

Minutes of a meeting of
The Facilities Committee
Held on Wednesday 1st November 2023
At School Green Centre commencing at 19:30

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

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

2 members of the public

*Joined the meeting at 19:55

23/FC/68

Public Questions

68.1 Manor Ground Football Nets

The Chairman of the Shinfield Rangers reported that the University of Reading (UoR) had delivered 7 aside football goals instead of 9 aside football goals.

Shinfield Parish Council (SPC) would order the 9 aside football goals (see minute 23/FC75.2)

68.2 Floodlights

The Chairman of Shinfield Rangers asked if they could use floodlights at the Manor Ground and Millworth Lane next season to maximise training. It was agreed that the committee would give this consideration.

ACTION – Committee to consider whether to allow use of temporary floodlights and any conditions of use

23/FC/69

Apologies and declarations of Members' Interest

69.1 There were apologies for absence from Cllrs Boyer and Jahromi

69.2 There were no declarations of members' interests


29-11-23

- 70.1 The minutes of the Facilities Committee meeting held on 4th October 2023 were approved as a correct record and signed as such by Cllr Clarke as Chair of the committee.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

- 70.2 The following matters arising were discussed:

- 23/FC/57** Deputy Clerk to investigate ownership of land between the Arborfield
23/FC/48.3 Road allotments and the new nursery

The Deputy Clerk reported that the strip of land was owned by Wokingham Borough Council.

- 23/FC/57** Facilities Manager to discuss with Grazeley Village Hall and order a
23/FC/49.2 Christmas Tree accordingly

The Clerk had made the offer of a tree. As they had already ordered a tree SPC would contribute towards the cost instead and the Chairman of the Grazeley Village Hall was pleased with the offer from SPC.

- 23/FC/57** Facilities Manager to invite Cllr Clarke to the next meeting with Nigel
23/FC/52.6 Frankland, UoR

Cllr Clarke had spoken to Nigel Frankland who expected work to start on High Copse in January 2024

- 23/FC/59.1** (a) Clerk to write up a business case for Millworth Lane showing potential income and expenditure for discussion at the full council meeting

This had been done and was an item on the agenda of the Full Council meeting held on 25th October 2023 where it was approved unanimously.

- 23/FC/59.1** (b) Clerk to add Millworth Lane to the next agenda of full council

This had been done

- 23/FC/59.2** (a) Deputy Clerk to add 'approval of quote for the toilets at Millworth Lane' to the next agenda

This was on the agenda

- 23/FC/59.2** (b) Facilities Manager to chase up the planning permission for the removal of the tree at Millworth Lane

The Facilities Manager reported that Tony Grover had asked the planner for permission to remove the 3rd tree.

23/FC/60.2 Deputy Clerk to inform the Allotments Administrator of the decision of the committee to allow an extension to those who live outside of the parish

The Allotments Administrator had been informed of the decision

23/FC/60.3 Deputy Clerk to inform the Allotments Administrator of the decision of the committee to amend the wording on the allotment termination protocol from 'Recreation and Amenities Committee' to 'Facilities Committee'

The Allotments Administrator was making the appropriate changes

23/FC/61.1 Deputy Clerk to arrange a meeting of the School Green Working Party

Another meeting would be set up once the costings had been approved.

23/FC/64.1 Clerk to investigate the condition of the Environmental Field

This was on the agenda at Item 9.1

23/FC/64.3 Facilities Manager to raise the issue of the hedge and lighting on Hyde End Road between Dobbies Garden Centre and Langley Mead SANG with Nigel Frankland, UoR

Cllr Clarke advised that he had spoken to Nigel Frankland about this.

23/FC/66.1 Clerk to inform Cllrs Clarke, James and Peer when the bids were to be opened for Ryeish Green Pavilion

The agent had received the bids and had forwarded them to the Clerk. Councillors had not been invited as there was not an official opening of the bids. The Clerk had reported the information to the Full Council meeting held on 25th October 2023.

This item was also on the agenda for further discussion.

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

Millworth Lane

71.1 Toilets for Millworth Lane

The Facilities Manager had obtained a revised quote:-

In summary the total cost was

H. Cockburn £10,180 (base and filtration system)

Portable Offices £17,677 (truck to deliver)

Josh Chamberlain tree removal £1,200 (Qty 3 subject to planning permissions)

Total £29,851

Proposed: Cllr Peer

Seconded: Cllr Tatla

Approved: Unanimously

ACTION – Facilities Manager to arrange for the work to commence

ACTION – Clerk to discuss rent with the Tennis Club

71.2 Verbal report from the Sports Working Party

The Chairman reported that the Sports Working Party had met on 1st November 2023 and requested that process of obtaining planning permission commence with a view to the work starting in March/April 2024. Leaflets will be delivered to inform local residents in Millworth Lane of the proposal and invite the public to explain the planning application.

