

To all members of the Facilities Committee

Notice is hereby given that a meeting of the Facilities Committee will be held on
WEDNESDAY 4th March 2026 at 19.30 at the School Green Centre



Bruce Winton
Chief Executive and Clerk to the Parish Council
27th February 2026

Members: Cllrs Boyer, Clarke, Jahromi, James, Johnson (Chair), Masseron and Peer
Cllr Johnson has sent his apologies, and Cllr Clarke will chair the meeting as Vice-Chair

Agenda

24. Public Questions

- 24.1 To **RECEIVE** and **CONSIDER** public questions

25. Apologies and declaration of members' interests

- 25.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
25.2 To **RECEIVE** any updates to members' declarations of pecuniary interest, and any related person interest in respect of the agenda

26. Minutes of the previous meeting

- 26.1 To **RECEIVE** and **APPROVE** the minutes of the Facilities Committee held on 4th February 2026 as a correct record of the meeting and to authorise the Chair to sign the same*
26.2 To **CONSIDER** matters arising from the minutes

27. High Copse Items

- 27.1 To **RECEIVE** and **CONSIDER** the rates for the use of High Copse Pavilion pitches
27.2 To **RECEIVE** and **CONSIDER** an update on draft Heads of Terms between Shinfield Parish Council and Shinfield Rangers
27.3 To **RECEIVE** and **CONSIDER** an update on the proposed fencing around the football pitches and cricket square
27.4 To **RECEIVE** and **CONSIDER** an update on the cricket tender for cricket at High Copse
27.5 To **RECEIVE** and **CONSIDER** an update on water irrigation for the sports pitches at High Copse
27.6 To **RECEIVE** and **CONSIDER** an update on additional storage at High Copse

28. Millworth Lane Items

- 28.1 To **RECEIVE** and **CONSIDER** an update regarding the Fitness Centre at Millworth Lane
- 28.2 To **RECEIVE** and **CONSIDER** the draft Heads of Terms between Shinfield Parish Council and the Tennis Club

29. Land Acquisition

- 29.1 To **RECEIVE** and **CONSIDER** an update on potential land acquisition from the University of Reading

30. School Green Centre and School Green

- 30.1 To **RECEIVE** and **CONSIDER** any matters relating to the School Green Centre and School Green
- 30.2 To **RECEIVE** and **CONSIDER** an update for the repositioning of the recycle bins at School Green car park (operated by Wokingham Borough Council)

31. Spencers Wood Pavilion

- 31.1 To **RECEIVE** and **CONSIDER** the pre-application response for the installation of the Community Shelter (application number 260102)*

32. Allotments

- 32.1 To **RECEIVE** and **CONSIDER** a verbal update from the Allotments Working Party meeting held on 3rd March 2026

33. Microgeneration

- 33.1 To **RECEIVE** and **CONSIDER** an update on microgeneration within the Shinfield Parish Council estate* (For hard copy: Summary and Sections 1-3 only – full report available on request and included in electronic pack)

34. Parish Wide Items

- 34.1 To **RECEIVE** and **CONSIDER** any other matters within the parish not covered above

35. Correspondence

- 35.1 To **RECEIVE** and **NOTE** any correspondence received

36. Date of Next Meeting

- 36.1 To **NOTE** the next meeting of the Facilities Committee meeting will be held on Wednesday, 1st April 2026 at 19:30

* Report attached ** Report to follow

Minutes of a meeting of
The Facilities Committee
held on Wednesday 4th February 2026
at the School Green Centre commencing at 19:30

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

Attending: S Herring (Deputy Clerk)
S Ali (Facilities Manager)
Cllr Bowler

26/FC/12 Public Questions

12.1 There were no public questions.

26/FC/13 Apologies and declarations of Members' Interest

13.1 Apologies had been received from Cllr Jahromi.

13.2 Declarations of Members' interests

There were no declarations of Members interests.

26/FC/14 Minutes of the Previous Meeting

14.1 The minutes of the Facilities Committee meeting held on 7th January 2026 were approved as a correct record and signed by Cllr Johnson

Proposed: Cllr Peer
Seconded: Cllr Boyer
Approved: Unanimously

14.2 The following matters arising from the meeting held on 7th January 2026 were discussed:

26/FC/1.1 Facilities Manager to contact Freely Fruity and arrange for collaboration to take place in maintaining the Deardon Orchard

This was on the agenda – item 21.1

- 26/FC/1.1 Facilities Manager to revisit discussions with Freely Fruity on the design and installation of a sign recognising their commitment to maintenance

Freely Fruity and the Facilities Manager would work together on the content and design of the sign. It was proposed that each tree would be labelled with a description and QR code for additional information. The Facilities Manager would present further information to the Committee when available.

ACTION – Facilities Manager to present an update on signage and maintenance at the Deardon Orchard at the next committee meeting

- 25/FC/132.2 Facilities Manager to draft the Heads of Terms between SPC and SRFC

This was on the agenda – see minute 15.2

- 25/FC/137.1 Facilities Manager to arrange the first meeting of the Allotments Working Party

To date expressions of interest had been received from 4 councillors and 32 allotment holders. It was anticipated that the first meeting would be held at the end of February.

ACTION – Facilities Manager to arrange a date for the first meeting of the allotments working party at the end of February

- 26/FC/4.2 Cllr Johnson and Facilities Manager to meet with SRFC to discuss a contractual agreement for the use of the facilities at High Copse and Manor Ground

This was on the agenda – item 15.2

- 26/FC/4.3 Deputy Clerk to add request for funding for fencing around High Copse pitches to the Full Council agenda for the meeting to be held on 28th January 2026

This was on the agenda of the Full Council meeting held on 28th January 2026. The item is on the agenda – see minute 15.5

- 26/FC/4.3 Facilities Manager to check with the Cricket Clubs that any fencing installed would not conflict with the boundaries

The Facilities Manager had spoken to the interested cricket clubs and confirmed that the quote for the perimeter fencing, approved by Full Council, would meet the requirements of the football and cricket clubs.

26/FC/4.3 Clerk to apply for grant funding from the Football Foundation

The Clerk had commenced the process; however, this had been held up while the Football Foundation verified the sites. As soon as this was complete the application would be submitted.

ACTION – Clerk to submit the application for grant funding from the Football Foundation once the sites had been verified

26/FC/4.4 Facilities Manager to order the storage containers for High Copse

This was on the agenda – item 15.9

26/FC/4.7 Deputy Clerk to add to agenda of the next meeting an item regarding the cricket tenders for High Copse

This was on the agenda – see minute 15.6

26/FC/5.2 Facilities Manager to arrange for the ground to be reseeded at Millworth Lane where the sheds had been removed

The Facilities Manager had been advised by Freely Fruity that the ground could be reseeded after March to give the grass the best opportunity to grow.

ACTION – Facilities Manager to arrange for the ground to be reseeded at Millworth Lane at an appropriate time in March 2026.

26/FC/5.3 Facilities Manager to draft Heads of Terms for discussion with the Tennis Club

This was on the agenda – see minute 16.2

26/FC/6.1 Full report on Ryeish Green Pavilion to be presented to the Facilities Committee at the meeting in March 2026

Minutes 21.1 refers.

26/FC/7.2 Facilities Manager to obtain quotes for the base for the recycle bins at School Green

This was on the agenda – see minute 18.2

26/FC/8.1 Facilities Manager to arrange for the order and installation of the Community Shelter at Spencers Wood recreation ground once the relevant permissions had been obtained

This was on the agenda – see minute 19.1

26/FC/9.1 Facilities Manager and Clerk to attend the formal opening of the MUGA and playground adjacent to Aldergrove School on 14th January 2026

The Clerk and the Facilities Manager attended the formal opening of the MUGA and playground adjacent to Aldergrove School on 14th January 2026.

The Clerk had since received communication from the Headteacher at Alder Grove expressing concern over children climbing over the MUGA fence near to a deep pond on the school site. It was recognised that this was not an issue for the Parish Council and the Headteacher had been advised to liaise with the developer and carryout any necessary risk assessment.

26/FC/9.3 The Chair would approach all parties involved to understand the issues relating to the sports pitches at Hyde End Lane

The Chair had been in contact with Glen Goody, Wokingham Borough Council (WBC) who was now the contact with Taylor Wimpey. Weekly contact meetings were being held to discuss outstanding issues in the parish. These included the issues with the site of the new football pitches on Hyde End Lane:-

- Standing water pipe required a cover
- Lines were required on the car park and an extension to the car park to alleviate parking on Hyde End Lane
- Splitting the lease between the pitches and the orchard

Cllr Hoyle expressed concerns that the road was not suitable for high levels of traffic and requested that a footpath that led from the sports centre to the new pitches was installed.

The initial playing of football on the pitches would be for one game only to test the parking and traffic issues. It was unknown who would be managing the booking of the pitches.

26/FC/9.4 Facilities Manager to research alternative switch operation for the shutters at High Copse

The Facilities Manager had been working with Beard and the University of Reading (UoR) regarding increasing the number of switches that operate the shutters at High Copse Pavilion due to the malfunction of some of the shutters. This had been a design fault and would need to be addressed by the developers.

ACTION – Facilities Manager to liaise with the developers to resolve the issues of the shutters at High Copse Pavilion

Item 12.1 was discussed at this point.

Cllr Bowler had attended the meeting as a member of the Ryeish Green Pavilion Working Party and left the meeting after this item.

26/FC/15

High Copse Items

15.1 First football matches played at High Copse and interim Shinfield Rangers cafe

Cllr Johnson reported that Shinfield Parish had the highest amount of football games played in the Wokingham Borough. The quality of the pitches at High Copse were reported as being outstanding.

