

To all members of the Facilities Committee

Notice is hereby given that a meeting of the Facilities Committee to be held on
WEDNESDAY 3rd January 2024 at 19.30 at the School Green Centre.



Bruce Winton
Parish Clerk
22nd December 2023

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

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 29th November as a correct record of the meeting and to authorise the Chairman to sign the same*
- 3.2 To **CONSIDER** matters arising from the minutes

4. Millworth Lane and Sports Provision

- 4.1 To **RECEIVE** and **NOTE** an update from the Facilities Manager on the installation of toilets and peripheral work for the tennis club at Millworth Lane
- 4.2 To **RECEIVE** and **CONSIDER** an update on the proposed Millworth Lane sports facility
- 4.3 To **RECEIVE** and **NOTE** a verbal report from the Sports Working Party

5. School Green Centre and School Green

- 5.1 To **RECEIVE** and **NOTE** an update on the replacement bollards and screens for the School Green
- 5.2 To **RECEIVE** and **CONSIDER** a verbal update from the Facilities Manager on storage requirements for the School Green Centre
- 5.3 To **RECEIVE** and **NOTE** an update from the Facilities Manager on the replacement notice boards at the School Green Centre
- 5.4 To **RECEIVE** and **CONSIDER** an update from the Clerk on catering at the School Green Centre

6. Spencers Wood Pavilion and Recreation Ground

- 6.1 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager regarding Chapel Lane Pre-School
- 6.2 To **RECEIVE** and **NOTE** an update from the Facilities Manager on the installation of shutters to the front of the Spencers Wood Pavilion

7. Manor Ground

- 7.1 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager regarding the Manor Ground

8. Parish Wide Items

- 8.1 To **RECEIVE** and **CONSIDER** an update from the Chairman on Football in the Parish
- 8.2 To **RECEIVE** and **NOTE** a verbal update on plans for High Copse pavilion
- 8.3 To **RECEIVE** and **CONSIDER** a verbal report from the Chairman on taking care of open space
- 8.4 To **RECEIVE** and **CONSIDER** taking care of roundabouts in the Parish
- 8.5 To **RECEIVE** and **NOTE** that the Deeds to the allotments will be sent to Shinfield Parish Council once they have all been received by The Royal Borough of Windsor and Maidenhead Council

9. Ryeish Green Pavilion

- 9.1 To **RECEIVE** and **CONSIDER** an update from the Clerk on the future of the Ryeish Green Pavilion

10. Date of Next Meeting

- 10.1 To **NOTE** the next meeting of the Facilities Committee meeting will be held on Wednesday, 7th February 2024 at 19:30

* Report attached

** Report to follow

Minutes of a meeting of
The Facilities Committee
Held on Wednesday 29th November 2023
At School Green Centre commencing at 19:30

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

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

8 members of the public

The Chairman welcomed Cllr Johnson to the Facilities Committee

23/FC/80

Public Questions

- 80.1 Two groups attended the meeting to put forward a statement of their requirements for using the Spencers Wood Pavilion Community Room. The Chairman agreed to bring forward item 7.2 on the agenda.

The Clerk had set out the issues in a paper attached to the agenda.

Miriam Grace – Dementia Care

Miriam Grace Dementia Care explained that they had 10 members per day ranging in age from 45 to 92. They were now turning down people because of lack of space. 55% of their clientele live within Shinfield. The services they offer enable the individuals to live at home for longer and gives the families respite care. The Spencers Wood Pavilion Community Room would allow them to increase to 15 members per day. The care they offer works best when offered on a continuous daily basis as dementia clients require continuity and routine therefore the suggestion of Monday to Wednesday and Friday was not conducive to their requirements. They receive regular referrals from Wokingham Borough Council (WBC). Miriam Grace were sympathetic to the needs of the coffee morning and were keen to be supportive and involved in community events.

Spencers Wood Coffee Morning

The coffee morning had been running for 2 years and was attended by 20 people. They are not able to change from a Thursday to a Friday as members have other activities they attend on this day. Many of the members live alone, are over 70 years old and dependent on the facility. Members of the Shinfield View Care Home often visit the coffee morning.

