

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 Copse

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

25/FC/84 **Parish Vision**

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