Cllr Peer reported that Arborfield Football Club had formed a Trust who were now dealing with WBC.

ACTION – Clerk to organise leaflet distribution in Millworth Lane prior to the submission of the planning application

ACTION – Clerk to arrange a public meeting to explain the proposals for Millworth Lane

ACTION – Cllr Peer to give details to the Clerk so he can contact Arborfield Football Club

71.3 Fitness Training at Millworth Lane

The Clerk advised that he had discussed the main items that would be required to be considered within a formal agreement. Now that Full Council had approved the redevelopment of Millworth Lane he would progress with creating a formal set of Heads of Terms for this facility.

ACTION – Clerk to draft formal Heads of Terms for the fitness training company and submit to Facilities Committee for approval



23/FC/72

Allotments

72.1 Allotment Annual General Meeting

The Facilities Manager reported that this had been attended by the Allotments Administrator, Clerk, Facilities Manager and Cllr Clarke. Allotments holders were pleased that those not cultivating their allotments were being given notice to leave. Bonfires had been causing some issues and it was stressed that they needed to be done properly, allotment holders were encouraged to find alternative ways of disposing of waste. Allotment holders recognised the actions that SPC had taken to help stop the intrusions onto the Clares Green Allotments.

Cllr Clarke reported that it had been a very positive meeting.

ACTION – Facilities Manager to provide details of numbers on waiting lists to the next meeting

72.2 Fencing for Recreation Ground allotments

The Facilities Manager had obtained a quote from Meta fence for £2,483.60 + VAT for the supply and installation of fencing at the Recreation Ground allotments due to increased levels of anti-social behaviour (ASB).

Proposed: Cllr Peer
Seconded: Cllr James
Approved: Unanimously

ACTION – Facilities Manager to make appropriate arrangements for installing a fence at the Recreation Ground allotments

23/FC/73

School Green Centre and School Green

73.1 School Green Working Party

The Facilities Manager advised that he had received quotes for the replacement bollards around the School Green and for screens along the north side (car park side). The latter would require planning permission. In the meantime, due to the condition of the existing bollards it was recommended that they were replaced as they did not require any planning permission.

Members approved the quotation for £30,400 for the replacement bollards and screens for the School Green

Proposed: Cllr James
Seconded: Cllr Tatla
Approved: Unanimously

ACTION – Facilities Manager to arrange for the work to replace the bollards to commence

ACTION – Facilities Manager to submit the planning application / certificate of lawfulness for the screening



73.2 Storage at the School Green Centre

The Clerk reported that storage was an ongoing issue at the School Green Centre and with the proposed installation of the filming facilities the existing cupboard in the Pound Green Room would be lost. There was therefore a need to provide additional suitable usable storage within the building and ideally adjacent to Pound Green and Ryeish Green rooms. This would require planning permission, building regulations and involve the architects.

It was recognised that there was a need for additional storage in the building generally.

ACTION – Clerk to ensure that Shinfield Studios include suitable alternative storage within their final proposal

ACTION – Clerk/Facilities Manager to contact the architects to ascertain whether this proposal was possible

Proposed: Cllr Per
Seconded: Cllr Tatla
Approved: Unanimously

73.3 Room charges for 2024/25

Proposed charges for the School Green Centre (SGC) and Spencers Wood Pavilion (SWP) had previously been circulated to members for consideration.

Members approved the charges for 2024/25 with a review of the community room bookings at Spencers Wood Pavilion in six months.

Proposed: Cllr Tatla
Seconded: Cllr James
Approved: Unanimously

ACTION – Room charges for 2024/25 to be implemented from 1st April 2024

ACTION – Deputy Clerk to add to the agenda in six months to review bookings taken for the Community Room at Spencers Wood Pavilion

73.4 School Green Centre opening times over the Christmas Period

The Clerk advised that the proposed times reflect the arrangements put in place for last Christmas. These would be the hours for the general public, for example, to collect blue bags. On Friday 29th there was a party booked into the evening and this would be staffed accordingly.

Members approved the proposed opening times as previously circulated.