All members of the public left the meeting to allow the committee to discuss the issue in private

The Committee recognised the needs of both groups, and that this was a difficult decision to make.

The Committee recommended that

- the established hirers be given priority to continue with their activities
- Miriam Grace Day Care be offered the space to use when it was available with the option of continuing to hire the Manor Ground on days that the Community Room was unavailable

ACTION –

- Clerk to add the recommendation of the Facilities Committee to the agenda of the Full Council meeting to be held in December 2023
- Clerk to contact both parties and inform them of the decision of the committee, that would be subject to ratification by Full Council

20:04 Cllr Masseron left the meeting

23/FC/81

Apologies and declarations of Members' Interest

- 81.1 There were no apologies for absence
- 81.2 Declarations of members' interests were received from Cllr Johnson who declared he was a member of the Shinfield Rangers Football Club

23/FC/82

Minutes of the Previous Meeting

- 82.1 The minutes of the Facilities Committee meeting held on 1st November 2023 were approved as a correct record and signed as such by Cllr Clarke as Chair of the committee.

Proposed: Cllr Tatla
Seconded: Cllr James
Approved: Unanimously

- 82.2 The following matters arising were discussed:

- 23/FC/68.2 Committee to consider whether to allow use of temporary floodlights and any conditions of use

The Clerk explained that if flood lighting was required at the Manor Ground it would need to be considered in the planning process. Members agreed that this was not a proposal at the current time.

- 23/FC/71.1 Facilities Manager to arrange for the work to commence for the tennis club toilets

This was on the agenda

23/FC/71.1 Clerk to discuss rent with the Tennis Club

The Clerk reported that he had not done this to date

ACTION – Clerk to discuss rent with the Tennis Club

23/FC/71.2 Clerk to organise leaflet distribution in Millworth Lane prior to the submission of the planning application

ACTION - Clerk to arrange for leafleting to Millworth Lane residents at the appropriate time

23/FC/71.2 Clerk to arrange a public meeting to explain the proposals for Millworth Lane

The Clerk had prepared a presentation setting out what was planned for Millworth Lane and the reasoning behind it. Once Shinfield Parish Council (SPC) had a good idea of exactly when the planning permission would be submitted SPC would advertise a public meeting on the subject including leafleting Millworth Lane residents directly. After the presentation had been delivered it would be available on the SPC website and shared in the Newsletter.

ACTION –

- Clerk to arrange a public presentation on the proposed planning application for Millworth Lane at an appropriate time
- Clerk to publish the presentation on the website after the public presentation

23/FC/71.2 Cllr Peer to give details to the Clerk so he can contact Arborfield Football Club

Cllr Peer had passed on the Clerk's contact details to the Arborfield Football Sports Trust, however, they had not made contact with the Clerk to date.

ACTION – Clerk agreed to make contact with Arborfield Football Sports Trust and report to the next meeting

23/FC/71.3 Clerk to draft formal Heads of Terms for the fitness training company and submit to Facilities Committee for approval

On the agenda item 4.3

23/FC/72.1 Facilities Manager to provide details of numbers on waiting lists for the allotments to the next meeting

On the agenda item 5.2

23/FC/72.2 Facilities Manager to make appropriate arrangements for installing a fence at the Recreation Lane allotments

This had been done

23/FC/73.1 Facilities Manager to arrange for the work to replace the bollards to commence on the School Green

On the agenda item 6.1

23/FC/73.1 Facilities Manager to submit the planning application / certificate of lawfulness for the screening

This was in progress.

23/FC/73.2 Clerk to ensure that Shinfield Studios include suitable alternative storage within their final proposal

On the agenda item 6.2

23/FC/73.2 Clerk / Facilities Manager to contact the architects to ascertain whether this proposal was possible

On the agenda item 6.2

23/FC/73.3 Room charges for 2024/25 to be implemented from 1st April 2024

Arrangements had been made to implement the revised charges from 1st April 2024 and regular hirers were being informed of the new tariff.