Shinfield Rangers Football Club had been given permission to use the bar area at High Copse on a temporary basis as a café, during matches, until the Council had made a final decision on the running of the Tin Roof Café. The Clerk and Deputy Clerk would be discussing further options for the café with Cllr Poole.

15.2 Draft Heads of Terms between Shinfield Parish Council (SPC) and Shinfield Rangers Football Club (SRFC)

Officers had met with SRFC to discuss the Heads of Terms, however, this was still not finalised and ready to be presented to Committee.

It appeared that there had been a misunderstanding regarding the pitch charges as SRFC understood that the fees were per day rather than per match. Members agreed that the price set at their meeting in November 2025 (minutes 25/FC/131) should apply to cover the costs of running the site at High Copse and the football club should be charged accordingly.

SRFC were currently playing 4 junior games on a Saturday. Adult games were still taking place at Millworth Lane. There was the possibility that women's games would be played in the afternoon next year.

ACTION –

- Facilities Manager and Clerk to finalise the Heads of Terms between SPC and SRFC
- Cllr Johnson to circulate pitch fees charged by WBC

15.3 Proposal from Shinfield Rangers Football Club to use the Pavilion as a Club House and Bar for the Community

SRFC had sent in a proposal to use the Pavilion as a Club House and Bar for the Community. Members were against this proposal as it would restrict the hiring out of facilities and reduce the potential income from room hire. The Clerk had suggested that the 'physio room' could be made available for use as an office and shop for the club, however, members were against this proposal.

Members **AGREED** that they would not support the use of the Pavilion as a Club House and bar for SRFC.

ACTION – Clerk to inform SRFC that SPC would not support the use of the Pavilion as a Club House and bar.

15.4 Proposed 3G pitch

The Clerk had written to UoR to request formal permission to use the identified land for a 3G pitch. He was awaiting a response from Nigel Frankland, UoR that should arrive shortly after their meeting, expected to take place on 17th February 2026.

15.5 Fencing around pitches at High Copse

Full Council meeting held on 28-01-2026 approved the purchase of Mesh Fencing 1300mm from Duralock (UK) Limited from CIL reserves at a cost of £45,165 (ex VAT). An application would be submitted to the Football Foundation for a potential grant of up to £25,000 to offset against this cost.

ACTION -

- Facilities Manager to obtain the necessary planning consents
- Facilities Manager to order the fencing, subject to receiving planning consents and following the response to the Grant Funding from the Football Foundation
- Clerk to submit an application for Grant Funding to the Football Foundation to assist with the cost

15.6 Update on the Cricket tender for High Copse.

The deadline for receipt of tenders was 1st February. 7 had expressed an interest.

Four tenders had been received and had been circulated to members of the committee:-

- Calcot Cricket Club
- Pure Cricket Academy
- Reading Lions Cricket Club
- Shinfield Cricket Club

Members **AGREED** to invite each club in for a presentation to enable an assessment to be made in relation to their commitment. A working party would be set up, membership to be Cllrs Clarke, Johnson, the Clerk and Facilities Manager. Other councillors were welcome to join the working party and should contact the Clerk if interested.

ACTION –

- Clerk to arrange a meeting of the cricket club working party
- Clerk to invite interested parties to attend a meeting and give a presentation to the working party
- Working party to report to the Facilities Committee in March

15.7 Proposal to introduce Padel at High Copse

Members discussed the proposal to install Padel at High Copse. It was recognised that Padel was also in the proposed plans for the redevelopment of Millworth Lane recreation ground. There were financial benefits to introduce this sport soon and options to either contract it out to another company or for SPC to operate. If this was contracted out at High Copse, SPC would need to seek approval from the UoR in the first instance.

Before any further decision could be made a noise assessment would be required for both sites.

ACTION – Facilities Manager to arrange for a noise assessment for Padel to be carried out on 2 sites, namely High Copse and Millworth Lane recreation ground

15.8 Water irrigation for the sports pitches at High Copse

Members wished to pursue the use of the existing borehole sited at High Copse sports pitches and recognised that a licence would need to be obtained.

Committee **AGREED** to obtain a licence for borehole water extraction sited at High Copse.

Proposed: Cllr Boyer
Seconded: Cllr Johnson
Agreed: Unanimously

ACTION – Facilities Manager to investigate the cost of a borehole water extraction licence and the process of obtaining this for the sports pitches at High Copse.

15.9 Update on the proposal for additional storage at High Copse

The Facilities Manager had ordered and paid for the containers and they would be installed once the ground had dried out.

26/FC/16

Millworth Lane

16.1 Update for the Fitness Centre at Millworth Lane

The Facilities Manager reported that

- Tony Grover, BDS had given the go ahead for the scope of the archaeological works.
- WBC were in agreement – work now needs to take place
- WBC to arrange for the work to commence
- SPC pay.

ACTION – Facilities Manager to report back to the Committee on the outcome of the archaeological report and next steps, once received.

- 16.2 Draft Heads of Terms between Shinfield Parish Council (SPC) and the Tennis Club

The Facilities Manager had a meeting arranged with the Tennis Club in March to discuss the proposed Heads of Terms with the club.

ACTION – Facilities Manager to draft Heads of Terms for discussion with the Tennis Club

26/FC/17

Land Acquisition

- 17.1 Potential land acquisition from the University of Reading (UoR)

The Clerk had written to Nigel Frankland, UoR on 14th January to request the acquisition of land at:-

- Millworth Lane
- Cow herds field for a 3G pitch
- Leasing land next to Manor Ground for Mountain Bike Trail

ACTION –

- Clerk to circulate the letter sent to the UoR to members of the Committee
- Clerk to circulate the response from the UoR to members of the Committee once this had been received

26/FC/18

School Green Centre

- 18.1 Any matters relating to the School Green Centre and School Green

The Facilities Manager had arranged for MD Fire Doors to carry out an inspection of the fire doors at the School Green Centre where a number of faults had been identified resulting in a quote of £15,000. The Facilities Manager would be contacting AOC (architects) as this was felt to be excessive work and expense considering the age of the building, and for any guarantees to be checked.

The Deputy Clerk explained that the repair to the fire doors at the entrance to the corridor leading to the Pound Green Room was urgent as the bottom hinge had broken and the doors could not be shut at night or would not close in the event of a fire.

Members **AGREED** that the fire doors at the entrance to the corridor leading to the Pound Green Room should be repaired urgently.

The cost of the repairs would be financed from the long-term maintenance reserve.

ACTION –

- Facilities Manager to check guarantees and standard of work carried out by AOC
- Facilities Manager to arrange for a separate quote for the repair of the fire doors at the entrance to the corridor leading to the Pound Green Room and arrange for this work to be carried out urgently
- Deputy Clerk to circulate the quote from MD Fire Doors to members of the Committee

18.2 Recycling bins

Quotes had been received for the installation of the base for the repositioning of the recycling bins:-

- Cockburn Grounding and Groundworks Limited £12,460 (ex VAT)
- Reading Groundworks £22,222.74 (including VAT)
- DPF Works £24,680.00 (excluding VAT)

Members **AGREED** to proceed with the quotation received from Cockburn Grounding and Groundworks Limited for £12,460 (ex VAT).

Proposed: Cllr Johnson
Seconded: Cllr Masseron
Approved: Unanimously

ACTION –

- Clerk to contact Wokingham Borough Council to confirm the necessary approval for the repositioning of the recycling bins at School Green car park
- Facilities Manager to organise the works to commence once the necessary consent had been received

26/FC/19

Spencers Wood Pavilion and Recreation Ground

19.1 Installation of Community Shelter

The Facilities Manager had submitted a pre-application, this would take approximately 4-6 weeks. Facilities Manager to make sure WBC were happy with the proposals to instal a community shelter.

ACTION – Facilities Manager to update the Committee at the meeting in March.

26/FC/20

Microgeneration

20.1 An update on microgeneration within the Shinfield Parish Council (SPC) estate

The Facilities Manager reported that the consultant from 'Reduce Energy' had visits arranged at High Copse and Manor pavilions (these had been delayed due to occupation by hirers). The consultant expected to be able to submit a report in the next couple of weeks.

Recommendations for improvements would be financed from CIL money set aside for microgeneration. Proposals would be submitted to the Finance and General Purposes Committee and Full Council for final approval.

ACTION - Facilities Manager to circulate the report from 'Reduce Energy' once received

26/FC/21

Parish Wide Items

21.1 An update on maintenance of Deardon Orchard

The Facilities Manager had spoke to Freely Fruity (Matt) who would get back with a date for getting a group together to carry out the work. Freely Fruity would be willing to take the lead on it, potentially in the Spring.

21.2 Any other matters within the parish not covered above

Ryeish Green Pavilion Working Party
(This item had been taken after minute 26/FC/14.2)

The Ryeish Green Pavilion Working Party had submitted a report prior to the meeting, and this had been circulated to members of the Committee.

Cllr Hoyle emphasised that the community should be informed of the findings and be given the opportunity to respond. A decision should be taken following the consultation. Cllr Hoyle expressed concerns over leaving the building to decay as this was an unnecessary cost to the parish.

Cllr Clarke requested that the shipping container on the site should be removed by the football club.

The Working Party would like to make the following requests:-

- 1) To extend the final report for a further 5 months (May 2026) as there were still a few outstanding quotes for costs
- 2) To install 2 steel doors to protect the building from anti-social behaviour (ASB) – cost per door approx. £500-£600 each
- 3) Cllr Hoyle to join the working party

Proposed: Cllr Johnson
Seconded: Cllr Masseron
Approved: Unanimously

ACTION –

- Ryeish Green Working Party to report on viable options for the Ryeish Green Pavilion at the meeting to be held in May 2026 at the latest
- Facilities Manager to arrange for the installation of 2 steel doors to the Ryeish Green Pavilion
- Facilities Manager to ask the football club to remove the container on the site of Ryeish Green pavilion.