Proposed: Cllr Peer
Seconded: Cllr Tatla
Approved: Unanimously

ACTION – Clerk to arrange for the opening times to be published in the December Newsletter

73.5 Robyn's Nest Café

The Clerk advised that this item had been placed on the agenda to report that Robyn's Nest Café had made the decision to close on a Monday. However, since the issuing of the papers for this meeting he had received formal notice from the café proprietor that they intended to cease trading with effect from Christmas Eve. They would be liable for rent income until the end of their notice period which would be 26th April 2024.

The Clerk had agreed not to share this information as at the time the proprietor had not communicated her decision to her staff. The Clerk asked that there was no external discussion of this subject until such time as the proprietor had confirmed she had completed that task.

The Clerk stated that a vibrant café was an essential element to the success of the School Green Centre but it was important to get the right café operator rather than rush the process.

The Clerk recommended a full tendering exercise but suggested that the Council make it clear that it would be prepared to consider proposals from anyone wishing to run a Community Café. This would be a 'not for profit' scheme utilising a mainly volunteer workforce.

The Clerk stated that we should not consider any in-house operation of a café. This would divert too much attention from other council activities and there were comparatively few successful in-house operations at the scale we would be operating at.

Members NOTED the information, and it was agreed that a working party be formed to look at options. Cllrs Peer, Clarke and Tatla agreed to join the working party.

ACTION – Clerk to arrange a meeting of the working party

23/FC/74

Spencers Wood Pavilion and Recreation Ground

74.1 Chapel Lane Pre-School contract

The Facilities Manager reported that the Chapel Lane Pre-School were now paying the rent as set in the new contract. They had at the last meeting requested that the licence becomes a lease. The Clerk had been advised by Cllr Grimes that there were reasons why the agreement was previously in the form of a licence and he would get further legal advice on how to proceed.

ACTION – Clerk to seek legal advice on how to proceed with the lease/licence for Chapel Lane Pre-School

74.2 Upgrade to CCTV at Spencers Wood Pavilion

The Facilities Manager reported that the CCTV at the SWP had now been upgraded and was providing a better coverage and quality of the area.

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

ASB problems at the SWP have been increasing over the last few months with youths congregating in the entrance porch. Members were asked to consider the installation of a shutter on the front porch that could block off the sheltered area when the building was not in use. The Clerk advised that when he unlocked the building on Saturday morning there was clear evidence that it had been used as a congregating point by youths the previous evening.

A quote had been received from Shuretech for £4,2370 + VAT.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Facilities Manager to arrange for the installation of a shutter to the front entrance of the Spencers Wood Pavilion

23/FC/75

Manor Ground

75.1 **Manor Ground Pavilion**

The Facilities Manager reported that WBC required full planning permission for fencing to protect the equipment. The Facilities Manager had temporarily put up some Heras fencing to protect the equipment.

The practice nets had been installed and were paid for by the UoR.

ACTION – Facilities Manager to obtain planning permission for the fencing

75.2 **Football nets at the Manor Ground Pavilion**

(This item was discussed under Public Questions)

The Facilities Manager reported that the football posts supplied by the University of Reading (UoR) at the Manor Ground were for 7 aside football, however, they required football posts for 9 aside. Two quotes had been received

- Steel – £2534.00 (incl. VAT)
- Aluminum - £4531.60 (inc. VAT)

The preferred choice would be for the steel.

Members approved

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Facilities Manager to order the football posts

Parish Wide Items**76.1 Environmental Field**

Cllr Clarke had reported at the last meeting that Taylor Wimpey had not left the field in an acceptable state, the weeds were very high, and the soil was about 1 meter higher than the original field. Chris Howard, WBC had previously been contacted.

ACTION – Clerk to investigate

76.2 High Copse Pavilion

Cllr Clarke reported that Nigel Frankland had said that work was expected to start in January 2024.

76.3 Taking care of open space in the Parish

Cllr Clarke reported that the roundabouts at the junction of Hayes Drive/Deerleap and the one on the Arborfield Road near the 'Parrot' were still overgrown.

ACTION – Deputy Clerk to add to the agenda in January 2024

76.4 Bus Shelter on Hollow Lane

This was expected to be installed towards the end of November 2023.

76.5 Deardon Orchard

The Facilities Manager reported that a working party, comprising residents, staff and councillors, had met at the orchard on 14th October and much restorative work was carried out under the guidance of Steve Arnold of Tree Solutions. A charity – Freely Fruity – had attended and had offered to work with the council to keep the orchard in a healthy condition.

The work had not quite been completed and a further working party had been arranged.

It was suggested that some recognition was required for the work 'Freely Fruity' were doing on an ongoing basis. Costs could be claimed from WBC.