23/FC/73.3 Deputy Clerk to add to the agenda in six months to review bookings taken for the Community Room at Spencers Wood Pavilion

This will be done

23/FC/73.4 Clerk to arrange for the opening times of the School Green Centre over the Christmas period to be published in the December Newsletter

This had been done

23/FC/73.5 Clerk to arrange a meeting of the Café Working Party

The Working Party were due to meet on 13th December 2023. Members of the Working Party were Cllrs Johnson, Peer and Tatla

ACTION – Café Working Party to report back to the next meeting of the Facilities Committee

23/FC/74.1 Clerk to seek legal advice on how to proceed with the lease/licence for chapel Lane Pre-School

On the agenda item 7.1

23/FC/74.3 Facilities Manager to arrange for the installation of a shutter to the front entrance of Spencers Wood Pavilion

On the agenda item 7.4

23/FC/75.1 Facilities Manager to obtain planning permission for the fencing at Manor Ground

This was on the agenda

23/FC/75.2 Facilities Manager to order the football posts for 9 aside

This had been done

23/FC/76.1 Clerk to investigate the situation with the Environmental Field

This was on the agenda

23/FC/76.3 Deputy Clerk to add to the agenda in January 2024 'Taking care of open space in the Parish'

This will be done

23/FC/76.5 Facilities Manager to arrange for recognition for 'Freely Fruity'

The Facilities Manager was arranging for this to be done

23/FC/77.1 Facilities Manager to obtain quotes for both refurbishment designs for Ryeish Green Pavilion and submit to Full Council for a decision

On the agenda item 10.1

23/FC/83

Millworth Lane and Sports Provision

83.1 Toilets for Millworth Lane

The Facilities Manager reported that WBC had refused the removal of the Oak Tree and required an arborists report before they would consider it further. This would now be included in the full planning application for Millworth Lane.

ACTION – Facilities Manager to arrange for an arborists report and to include the removal of the Oak Tree in the planning application for Millworth Lane

83.2 Verbal report from the Sports Working Party

The Chairman reported that the Millworth Lane refurbishment was discussed at a Teams meeting with Nigel Frankland from the University of Reading (UoR) on Monday 27th November. Mr Frankland indicated he could not foresee that the University would have any formal objections to the plans but anticipated that traffic and access may be seen as an issue in the planning application. The draft presentation had been updated to specifically address this point.

83.3 Fitness Training at Millworth Lane

The Clerk had previously circulated the draft Heads of Terms for the preferred fitness training company to operate at the Millworth Lane site once it had been completed. The company were fully understanding of the need to be considerate to the neighbours of the site and not cause noise or other problems. He would be asking for a formal proposal from the company on proposed rent to start the negotiation process. The Clerk confirmed that the electricity supply would be separately metered.

Proposed - Cllr James
Seconded - Cllr Johnson
Proposed - Unanimously

ACTION – Clerk to negotiate potential rent for the Millworth Lane site with the fitness company

23/FC/84

Allotments

84.1 Fencing for Recreation Ground allotments

The Facilities Manager reported that the fence had been installed at the Recreation Lane Allotments and there had been no reports of Anti-Social Behaviour on the allotment site since it had been erected.

84.2 Allotment waiting list

Numbers on the allotment waiting lists had been previously circulated with the agenda. The numbers had significantly reduced due to the allotment protocol being enforced for those not cultivating the allotment plot. The highest waiting list was for the Deardon Allotments.

23/FC/85

School Green Centre and School Green

85.1 School Green Working Party

The Facilities Manager reported that the new bollards were due to be installed on 11th December 2023. The screening would be installed subject to planning permission approval.

85.2 Storage at the School Green Centre

The Facilities Manager was waiting to hear from Shinfield Studios regarding additional storage at the School Green Centre (SGC) due to the loss of storage if the screening facilities were installed. This may require planning permission. Cllr Peer suggested a pre-planning conversation with WBC prior to submitting the application.