26/FC/22

Correspondence

- 22.1 There was no correspondence

25/FC/23

Date of the Next Meeting

- 23.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 4th March 2026

The meeting ended at 21:09

List of Actions

14.2

26/FC/1.1	Facilities Manager to present an update on signage and maintenance at the Deardon Orchard at the next committee meeting	Facilities Manager
25/FC/137.1	Facilities Manager to arrange a date for the first meeting of the allotments working party at the end of February	Facilities Manager
26/FC/4.3	Clerk to submit the application for grant funding from the Football Foundation once the sites had been verified	Clerk
26/FC/5.2	Facilities Manager to arrange for the ground to be reseeded at Millworth Lane at an appropriate time in March 2026.	Facilities Manager
26/FC/9.4	Facilities Manager to liaise with the developers to resolve the issues of the shutters at High Copse Pavilion	Facilities Manager
26/FC/15.2	➤ Facilities Manager and Clerk to finalise the Heads of Terms between SPC and SRFC	Facilities Manager and Clerk
	➤ Cllr Johnson to circulate pitch fees charged by WBC	Cllr Johnson
26/FC/15.3	Clerk to inform SRFC that SPC would not support the use of the Pavilion as a Club House and bar.	Clerk
26/FC/15.5	➤ Facilities Manager to obtain the necessary planning consents for the pitch perimeter fencing at High Copse	Facilities Manager
	➤ Facilities Manager to order the fencing, subject to receiving planning consents and following the response to the Grant Funding from the Football Foundation	Facilities Manager
	➤ Clerk to submit an application for Grant Funding to the Football Foundation to assist with the cost	Clerk
26/FC/15.6	➤ Clerk to arrange a meeting of the cricket club working party	Clerk
	➤ Clerk to invite interested parties to attend a meeting and give a presentation to the working party	Clerk
	➤ Working party to report to the Facilities Committee in March	Clerk
26/FC/15.7	Facilities Manager to arrange for a noise assessment for Padel to be carried out on 2 sites, namely High Copse and Millworth Lane recreation ground	Facilities Manager
26/FC/15.8	Facilities Manager to investigate the cost of a borehole water extraction licence and the process of obtaining this for the sports pitches at High Copse.	Facilities Manager

26/FC/16.1	Facilities Manager to report back to the Committee on the outcome of the archaeological report at Millworth Lane Recreation Ground, and next steps, once received.	Facilities Manager
26/FC/16.2	Facilities Manager to draft Heads of Terms for discussion with the Tennis Club	Facilities Manager
26/FC/17.1	➤ Clerk to circulate the letter sent to the UoR to members of the Committee	Clerk
	➤ Clerk to circulate the response from the UoR to members of the Committee once this had been received	Clerk
26/FC/18.1	➤ Facilities Manager to check guarantees and standard of work carried out by AOC at the School Green Centre	Facilities Manager
	➤ Facilities Manager to arrange for a separate quote for the repair of the fire doors at the entrance to the corridor leading to the Pound Green Room and arrange for this work to be carried out urgently	Facilities Manager
	➤ Deputy Clerk to circulate the quote from MD Fire Doors to members of the Committee	Deputy Clerk
26/FC/18.2	➤ Clerk to contact Wokingham Borough Council to confirm the necessary approval for the repositioning of the recycling bins at School Green car park	Clerk
	➤ Facilities Manager to organise the works to commence once the necessary consent had been received	Facilities Manager
26/FC/19.1	Facilities Manager to update the Committee at the meeting in March regarding the installation of a community shelter at the Spencers Wood Recreation Ground.	Facilities Manager
26/FC/20.1	Facilities Manager to circulate the report on microgeneration from 'Reduce Energy' once received	Facilities Manager
26/FC/21.2	➤ Ryeish Green Working Party to report on viable options for the Ryeish Green Pavilion at the meeting to be held in May 2026 at the latest	Ryeish Green Pavilion Working Party
	➤ Facilities Manager to arrange for the installation of 2 steel doors to the Ryeish Green Pavilion	Facilities Manager
	➤ Facilities Manager to ask the football club to remove the container on the site of Ryeish Green pavilion.	Facilities Manager

Date: 20 February 2026
Application: 260102



**WOKINGHAM
BOROUGH COUNCIL**

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Pre-application Advice Response Letter

Application Number: 260102

Site Address: Spencers Wood Recreation Ground, Clares Green Road,
Spencers Wood, Reading, RG7 1DY

Expiry Date: 17 February 2026

Proposal: Pre-application advice for the proposed erection of a small, standalone shelter intended to provide a safe and designated space for young people.

Dear Shams Ali,

Thank you for your request for planning advice which was validated on 20 January 2026. This letter will provide advice about your scheme and what you may need to do when submitting a planning application.

At this stage, we have not consulted anyone else about your scheme, such as neighbouring properties, but we would do so if a planning application is submitted. Before you submit a planning application, we recommend that you carry out your own public consultation and provide evidence of this through a Statement of Community Involvement.

We have provided a [frequently asked questions page](#) to answer some of the common queries about planning which will help explain the planning application process.

Site and Surroundings

The application site is a large public recreation ground comprising a grassed field. It includes The Spencers Wood Pavilion, which accommodates Chapel Lane Pre-School, the Shinfield Voluntary Car Service, and the Pavilion Youth Club. The site also features a recently approved multi-use games area, along with a skate park and outdoor gym.

To the north of the recreation ground is a car park, with multiple footpaths across the ground. There are community allotments to the south and residential dwellings to the west, east and north of the site.

Description of Proposal

The proposal seeks the erection of standalone shelter with seating intended to provide a safe and designated space for young people.

Assessment of Proposal & Key Issues

Principle of Development:

The National Planning Policy Framework has an underlying presumption in favour of sustainable development which is carried through to the local Development Plan. Policy CC01 of the MDD Local Plan states that planning applications that accord with the policies in the Development Plan for Wokingham Borough will be approved without delay, unless material considerations indicate otherwise.

The site is located within settlement limits and as such the development should be acceptable providing that it complies with the principles stated in the Core Strategy. Policy CP3 of the Core Strategy states that development must be appropriate in terms of its scale of activity, mass, layout, built form, height, materials, and character to the area in which it is located and must be of high-quality design without detriment to the amenities of adjoining land uses and occupiers.

Policy CP2 of the Core Strategy states new development should contribute to the provision of sustainable and inclusive communities (including the provision of community facilities) to meet long term needs. Planning permission will be granted for proposals that address the requirements of (b) Children, young people and families including the co-ordination of services to meet their needs.

The proposed shelter is considered to broadly align with criterion (b) of Policy CP2. However, the Case Officer notes that limited information has been submitted to clarify the intended users of the shelter - whether it is primarily for young people associated with the Pavilion or for general public use, which includes young people. Given that the site and proposed shelter are publicly accessible, it is presumed to be for general use. Nonetheless, this should be clearly specified in any subsequent full planning application.

Character of the Area:

Policy CP3 of the Core Strategy states that development must be appropriate in terms of its scale, mass, layout, built form, height and character of the area and must be of high quality design. R1 of the Borough Design Guide SPD requires that development contribute positively towards and be compatible with the historic or underlying character and quality of the local area.

In principle, the proposed erection of a shelter within the grounds is unlikely to adversely affect the character of the area, given its modest scale, open design, and the fact that such structures are commonplace within public recreation grounds.

However, as noted by the Council's Green Infrastructure Support Officer (see the following section), it is recommended that, from both a visual and functional perspective, the shelter be sited closer to with the existing Pavilion or outdoor facilities. Its current location appears somewhat isolated and disconnected from the main activity areas, and relocating it could improve accessibility, encourage use by the intended groups, and integrate it more effectively into the overall layout of the recreation ground.

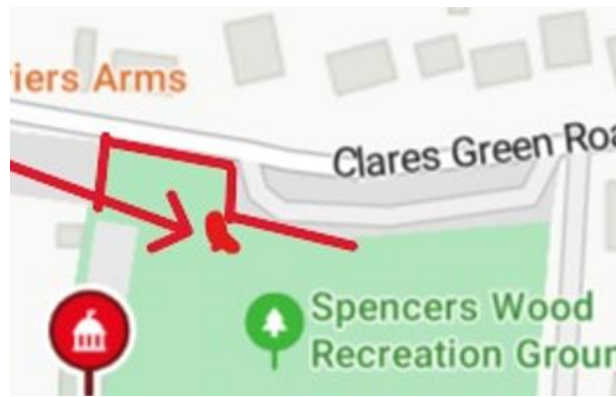
Any future application should therefore consider this in determining the final siting of the shelter.

Green Infrastructure

The Council's Green Infrastructure Support Officer has reviewed this application and has stated the following:

The WBC Play Space Design Technical Note should be reviewed with respect to this application. While the document primarily provides guidance on the design of play spaces, the sections on surfacing, inclusive design, multi-functional spaces, seating, and provision for young people provide some high-level, over-arching themes that can be applied to locating where the shelter is located and the shelter type that should be selected.

More consideration should be given to the location of the shelter if it's primary use is to be for youth. The proposed location appears to be directly off the existing car park. Being so close to cars and the car park is not an ideal location from a place-making perspective and does not necessarily seem like it will appeal to youth. While this location does provide overlooking and visibility from Clares Green Road and the parking lot, the shelter is detached from the main parts of the park where youth are more likely to be using existing facilities such as the MUGA, skate park, and pavilion hall.



