Clerk to continue to promote the facilities at Spencers Wood Pavilion	Clerk
24/FC/28.1	Clerk to pursue the option of purchase and refit of a vehicle for use as a community bus	Clerk
24/FC/28.2	The Committee asked the Clerk to thank the Grounds Maintenance Officer for all his recent work in tidying around the community.	Clerk

Carol Clarke
3-4-24

24/FC/28.4	Clerk to contact Nigel Frankland, UoR to discuss the installation of a BMX Pump Track in more detail	Clerk
24/FC/28.5	Cllrs Johnson and Masseron to assess the positioning and condition of the existing waste bins around the parish	Cllrs Johnson and Masseron
24/FC/28.5	Clerk to provide maps of existing waste bins to Cllrs Johnson and Masseron	Clerk
24/FC/28.6	Clerk to inform the UoR that SPC did not wish to take on the lease for the field at Alder Grove	