ACTION –

- Clerk to ensure that Shinfield Studios include suitable alternative storage within their final proposal
- Clerk/Facilities Manager to contact the architects to ascertain whether the proposed proposal was possible

85.3 Notice Boards at the School Green Centre

The Facilities Manager reported that the notice boards at the front of the SGC had been knocked down by a van driver. The loss adjuster had written to the company requesting they pay the sum of £2,000 that would cover the cost of replacement notice boards.

ACTION – Facilities Manager to report back to the next meeting on progress for replacement notice boards

85.4 Catering at the School Green Centre

The Clerk had circulated an outline of a tender document. This took the previous tender document as a base to ensure that all headings were considered. This had been updated to take into account the subsequent development of the School Green Centre.

Without labouring the points, the turnover achieved was in line with the lower expectation of the original tender document and was a good performance. However, speed of service, pricing, the actual food offer and portion control were likely to have been significant factors.

It was important to ensure that we had an approach that enabled us to attract the right fit for what we need for the future, therefore the council should be open to a range of proposals. This could range from a “branded” offer to a social enterprise community café.

The tender document would need to include a clause that stated that the café operator would continue to operate until the end of the contract after notice had been served. The Clerk recommended that the café was not run ‘inhouse’.

The Clerk had already received two expressions of interest.

The Clerk suggested that a consultant be hired to ensure that the tender document was correct to attract the right contractor for the requirements of the SGC.

Concern was expressed about the continuity of the café and it was agreed that the Clerk could investigate the hiring of fully serviced vending machines as a temporary measure.

Proposed - Cllr Johnson
Seconded - Cllr Tatla
Agreed - Unanimously

ACTION –

- The Café Working Party would look at the options and report back to the Facilities Committee
- The Clerk to investigate the hire of vending machines for the café

Spencers Wood Pavilion and Recreation Ground

86.1 Chapel Lane Pre-School contract

The Chapel Lane Pre-School had now requested a Lease rather than a Licence and this was now being checked by SPC Solicitors. The Pre-School were paying the new rent that included the back dated element.

ACTION – Clerk to report back to the committee on the progress of the Chapel Lane Pre-School Lease at the next meeting

86.2 **Spencers Wood Pavilion, Community Room hire**

This had been discussed at the beginning of the meeting under 'Public questions'.

The Clerk suggested that proactive promotion of the Spencers Wood Pavilion (SWP) was required to attract more bookings. A proposed design for signage had been circulated with the papers to make it easier to identify. Cllr Johnson offered to prepare a video of the SWP that could be accessed by a QR code visible on the front of the building. The Clerk also suggested that a promotional offer of 50% discount be offered to any new hirers between now and the end of March 2024. Members agreed that all these suggestions should be initiated.

ACTION –

- Clerk to arrange for signage to be installed at the SWP
- Clerk to promote a 50% discount until the end of March 2024 on new bookings at the SWP
- Clerk to develop a video for promotion of the SWP with assistance from Cllr Johnson

86.3 **Upgrade to CCTV at the Spencers Wood Pavilion**

The Facilities Manager reported that the upgrade to the CCTV at the SWP had a positive effect on reducing the incidents of ASB on the site. The system allowed clearer identification of activity on the site.

86.4 **Installation of shutters to the front entrance of Spencers Wood Pavilion**

The Facilities Manager reported that the shutter to the front entrance of the SWP was due to be installed on 17th December 2023. Cllr Peer queried whether this would attract graffiti, however, it was reported that this had not been a problem generally experienced at this site.

23/FC/87

Manor Ground

87.1 Manor Ground Pavilion

The Chairman reported that football was now underway at the Manor Ground. A few teething problems had been encountered: -

- There had been some problems with parking which were due to the football club facilities manager not opening the gate. Cllr Johnson reported that the clubs were trying to ensure that there was not an overlap of games to alleviate any parking issues and participants were encouraged to maximise the parking space by double parking where appropriate.
- Football goalposts had been ordered and would be delivered within two weeks.

23/FC/88

Parish Wide Items

88.1 Environmental Field

This was at the bottom of Hayes Drive and the field had been left in a poor condition by Taylor Wimpey.