- Location 'A' in figure 1 below (southern location), is in closer proximity to existing youth facilities (the MUGA and skate park) and will provide seating and shade opportunities for youth. Similarly, locating the shelter somewhere within this location would allow for parents or carers to meet and socialise while monitoring their children that may be participating in a football game while another child is in the MUGA or skate park area. Closer proximity to the pavilion hall also allows for overlooking of the shelter.
- If the shelter is to be located closer to the car park, I would suggest locating a bit further to the south as shown in 'B' in the screen grab below. In this location there is at least a bit more of a relationship to the pavilion and fields.
- Either the proposed location or location B in the screen grab should be looked at to evaluate if it will be prone to balls being kicked outside the limits of the football pitch.
- In any location, the shelter should be outside of any run-out areas from the football pitch.



Figure 1 – Alternative siting for the structure

- With respect to the type or style of shelter, I appreciate that the proposed shelter has seating that allows users to face one another and socialise and interact. Other options for 'pod style' seating could incorporate tables which still allow for interacting but also provide a space for users to eat, as well. This type of pod is more multi-functional in how it can be used. Below is an example of a shelter that has a table incorporated. A picture of this style of shelter that was installed in the public realm in Alton, Hampshire is also shown below, for reference.



- For maintenance and accessibility purposes, the shelter should be installed on a hard surface and not just located in a turf area.
- Guidance from Active Travel England and the Department for Transport: Inclusive Mobility, the following should be accommodated in the layout and design of bench seating:
 - Guidance from Active Travel England recommends locating seating back a minimum of 600mm from the edge of a main travel route. They further recommend providing a surfaced resting place of at least 900mm wide and at next to the proposed bench so that a wheelchair/ motorized mobility devices have space adjacent. I would suggest that any shelter be placed a minimum of 900mm off of a travel route to allow for the resting space for a wheelchair and to allow for the free flow of pedestrians cyclists on the along the main route.
- It is welcomed seeing youth and teens being given specific consideration in the selection of park features beyond play equipment.

Neighbour Amenity:

The proposal would be located a sufficient distance from any residential properties, and its intended use is unlikely to generate noise beyond that already associated with the existing outdoor facilities within the grounds. As a result, no adverse impacts on neighbouring amenity are anticipated.

Highway Access and Parking Provision:

The proposal relates to a modestly sized shelter providing seating, which would not affect the existing access arrangements to the site or generate any significant additional vehicle movements. Accordingly, no highways objections are raised.

Landscaping and Trees:

Policy CC03 of the MDD Local Plan aims to protect green infrastructure networks, promote linkages between public open space and the countryside, retain existing trees and establish appropriate landscaping and Policy TB21 requires consideration of the landscape character.

The proposal would be sited well clear of any vegetation, including the root zones of trees along the site boundaries. As such, it is considered that the development would not give rise to any adverse impacts on trees or the wider landscape.

Ecology:

Policy TB23 of the MDD Local Plan requires the incorporation of new biodiversity features, buffers between habitats and species of importance and integration with the wider green infrastructure network.

Portions of the application site, specifically around the Pavilion, are located within habitat known to support bat roosts elsewhere in the borough. However, the proposed shelter itself would be sited outside of this area, and the scheme does not involve the demolition or alteration of any roofs where bats are likely to roost. Therefore, the proposals are unlikely to have any adverse impact on roosting bats or other protected species.

Biodiversity Net Gain:

Biodiversity Net Gain is mandatory for major and minor planning applications unless the development meets the exception criteria set out in [paragraph 17 of Schedule 7A of the Town and Country Planning Act 1990](#) the [Biodiversity Gain Requirements \(Exemptions\) Regulations 2024](#), and [The Environment Act 2021 \(Commencement No. 8 and Transitional Provisions\) Regulations 2024](#). In the event planning permission is granted, and the exceptions do not apply, paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 grants permission subject to the condition “(the biodiversity gain condition)” and that development may not begin unless:

- a) a Biodiversity Gain Plan has been submitted to the planning authority, and

b) the planning authority has approved the plan.

Contamination:

There is no known contamination.

Summary

In principle, the proposed shelter is acceptable. Its modest scale and open design mean it would not harm the character of the area or neighbouring amenity, and it aligns broadly with Policies CP2 and CP3 in providing community facilities for young people.

However, the siting could be improved to better connect with existing Pavilion and recreational facilities, enhancing accessibility, usability, and passive supervision. The intended users of the shelter should also be clearly identified, and any future full application should address Green Infrastructure guidance on inclusive design, safety, multi-functional seating, and separation from active sports areas.

Submitting a Planning Application

Once you are ready to apply, please submit an application through the [Planning Portal](#). Specific documents are set out in the appendices below but refer to the Local Validation List available on the council's [how to apply for planning permission page](#) to assist you with ensuring the plans and documents submitted meet our validation requirements.

Other Guidance

Your development may also require Building Regulation approval to ensure it is built to national safety, design, and environmental standards. The Council's Local Authority Building Control (LABC) service offers a full range of plan approval, inspection, and associated services through an ISO9001 nationally accredited team of qualified building surveyors. These surveyors work closely with the Council's planning department to ensure the appropriate construction of your build. To find out more visit the Council's [Building Control website](#) or call 0300 790 0580 to speak to a member of the team.

If your project requires a dropped kerb on the road in front of your house then you may require consent from the highway authority; further information is available on the Council's [dropped kerbs page](#). Finally, if your project includes 100 sqm or more of new floor area then it is liable for the community infrastructure levy. Refer to the Council's [CIL page](#) for more information.

This concludes the pre-application process and I trust that this informal advice is of use to you. Please be aware that it is given without prejudice to any future decision that the Council may take. If you would like further advice, then a new pre-application submission and associated fee will be required.

Yours sincerely,

Tariq Bailey-Biggs, BSc (Hons), MSc.
Planning Officer
Development Management
Wokingham Borough Council
MC 25.02.2026

Appendix One – Relevant Policies and Guidance

The relevant policies associated with this proposal are as follows:

National Policy Core Strategy 2010 (CS)	National Planning Policy Framework (NPPF) National Planning Policy Guidance (NPPG) CP1 – Sustainable Development CP2 – Inclusive Communities CP3 – General Principles for Development CP6 – Managing Travel Demand CP7 – Biodiversity CP9 – Scale and Location of Development Proposals
Managing Development Delivery Local Plan 2014 (MDD Local Plan)	CC01 – Presumption in Favour of Sustainable Development CC03 – Green Infrastructure, Trees and Landscaping CC06 – Noise CC07 – Parking TB08 – Open Space, Sport and Recreational Facilities Standards TB23 – Biodiversity and Development
Wokingham Borough Local Plan Update (LPU)	SS1 – Sustainable development principles SS3 – Development within or adjacent to major and modest settlements NE2 – Biodiversity net gain NE4 – Trees, woodland, hedges and hedgerows DH1 – Place making and quality design DH2 – Safeguarding amenity HC2 – Community infrastructure HC8 – Noise pollution HC9 – Contaminated land and water
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List

Appendix Two – Site History

The relevant planning applications associated with this site are as follows:

PLANNING HISTORY		
Application No.	Description	Decision & Date
15319	Demolition of existing pavilion and erection of new hall for community facilities (outline).	Approved 26/06/1981
22865	Extension to pavilion to provide improved toilet kitchen and changing facilities.	Approved 11/02/1985
200992	Full application for the proposed erection of a single storey building for community use including provision of a pre-school, ancillary office and community rooms, plus associated landscaping works, following demolition of the existing pavilion	Approved 13/07/2020

221601	Full application for the proposed provision of Multi Use Games Area (MUGA) and erection of 3m high fencing. Removal of basketball court and relocation of exercise equipment to former basketball court location	Approved, 27/07/2022
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Appendix Three – Validation Requirements

The documents required for validating any future planning application are as follows:

- – required document
- – possibly required document: these may either help determine an application or resolve the need to use a pre-commencement condition

Please note supporting information with regards to what details are required for each document are contained on the following page on the Council's website: [how to apply for planning permission page](#).

Standard Documents

- Application form ●
- Location Plan (1:1250) and Block Plan (1:500) ●
- All plans to metric scale and to show existing and proposed ●
- Floor Plans
- Elevation Plans
- Roof Plans
- Site Layout Plan
- Correct fee (where one is necessary) ●
- CIL Form 0 ●

Additional Documents

- Biodiversity survey and report ○
- Design and Access Statement ●
- Flood Risk Assessment ○
- Tree Survey / Arboricultural Statement ○
- Water Course / Drainage Statement ○
- Employment Skills Plan ○
- Affordable Housing Statement ○
- Land Contamination ○

Appendix Four – Legal Agreements and Community Infrastructure Levy

If your development requires a legal agreement pursuant to section 106 of the Town and Country Planning Act, this will need to be signed and completed prior to determination of any application. Preparing and completing an agreement will be carried out by the Council's legal department and is subject to a separate charge and Land Registry fee.

The CIL charge rate is calculated on the net additional floor space at £365 per square metre. Some exemptions may apply and it is advised to look at the Council's

[community infrastructure levy advice page](#). A CIL form is required to make your application valid.

Shinfield Parish Council (High Copse Pavillion) : Energy Savings Audit Report

Document Control:

Reduce Energy Ltd

Version Number: SPC ; HC ; 01

Author: Ian Gough: 11/2/2026

Checked: Andrea Eisnerova: 19/2/2026



Reduce Energy Ltd

Assessment of Energy / carbon saving opportunities for:

Shinfield Parish Council, High Copse Pavillion, High Copse Farm, Hyde End Road, Reading. RG2 9ES



Produced for:

Shinfield Parish Council, School Green centre, School Green, Shinfield, Reading. RG2 9EH

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EXECUTIVE SUMMARY

This report presents the results of an energy and carbon saving opportunities survey of High Copse Pavillion, Hyde End Road, Reading. RG2 9ES. This was carried out by Reduce Energy Ltd.