Proposed: Cllr Peer
Seconded: Cllr Tatla
Approved: Unanimously

ACTION – Facilities Manager to arrange for recognition for 'Freely Fruity'



23/FC/77

Ryeish Green Pavilion

77.1 Marketing of Ryeish Green Pavilion

The Clerk reported that a discussion had taken place at the Full Council meeting on 25th October where Councillors felt that they should reconsider the use of the building and quotes should be obtained for renovation with a view to leasing the building.

The Clerk reminded members of the process that had led to this position.

Members believed the land was an asset to the community and, if there was a use for it, the best way forward may be to refurbish and let it out. Full Council would revisit the issue in December when the costs of refurbishment were known.

The Clerk reported that the agent had advised against refurbishment and suggested that selling was in the best interest of the council.

The Facilities Manager was asked to obtain quotes for the refurbishment of the Pavilion. The Facilities Manager had requested clear instructions on how members wish the refurbishments to look before he submitted instructions for the quotes.

Two designs were proposed; a more open space and the configuration that the dementia group had intended to implement.

ACTION – Facilities Manager to obtain quotes for both refurbishment designs and submit to Full Council for a decision

20:21 *Cllr Masseron left the meeting*

77.2 Relocation of football container

The football club had a container on the Ryeish Green Pavilion site where they stored their equipment. Members felt that this could be repositioned on the other side of the fence near the football pitches where it would be more accessible to the football club.

The Clerk suggested that any decision on the container was deferred until a final decision had been made on the future of the pavilion.

23/FC/78

Correspondence

78.1 Woodland Trust - Free Trees for Communities 2023/24

The Woodland Trust is giving away free trees to interested Parish and Town councils.

23/FC/79

Date of Next Meeting

79.1 The next meeting would be held on Wednesday, 29th November 2023

The meeting ended at 21:28

Ann L. Clarke
29-11-23

List of Actions

23/FC/68.2	Committee to consider whether to allow use of temporary floodlights and any conditions of use	Committee
23/FC/71.1	Facilities Manager to arrange for the work to commence for the tennis club toilets	Facilities Manager
23/FC/71.1	Clerk to discuss rent with the Tennis Club	Clerk
23/FC/71.2	Clerk to organise leaflet distribution in Millworth Lane prior to the submission of the planning application	Clerk
23/FC/71.2	Clerk to arrange a public meeting to explain the proposals for Millworth Lane	Clerk
23/FC/71.2	Cllr Peer to give details to the Clerk so he can contact Arborfield Football Club	Cllr Peer
23/FC/71.3	Clerk to draft formal Heads of Terms for the fitness training company and submit to Facilities Committee for approval	Clerk
23/FC/72.1	Facilities Manager to provide details of numbers on waiting lists to the next meeting	Facilities Manager
23/FC/72.2	Facilities Manager to make appropriate arrangements for installing a fence at the Recreation Ground allotments	Facilities Manager
23/FC/73.1	Facilities Manager to arrange for the work to replace the bollards to commence on the School Green	Facilities Manager
23/FC/73.1	Facilities Manager to submit the planning application / certificate of lawfulness for the screening	Facilities Manager
23/FC/73.2	Clerk to ensure that Shinfield Studios include suitable alternative storage within their final proposal	Clerk
23/FC/73.2	Clerk / Facilities Manager to contact the architects to ascertain whether this proposal was possible	Clerk / Facilities Manager
23/FC/73.3	Room charges for 2024/25 to be implemented from 1 st April 2024	Deputy Clerk
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	Deputy Clerk
23/FC/73.4	Clerk to arrange for the opening times to be published in the December Newsletter	Clerk
23/FC/73.5	Clerk to arrange a meeting of the 'café' working party	Clerk

23/FC/74.1	Clerk to seek legal advice on how to proceed with the lease/licence for chapel Lane Pre-School	Clerk
23/FC/74.3	Facilities Manager to arrange for the installation of a shutter to the front entrance of Spencers Wood Pavilion	Facilities Manager
23/FC/75.1	Facilities Manager to obtain planning permission for the fencing at Manor Ground	Facilities Manager
23/FC/75.2	Facilities Manager to order the football posts for 9 aside	Facilities Manager
23/FC/76.1	Clerk to investigate the situation with the Environmental Field	Clerk
23/FC/76.3	Deputy Clerk to add to the agenda in January 2024 'Taking care of open space in the Parish'	Deputy Clerk
23/FC/76.5	Facilities Manager to arrange for recognition for 'Freely Fruity'	Facilities Manager
23/FC/77.1	Facilities Manager to obtain quotes for both refurbishment designs and submit to Full Council for a decision	Facilities Manager