The Clerk reported that he not been able to investigate this due to other priorities. The Chairman felt it was unlikely that anything further could be done on this subject.

88.2 High Copse Pavilion

Nigel Frankland, University of Reading (UoR) reported that work was expected to commence in January 2024. Football pitches should be ready for the season in 2025 and it would be dependent on the weather as to whether cricket would start in 2025 or 2026 (a minimum of 18 months is required to establish a cricket square). The working party would have a follow up meeting to look at the proposed design of the Pavilion that would include 8 changing rooms, a large community room, kitchen and bar area.

88.3 Taking care of open space in the Parish

To be discussed in January 2024

88.4 Bus Shelter on Hyde End Lane

This had now been installed.

88.5 Deardon Orchard

The Facilities Manager reported that a second working party had met on 17th November 2023 to complete the remedial work on the fruit trees at the Deardon Orchard.

88.6 **Registration of Allotments**

Members noted the updates with the Land Registry for Pound Green (BK525694) and Arborfield Road (BK525693) allotment sites.

23/FC/89

Ryeish Green Pavilion

89.1 Refurbishment of Ryeish Green Pavilion

Tony Grover, Surveyor was in the process of costing up the two options set out at the previous Facilities Meeting with the intention of these going to Full Council in December.

ACTION – Clerk to add to the agenda of the Full Council in December 2023

23/FC/90

Correspondence

90.1 There was no correspondence

23/FC/91

Date of Next Meeting

91.1 The next meeting would be held on Wednesday, 3rd January 2024

The meeting ended at 21:38

List of Actions

23/FC/80.1	Clerk to add the recommendation of the Facilities Committee to the agenda of the Full Council meeting to be held in December 2023	Clerk
23/FC/80.1	Clerk to contact Miriam Grace Day Care and Spencers Wood Coffee Morning group of the decision of the Committee	Clerk
23/FC/82.2	Clerk to discuss the rent with the Tennis Club	Clerk
23/FC/71.1		
23/FC/82.2	Clerk to arrange for leafleting to Millworth Lane residents at the appropriate time	Clerk
23/FC/71.2		
23/FC/82.2	Clerk to arrange a public presentation on the proposed planning application for Millworth Lane at an appropriate time	Clerk
23/FC/71.2		
23/FC/82.2	Clerk to publish the presentation on the website after the public presentation	Clerk
23/FC/71.1		
23/FC/82.2	Clerk agreed to make contact with Arborfield Football Sports Trust and report to the next meeting	Clerk
23/FC/71.1		
23/FC/82.2	Cafe Working Party to report back to the next meeting of the Facilities Committee	Clerk
23/FC/73.5		
23/FC/83.1	Facilities Manager to arrange for an arborists report and to include the removal of the Oak Tree in the planning application for Millworth Lane	Facilities Manager
23/FC/83.3	Clerk to negotiate potential rent for the Millworth Lane site with the fitness company	Clerk
23/FC/85.2	Clerk to ensure that Shinfield Studios include suitable alternative storage within their final proposal	Clerk
23/FC/85.2	Clerk/Facilities Manager to contact the architects to ascertain whether the proposed proposal was possible	Clerk / Facilities Manager
23/FC/85.3	Facilities Manager to report back to the next meeting on progress for replacement notice boards	Facilities Manager
23/FC/85.4	The Café Working Party would look at the options and report back to the Facilities Committee	Café Working Party
23/FC/85.4	The Clerk to investigate the hire of vending machines for the café	Clerk
23/FC/86.1	Clerk to report back to the committee on the progress of the Chapel Lane Pre-School Lease at the next meeting	Clerk
23/FC/86.2	Clerk to arrange for signage to be installed at the SWP	Clerk
23/FC/86.2	Clerk to promote a 50% discount until the end of March 2024 on new bookings at the SWP	Clerk
23/FC/86.2	Clerk to develop a video for promotion of the SWP with assistance from Cllr Johnson	Clerk / Cllr Johnson
23/FC/89.1	Clerk to add to the agenda of the Full Council in December 2023 'Refurbishment of Ryeish Green Pavilion'	Clerk