The agreed scope of work for this assessment was:

- To visit the site and assess current energy consumption / usage.
- To assess the site for potential energy / carbon saving opportunities and to increase energy efficiency of the property.
- To assess the site for potential renewable energy generation opportunities, (supplementary report).
- To identify and prioritise actions that can be taken by the organisation to improve its energy / carbon management.

The High Copse building shows signs of original construction circa 2024, it provides hall space, catering facilities, small office and changing facilities. The building shows no signs of refit upgrades post 2024. The space comprises, 655 Sq Meters / 7050 Sq Feet.

Declared site Electricity consumption equates to an established estimated 25,194 kWh's (not HH corrected) worth per annum. Including all 'on costs', this equates to an annual electricity energy bill of some: £24,302 (2025 contract).

Declared site Gas consumption equates to an established estimated 28,777 kWh's worth per annum. Including all 'on costs', this equates to an annual gas energy bill of some: £6218 (2025 contract).

*Based on Meter read 12/2/2026 and 3/6/2025 Invoice number :378432686/25 ; 8 mnths 1704 M³

Combined energy costs equate to: £30,520.

Carbon emissions associated to electricity usage equates to some 4.4 Tonnes per annum.

Carbon emissions associated to gas usage equates to some 5.8 Tonnes per annum.

Combined energy usage equates to 10.2 Tonnes per annum.

This report highlights potential savings of some £28,751 (£12,500 from IF current solar not working) (94% monetary saving but if Solar correct only 53%) and 3.7 Tonnes of CO² (84% carbon savings). 23,950 kWh's worth of savings (44% Kilowatt hours savings). These are very conservative estimates of savings.

The High Copse building has a declared annual electricity consumption of some 38 kWh's / M² (3.5 kWh's / sq ft). A declared annual gas consumption of some 43 kWh's / M² (4.08 kWh's / sq ft).

A summary of the 26 point Action Plan is presented in the table below. Additional items suggested in recommendations.

It is important to note that advisory, no cost, recommendations should also be implemented. Educational dissemination sessions with Shinfield Parish staff will be instrumental in this regard.

Some assumptions have been made in these calculations, but they are conservative in their savings. The building in general, was in excellent condition. These building appears excellent for electricity and fossil fuel usage when compared to other similar buildings. The Energy Benchmarking tool developed by CIBSE www.cibse.org/Knowledge/Benchmarking, provides a Good Practice (fossil fuels) statement of 141 kWh/M² (DEC assessed) for a typical sports ground changing facility. A good practice of 93 kWh/M² for electricity. Based on this assessment criteria the High Copse sports pavilion should be viewed EXCELLENT for electricity and gas usage (energy performance).

ACTION PLAN

The recommendations listed below detail annual savings identified and payback against project costs.

Priority	Recommendations						Timescale for implementation and by whom
		Estimated annual savings			Estimated cost (£)	Payback period (years)	
		(£)	CO ₂ (tonnes)	(kWh)			
1	Repair the underfloor heating system (leak to main manifold). The underfloor heating manifold was leaking (19/12/2025), this must be repaired and fully monitored. There is evidence that the underfloor heating hasn't been working properly, requiring heat gain from other sources.	£972	0.1 Tonnes	1007	Nil (within warranty – Nuttals)	Immediate	Implement Immediately. Bruce Winton / Shams Ali. Advisory : Reduce Energy Ltd
2	Ensure BMS is 'optimised' and set up with all parameters current. New Temperature and ventilation settings must be applied. Task : Reduce Energy Ltd	£1701	0.3 Tonnes	1763	Nil – Reduce Energy Ltd	Immediate	Implement immediately. Bruce Winton / Shams Ali / Reduce Energy Ltd
3	The BMS was on summer settings (19/12/2026). A M&E BMS engineer contract must be sought to fully monitor and maintain the system and control parameters.	£729	0.1 Tonnes	755	Nil	Immediate	Implement Immediately. Bruce Winton / Shams Ali / Reduce Energy Ltd
4	The main Air Source Heat Pumps should have the flow temperature reduced (post BMS optimisation). At the time of our visit, we recorded an internal set temperature of 24.8°C. this should be reduced to 21°C maximum (dementia group) and 19°C preferential.	£954	0.1 Tonnes	980	Nil	Immediate	Implement Immediately. Bruce Winton / Shams Ali / Reduce Energy Ltd
5	All Plant appears to be on 'on' settings (19/12/2026 & 6/2/2026). Correct to ensure 'auto' settings are applied and control (BMS) infrastructure overrides / controls.	£1215	0.2 Tonnes	1259	Nil	Immediate	Implement Immediately. Bruce Winton / Shams Ali / Reduce Energy Ltd

Priority	Recommendations						Timescale for implementation and by whom
		Estimated annual savings			Estimated cost (£)	Payback period (years)	
		(£)	CO ₂ (tonnes)	(kWh)			
6	Mitsubishi Eco Dan internal controlers have an error code : P8. This appears to be a control issue in relation to the BMS. This must be resolved. A M&E BMS engineer contract must be sought to fully monitor and maintain the system and control parameters. Heating flow temperatures should be `set`.	£Nil	Nil Tonnes	Nil	Nil : Maintenance only	None	Advisory. Bruce Winton / Shams Ali
7	Tio internal temperature settings (controllers for underfloor heating) were set to in excess of 27.5°C. Sensors must be reset to control to 21°C maximum. 19°C is best. Underfloor heating is now repaired; internal temperature should be achieved (after one week).Also see 9 below.	£996	0.1 Tonnes	1032	Nil	Immediate	Implement Immediately. Bruce Winton / Shams Ali / Reduce Energy Ltd
8	Internal Lochinvar water heaters have a warning code `Maximum burning hours`, service required. Controllers / heaters must be serviced. A M&E engineer contract must be sought to fully monitor and maintain all plant systems.	£Nil	Tonnes	Nil	Nil : Maintenance only	None	Advisory. Bruce Winton / Shams Ali
9	The current AHU was operating to maximum `expel` / air changes, extracting surplus air and achieving a recorded 58 air changes per hour. The system has a 12kW heater battery. The AHU must be optimised `set` and toggled back. Ideally incorporating the current CO2 detectors. A sensible approach here would be to install sensors / optimise settings through controls and CO2 control to regulate.	£1259	0.1 Tonnes	806	Unknown	Immediate	Implement immediately. Reduce Energy Ltd to advise further.

Priority	Recommendations						Timescale for implementation and by whom
		Estimated annual savings			Estimated cost (£)	Payback period (years)	
		(£)	CO ₂ (tonnes)	(kWh)			
10	The AHU’s weren’t currently being serviced. Filters must be changed and fan speeds regulated. Ideally through utilisation of a full M&E contract. A M&E engineer contract must be sought to fully monitor and maintain all plant systems.	£Nil	Nil Tonnes	Nil	Nil : Maintenance only	None	Implement Immediately.
		FILTER CHANGE : £108	0.01 Tonnes	110	Contract Nil	Unknown (contract costs)	Implement within the year. Bruce Winton / Shams Ali
11	Room ventilation settings are set to operate from 7am until 5pm. We suggest that these settings are re-set to ‘core’ hours only. 9am until 3pm is recommended. Savings captured above (priority 9/5/4).	£Nil – captured above	Nil – Captured above	Nil – captured above	Nil	Immediate	Implement immediately. Bruce Winton / Shams Ali.
12	Hot water run time settings are set to operate from 7am until 5pm. We suggest that these settings are re-set to ‘core’ hours only. 9am until 2pm throughout the week days and 7am until 9am weekends is recommended.	£435	0.3 Tonnes	1726	Nil	Immediate	Implement immediately. Bruce Winton / Shams Ali.
13	The University of Reading, Beard Construction and Nuttall’s, should be invited to a ‘round robin’ snagging meeting on site. There is evidence of incorrect labelling / signposting on building schematics and suggestion of incorrect building control / zoning. Reduce Energy Ltd to host and facilitate conversations and an ongoing action plan to correct issues and reduce energy consumption. This is notable in relation to the ASHP’s / AHU / BMS and the solar PV array.	£Nil – Captured above	Nil – Captured above	Nil – captured above	Nil	Immediate	Implement immediately. Bruce Winton / Shams Ali.

Priority	Recommendations						Timescale for implementation and by whom
		Estimated annual savings			Estimated cost (£)	Payback period (years)	
		(£)	CO ₂ (tonnes)	(kWh)			
14	There is no evidence (labelled) of the Solar PV on site working. The inverters on site are recording energy generation, but the main PV power logic display (meter) is showing zero total Kwh generation and zero voltage. This could mean DC voltage potential but non conversion to AC power. Monitoring is essential so must be recorded somewhere. Alarm points (system monitor) would also be suggested to alert to system failures. A/C breakers / blown fuses must be checked for. Advised expert witness test.	£12,500 IF system not converting and utilised on site	2.2 Tonnes	12597	Nil (within warranty – Nuttals)	Immediate	Implement Immediately. Bruce Winton / Shams Ali / Reduce Energy Ltd Expert witness test advised.
15	The changing room extract fans appear to have been 'set' to run for too long. PIR occupation sensor controls should control the air extract or settings should be adjusted / reduced.	£243	0.04 Tonnes	251	£750	3 Years	Implement within the year. Bruce Winton / Shams Ali / Reduce Energy Ltd.
16	The non concussive taps to the wash hand basins in the changing rooms run for too long ; recorded 2 minutes in changing room R07 (19/12/2005). The timing controls to the taps must be adjusted (20 seconds maximum recommended).	c£600 water and waste charges	Negligible	Negligible	Nil	Immediate	Implement immediately. Bruce Winton / Shams Ali.
17	The Council should look to end current energy supply contracts where possible. Electricity contracts are currently set at a tariff rate of 25p / kWh (day) and 19p / kWh (night), energy non commodity rates appear excessive too (in – line). Gas details a p/unit charge of 9p. Reduce Energy Ltd would suggest a 'change of tenancy' be invoked to break contract, a new contract set up and fixed to operate for the next few years.	£2508 Based on available current contract rates 21p / kWh (Day) and 15p / kWh (night) Gas 7p / Unit.	-	-	Nil	Immediate	Implement Immediately. Bruce Winton / Reduce Energy Ltd

Priority	Recommendations						Timescale for implementation and by whom
		Estimated annual savings			Estimated cost (£)	Payback period (years)	
		(£)	CO ₂ (tonnes)	(kWh)			
18	An Available capacity / maximum demand review should be carried out to enable any on site demand reductions.	£500 Billing only	-	-	£600	1 Year	Implement within the year. Bruce Winton / Shams Ali / Reduce Energy Ltd.
19	A meter reading schedule must be drawn up for the site and actual meter reads (for all supplies) regularly sent off to energy suppliers. Invoices must be checked for the meter reads. Without manual readings, AMR's should be applied (cost if not owned by the Energy Suppliers).	Accuracy only	-	-	None	Immediate	Implement within the year. Bruce Winton / Shams Ali / Reduce Energy Ltd.
20	External weather temperature sensors should be shielded from direct sunlight to prevent 'false temperature readings' and plant overrunning	£486	0.08 Tonnes	503	£500	1 Year	Implement within the year. Bruce Winton / Shams Ali / Reduce Energy Ltd.
21	Whilst the boiler house was excellent in terms of pipe insulation, there were still some small valves that remain uninsulated or have had their insulation removed. Re-insulate where necessary.	£240	0.05 Tonnes	251	£549	2 Years	Implement within the year. Bruce Winton / Shams Ali / Reduce Energy Ltd.
22	With the implementation of the recommendations on the additional renewable energy opportunities assessment report, the building has the potential to look to a 'time of use' smart energy tariff. This should be linked to activities. Linked to 17 above.	£3000	-	-	-	-	Pending on recommendations in renewable energy opportunities report. Bruce Winton / Reduce Energy Ltd.

Priority	Recommendations						Timescale for implementation and by whom
		Estimated annual savings			Estimated cost (£)	Payback period (years)	
		(£)	CO ₂ (tonnes)	(kWh)			
23	Ensure the property has a full and valid Display Energy certificate. The current Government Energy certificate database doesn't appear to have a DEC registered for the site. This is the requirement of a developer on 'hand over' of a building. So, this responsibility should fall to Beard construction to provide. This is a Legal requirement.	Advisory Only	-	-	-	-	Implement Immediately. Bruce Winton / Reduce Energy Ltd.
24	A TM44 Air conditioning inspection report and certificate are required for the building (AHU of more than 12kW). This is the requirement of a developer on 'hand over' of a building. So, this responsibility should fall to Beard construction to provide. This is a Legal requirement.	Advisory Only	-	-	-	-	Implement Immediately. Bruce Winton / Reduce Energy Ltd.
25	Shinfield Parish Council staff should attend an energy training seminar (in house) ; ½ day. Training will include no cost actions that can be taken by employees to reduce energy consumption.	£305	0.1 Tonnes	550	£300 ; Reduce Energy Ltd	1 Year	Implement within the next six months. Bruce Winton / Reduce Energy Ltd.
26	Nighttime temperature settings are set the same as daytime. 'toggle back' to 16°C maximum.	Accounted for above	-	-	-	-	Implement Immediately. Bruce Winton / Reduce Energy Ltd.
TOTAL		£28,751 -£12,500 IF solar OK	3.7 Tonnes	23,590	£2,699		

There are many capital investment / Loan, financial arrangements in place to deal with much of the above, should Shinfield Parish Council need financial assistance with these projects. Energy Performance Contracts should be entered into with any companies that Shinfield Parish choose to work with on finance.

1. INTRODUCTION

1.1. Objectives for the Visit

This assessment of energy / carbon saving opportunities has been provided at the clients request to ensure that the clients better understand how their property and procedures can improve upon its Energy / Carbon (through energy) management practices. Its principal drivers are to help with reducing energy costs / carbon dioxide emissions. The report will detail the most important activities the clients can take in order to achieve this. The project scope was agreed in advance with Mr Bruce Winton and included ;

- To visit the site and assess current energy consumption and usage.
- To assess the High Copse pavilion (organisationally / procedurally) for energy / Carbon saving opportunities.
- To assess the site / building(s) for potential carbon saving opportunities and to increase energy efficiency of the property(s).
- To assess the site for potential renewable energy generation opportunities.
- To identify and prioritise actions (through an energy / Carbon action plan) that can be taken by the organisation to improve its energy management / carbon emissions.

The customer requires this report to put forward proposals to senior management asking for funding towards measures, to achieve carbon savings.

1.2. Site details

The building is a significant size, measuring some : 655 M² within a sizeable site / grounds. Located south of Reading. The building is tenanted by Shinfield Parish Council.

The buildings electrical energy is used mainly in plant / heating / lighting and equipment. Gas is utilised in hot water.

The site has a core usage of from 6.30am in the morning through to 6.30pm in the evening throughout the year. In addition, the site is utilised by clubs and leases outside core hours (allowance of additional 3 hours).

This assessment was carried out by Ian Gough, Director, Reduce Energy Ltd and is the first assessment specifically for this site.

2. ENERGY USAGE PROFILE

2.1. Site Energy Consumption and Spend

The Shinfield Parish High Copse Pavillion building consumes approximately 53,971 kWh's of energy per annum. * *Figures provided by Shinfield Parish Council.*

Utility	Energy Consumption		Cost (inc on costs)		CO ₂ Emissions
	kWh/year	%	£/year	%	tCO ₂
Electricity	25,194	47	£24,302	80	4.4 Tonnes
Gas	28,777	53	£6,218	20	5.8 Tonnes
Total Energy	53,971	100	£30,520	100	10.2 Tonnes

3. ENERGY MANAGEMENT INFORMATION

3.1. Energy Management Practices

The existing energy management practices outlined in the Energy Management Matrix found in Appendix 2 are as follows:

Policy: An unwritten set of guidelines – Level 1: Shinfield Parish should look to develop a Carbon action plan or similar to detail an approach / guidelines on energy management.

Organising: Some delegation of responsibility but line management and authority unclear – Level 2: Shinfield Parish should organise staff with clear responsibilities towards energy / carbon management. Key staff should be delegated with regular energy / carbon management tasks. Senior management should achieve good levels of training on energy / carbon management and reduction opportunities.

Training: Staff have no energy / carbon expertise. – Level 1: Staff should be trained, particularly in relation to behavioural change issues. Energy / Carbon reduction liaison sessions should be arranged.

Performance Measurement: Monthly monitoring of energy / carbon reduction – Level 2: Key staff should be trained how to read energy billing information and analyse / work towards carbon reduction opportunities. Identify performance in relation to energy reduction. Software should be installed to assist with monitoring, staff be trained in this software package.

Communicating: Some minor use of company communication mechanisms to promote energy / carbon reduction – Level 1: Staff should be assigned to communicate energy / carbon management issues to all staff and senior management. Communication should occur with all Shinfield Parish staff. Communication should occur at least bi-annually at relevant meetings, via online communicate and any relevant circulars.

Investment: Unascertained but assumed: Same appraisal criteria used as for other cost reduction projects - Level 1: Annual energy / carbon reduction opportunity assessments should be carried out and issues identified as achieving less than five year payback values should be put forward as invest to save initiatives. Investment should be sought for any revenue generating opportunities from renewable energy technology investments. Those identified as viable in terms of positive income generation (>3.5% ROI) should be pursued. Offsetting initiatives should be enacted as a last resort.

4. CARBON REDUCTION OPPORTUNITIES

Ordered according to Action Plan above ; in terms of financial payback from initial investment :

Priority no. 1	Repair Underfloor heating.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£972	0.1 Tonnes	1007	£Nil (Warranty)	Immediate
Detail	Repair underfloor heating – ‘snagging’ issue			
Rationale	This project could save enough money from its implementation to justify its payback immediately. In addition, it will save well over 1,000 Kilowatt hours per year and just over zero point one Tonne of CO ₂ per annum.			
Risks	Nil			
Next Step.	The Client should carry this out.			
Relevant Publications				

Priority no. 2	Optimise the BMS system			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£1701	0.3 Tonnes	1763	£Nil – Reduce Energy Ltd task	Immediate
Detail	Fully optimise the BMS system ; in conversation with site constructors and BMS facilitators (M&E contract).			
Rationale	This project could save enough money from its implementation to justify its payback immediately. In addition, it will save 0.3 Tonnes of CO2 per annum.			
Risks	None			
Next Step	Reduce Energy Ltd to attend conversations. Reduce Energy Ltd to further advise and to amend controls (BMS). To arrange.			
Relevant Publications				

Priority no. 3	Summer settings were on BMS. Restore winter settings.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£729	0.1 Tonnes	755	£Nil	Immediate
Detail	Reduce Energy Ltd to effect, after conversations with site constructors. BMS agent (M&E).			
Rationale	This project could save enough money from its implementation to justify its payback immediately. In addition, it will save just under zero point one tonne of CO2 emissions per annum.			
Risks	None			
Next Step	Reduce Energy Ltd to attend further conversations and advise.			
Relevant Publications				

Priority no. 4	Reduce ASHP 'flow temperature'.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£954	0.1 Tonnes	980	£Nil	Immediate
Detail	Post BMS optimisation, ASHP flow temperature should be reduced & pumps adjusted.			
Rationale	This project could save enough money from its implementation to justify its payback immediately. In addition it will save well over 980 kWh's and 0.1 tonnes of CO ₂ per annum.			
Risks	None			
Next Step	Reduce Energy Ltd to further advise.			
Relevant Publications				

Priority no. 5	Apply 'auto' settings to Main Plant, incl: Hot Water System and ventilation			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£1215	0.2 Tonnes	1259	Nil: Reduce Energy Ltd / Maintenance staff	Immediate
Detail	See images; Plant was found in manual 'on' operating mode. Re-set to Auto.			
Rationale	This project could save enough money from its implementation to justify its payback immediately. Conservative estimates provided. Should supersede figures.			
Risks	'Auto' settings trip out. Must Monitor.			
Next Step	Maintenance staff engaged.			
Relevant Publications				

Priority no. 6	Internal Controllers for Mitsubishi Eco Dan. P8 error code resolution and adjust heating flow temperatures.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£Nil	Nil Tonnes	Nil	Maintenance costs (M&E contract).	Immediate
Detail	M&E contractor appointed and error codes resolved. Also install 'early alerts' warning system.			
Rationale	This project could save enough money from its implementation to justify its payback immediately.			
Risks	None			
Next Step	The client should ask companies to quote for this (M&E supplier).			
Relevant Publications				

Priority no. 7	Adjust internal temperature settings (controllers) for underfloor heating			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£996	0.1 Tonnes	1032	£Nil	Immediate
Detail	Temperature settings (internal) – controllers must be set at 21°C maximum. Heat must be given one week at least to 'heat up' sufficiently.			
Rationale	This will save over one thousand kWh's and 0.1 Tonnes of CO2 per annum.			
Risks	Internal 'heat' won't be met – adjust.			
Next Step	Maintenance staff to effect. Reduce Energy Ltd to advise.			
Relevant Publications	https://tioclimatesolutions.co.uk/wp-content/uploads/2021/09/Tio-Thermostat-Instruction-Manual-b.pdf			

Priority no. 8	M&E contractor be appointed for Lochinvar water heaters, service required warning.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£Nil	Tonnes	Nil	£Nil Maintenance	None
Detail	Maintenance contract must be sought.			
Rationale	Maintenance contracts / M&E provision has the ability to save energy / money through control.			
Risks	None			
Next Step	Shinfield Parish Staff to obtain M&E contract.			
Relevant Publications				

Priority no. 9	Optimise AHU, incorporating internal CO2 sensors (12 kW heater battery).			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£1259	0.1 Tonnes	806	£Unknown	None
Detail	Air changes per hour must be adjusted to prevent excess 'expel'. Ideally through internal CO2 sensors / automation / occupancy sensors.			
Rationale	This project could save 0.1 Tonnes of CO2			
Risks	'Toggle back' leads to complaints – pick up with 'snagging' conversations. Ensure AHU is not overworking here.			
Next Step	Reduce Energy Ltd to assist with constructor conversations. M&E contractor appointed.			
Relevant Publications				

Priority no. 10	Service AHU's			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£108 (Just filter change)	0.01 Tonnes	110	£Nil ; M&E contract	Immediate
Detail	Service AHU's / filters changed, fan speed regulation etc.			
Rationale	This project could save enough money from its implementation to justify its payback immediately. In addition, it will save 0.01 Tonnes of CO ₂ per annum.			
Risks	None			
Next Step	'snagging' and M&E contract			
Relevant Publications				

Priority no. 11	Adjust room ventilation settings			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£Nil (already captured)	Nil Tonnes	Nil	£Nil	Immediate
Detail	Re-set ventilation settings, as suggested			
Rationale	Overlap with savings identified earlier. Important to enact.			
Risks	Complaints from tenants - adjust			
Next Step	Reduce Energy Ltd to enact			
Relevant Publications	https://www.cibse.org/knowledge-research/knowledge-portal/ventilation-in-buildings-top-tips?id=a0q20000006oamIAAA%20			

Priority no. 12	Adjust hot water run time settings			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£435	0.3 Tonnes	1726	£Nil	Immediate
Detail	Adjust run time settings as per advice.			
Rationale	This project could save enough money from its implementation to justify its payback immediately. In addition, it will save well over one thousand Kilowatt hours per year and just over zero point three tonnes of CO ₂ per annum.			
Risks	Poor hot water provision: monitor and adjust			
Next Step	Reduce Energy Ltd to adjust / programme			
Relevant Publications				

Priority no. 13	Set up a 'snagging' site 'round robin'. Nuttals / Beard / Reduce Energy Ltd			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£Nil – captured already	Nil captured already	Nil – captured already	£Nil	Immediate
Detail	Meeting to discuss findings / 'snag' and set controls / repair / make good etc.			
Rationale	Already summarised			
Risks	None			
Next Step	Shinfield Parish Council to facilitate, Reduce Energy Ltd / M&E contractor to attend			
Relevant Publications				

Priority no. 14	Ensure PV array working correctly			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£12,500 see notes above	2.2 Tonnes	12,597	£Nil (warranty)	Immediate
Detail	Inverters recording but meters not recording, see photos. AC power check required.			
Rationale	Huge and significant as main source of energy generation on site.			
Risks	Non alarms			
Next Step	Reduce Energy Ltd to advise Shinfield Parish Council – fault finding / compensation !!			
Relevant Publications				

Priority no. 15	Changing room extract fans running too long			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£243	0.04 Tonnes	251	£750	3 Years
Detail	Electrician or M&E contractor to adjust extract fan run times			
Rationale	This project could save enough money from its implementation to justify its payback within three years. In addition, it will save over two hundred Kilowatt hours per year.			
Risks	Moisture build-up / mould / damp damage due to insufficient air changes. Monitor and adjust.			
Next Step	Reduce Energy Ltd to adjust / programme			
Relevant Publications				

Priority no. 16	Advisory only: Water. Adjust non concussive taps, as per advice.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£600	Negligible	Negligible	£Nil	Immediate
Detail	Adjust run time of taps			
Rationale	Cost saving: Water reduction costs			
Risks	Poor commentary from tenants; Monitor and adjust			
Next Step	Shinfield Parish to appoint plumber to adjust			
Relevant Publications				

Priority no. 17	Shinfield Parish Council should leave all current energy contracts			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£2508 Conservative	Tonnes		£Nil	Immediate
Detail	Reduce Energy Ltd to further advise			
Rationale	This project could save £2508 per annum.			
Risks	Current suppliers take action; 'hold' to account			
Next Step	Reduce Energy Ltd to advice / act on behalf of the Parish Council			
Relevant Publications				

Priority no. 18	Available Capacity / Maximum demand review for supply			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£500 (Billing)	Tonnes		£600	1 Year
Detail				
Rationale	This project could save £500 per annum.			
Risks	New demand tolerances set and requirement further down the line. 2-year limit.			
Next Step	Reduce Energy Ltd to advise.			
Relevant Publications				

Priority no. 19	Meter reads must be regularly taken and sent off to suppliers. Billing must then be checked for accuracy.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
Advisory to avoid penalties / excessive bills	-	-	None	Immediate
Detail				
Rationale	Accuracy only			
Risks	Poor meter reads / Utility supplier not using reads			
Next Step	Reduce Energy Ltd to advise			
Relevant Publications	https://www.edfenergy.com/sme-business/help-advice/how-read-your-meter			

Priority no. 20	Shield external weather temperature sensors			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£486	0.08 Tonnes	503	£500	1 Year
Detail	The external temperature sensor to the main plant programmer, sits on the north wall and is generally well shielded but in summer months solar gain could interfere with temperature sensing. Shield the temperature sensor.			
Rationale	Initial costs paid back from savings in year one. 0.08 Tonnes of CO ₂ savings			
Risks	Adding to thermal sensing of the sensor. Position shield carefully.			
Next Step	Appoint contractor to shield the sensor. Reduce Energy Ltd to advise.			
Relevant Publications				

Priority no. 21	Some small areas of pipe insulation in main plant room (mostly valves). Re-insulate.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£240	0.05 Tonnes	251	£549	2 Years (IF have to pay), 'snagging' issues – Main contractor ?
Detail	Some pipe and valve insulation was missing (small amount). Is this a 'snagging' issue for the main build contractor ?			
Rationale	Attributes to £240 saving per annum.			
Risks	Heat loss through not being insulated.			
Next Step	Reduce Energy Ltd to advise / deal with main contractor. If have to pay, Reduce Energy Ltd to organise			
Relevant Publications				

Priority no. 22	Use 'smart tariff's post renewables placement			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£3000 Just from a new tariff / contract	-	-	-	-
Detail	Obtain new 'Time of use' contracts / tariffs			
Rationale	Reduction in energy costs only but this can only happen post renewable energy placement			
Risks	Renewables not operating correctly, as present (monitoring)			
Next Step	Reduce Energy Ltd to advise further and additional report provided. Tariff supply contract			
Relevant Publications	https://www.eonnext.com/energy/guides/time-of-use-tariffs			

Priority no. 23	Provide a Display Energy Certificate			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
-	-	-	-	-
Detail	Legislative requirement: Initial developer to provide a DEC ? Reduce Energy Ltd to chase ?			
Rationale	A DEC Display Energy Certificate is a legal requirement.			
Risks	Legal penalties applied for non-compliance – fines !!			
Next Step	Reduce Energy Ltd to advise further and take up with site developer.			
Relevant Publications	https://www.elmhurstenergy.co.uk/energy-certificates-for-public-buildings/			

Priority no. 24	Obtain a TM44 Air conditioning inspection report and certificate, Legislative			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
Advisory only	-	-	-	-
Detail	Legislative requirement: Initial developer to provide a TM44 ? Reduce Energy Ltd to chase ?			
Rationale	A TM44 energy efficiency of A/C Certificate is a legal requirement.			
Risks	Legal penalties applied for non-compliance – fines !!			
Next Step	Reduce Energy Ltd to advise further and take up with site developer.			
Relevant Publications	https://www.gov.uk/government/publications/air-conditioning-inspections-for-buildings/a-guide-to-air-conditioning-inspections			

Priority no. 25	Staff to attend energy awareness training, ½ day			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£305	0.1 Tonnes	550	£300 Reduce Energy Ltd	1 Year
Detail	Train key staff on energy reduction techniques and no cost actions			
Rationale	Provide staff with key energy reduction training to further enable actions to reduce money / carbon. £305 per annum savings on energy costs. 0.1 Tonnes of Carbon. At least 550 kWh's.			
Risks	Staff don't enact training messages.			
Next Step	Reduce Energy Ltd to advise Shinfield Parish Council.			
Relevant Publications				

Priority no. 26	Adjust nighttime settings 'optimiser'			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
Accounted for above	-	-	-	-
Detail	Reduce nighttime setback temperatures to a recommended 16°C maximum.			
Rationale	Savings identified in other points above.			
Risks	Human error in programming			
Next Step	Reduce Energy Ltd to advise Shinfield Parish Council.			
Relevant Publications				

Legislative compliance: There are two areas of legislative compliance that have not been proven. A TM44 certificate for the Air conditioning is required and a Display Energy Certificate must be reported for the property. Reduce Energy Ltd will provide a quotation in this regard, but the main constructor should be asked and Reading University too.

It may be beneficial to challenge energy supplier profile class banding, after energy efficiency improvements AND carry out a Maximum Demand review. Within three years. Reduce Energy Ltd to quote for this.

Recommendation: This building requires regular meter reading and reporting. Reduce Energy Ltd would suggest this task rests with a key member of staff who collates all meter reads (photographically) monthly and send to the energy supplier.

Prevent any placement of background heat. Oil filled radiators were observed in the building. This is a massive 'no, no' !!

Voltage optimisation across the site could be investigated – Reduce Energy Ltd to detail.

In addition, the following measures are recommended for further investigation by the site, but are not graded as a priority for action at the present time:

Item No	Description of Recommendation
1	Carry out a CSR initiative with a local 'Green Organisation / charity'.

APPENDICES

Appendix 1 Supplementary Site Information

The table below summarises equipment with high energy consumption at the site and their condition.

Equipment	Age	General condition	Est. date for next upgrade
ASHP plant	1 + years	Excellent	2040
General Lighting	1 + years	Excellent	2035
General Electrical Equipment (non plant)	1 + years	Excellent but controls	2040
A/C plant (units)	1 + years	Excellent but controls	2035

Appendix 2 Energy Management Matrix

This matrix shows an overall appreciation of energy management for the survey site. The shaded cells represent current achievement levels indicating key areas where improvement can be made.

Level	Policy	Organising	Training	Performance Measurement	Communicating	Investment
4	Energy policy, Action Plan and regular review have active commitment of top management	Fully integrated into management structure with clear accountability for energy consumption	Appropriate and comprehensive staff training tailored to identified needs, with evaluation	Comprehensive performance measurement against targets with effective management reporting	Extensive communication of energy issues within and outside of organisation	Resources routinely committed to energy efficiency in support of business objectives
3	Formal policy but no active commitment from top management	Clear line management accountability for consumption and responsibility for improvement	Energy training targeted at major users following training needs analysis	Weekly performance measurement for each process, unit, or building	Regular staff briefings, performance reporting and energy promotion	Same appraisal criteria used as for other cost reduction projects
2	Un-adopted Policy	Some delegation of responsibility but line management and authority unclear	Ad-Hoc internal training for selected people as required	Monthly monitoring by fuel type	Some use of company communication mechanisms to promote energy efficiency	Low or medium cost measures considered if short payback period
1	An unwritten set of guidelines	Informal, mostly focused on energy supply	Technical staff occasionally attend specialist courses	Invoice checking only	Ad-Hoc informal contacts used to promote energy efficiency	Only low or no cost measures taken
0	No explicit energy Policy	No delegation of responsibility for managing energy	No energy related staff training provided	No measurement of energy costs or consumptions	No communication or promotion of energy issues	No investment in improving energy efficiency

Source & Further Reading: Better business – management guide CTV034

Appendix 3 Summary of Areas Covered

This is a checklist of items that could be covered by an opportunities assessment visit. The purpose of this form is to advise the report review process as to why certain areas have been covered and why others have not, thus informing potential further work.

Main area	Sub topics	Key area?	Yes, covered	Not covered	Reason for exclusion (e.g. customer already familiar, not relevant at this site, etc.)
Energy Management and Reporting System					
	Policy and Strategy	YES	Partially		
	Energy Management responsibility	YES	YES		
	Use of meters	YES	YES		
	Data collection and analysis	YES	YES		
	Publicising Energy Performance	YES	Partially		
	Workforce engagement	YES		✓	To be carried out by Shinfield Parish
	Use of the Standards for Managing Energy	YES	Partially covered in reporting		
	Buildings Energy Management Systems	YES	YES		
Energy Performance					
	Space Heating	YES	YES		
	Boiler house/ plant room/ boilers	YES	YES		A/C covered
	HVAC systems and plant	YES	YES		
	Compressed Air	YES	YES		
	Combustion processes			✓	Not relevant on this site.
	Lighting	YES	YES		
	Motors and drives	YES	YES		
	Building Fabric	YES	YES		
	Refrigeration/ Cooling Systems	YES	YES		

Main area	Sub topics	Key area?	Yes, covered	Not covered	Reason for exclusion (e.g. customer already familiar, not relevant at this site, etc.)
	Hot water systems	YES	YES		
	Steam distribution			*	Not relevant on site.
	Heat recovery		Partial		
	Process	YES	YES		
	Pumps and fans	YES	YES		
Energy Supply	Opportunities for Renewables	YES	YES		
	Opportunities for CHP	NO			Ruled out as too costly.

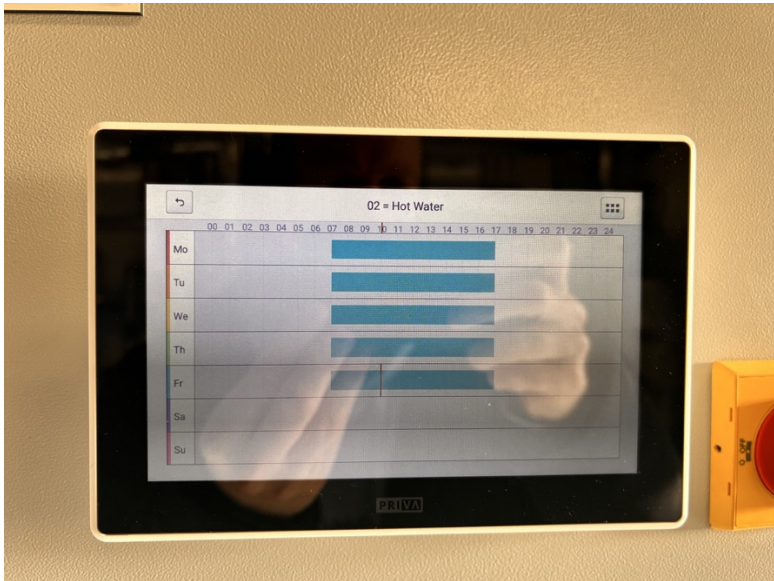
Appendix 4 Supporting evidence / Photos



Leaking underfloor heating manifold – non performance



PV main meter not recording : Investigate



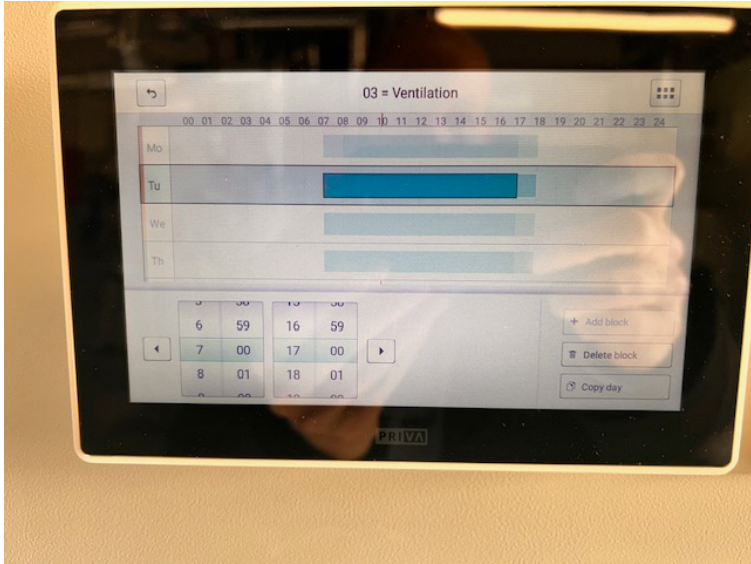
Hot water controls settings 7am – 5pm, reset



Error code on main ASHP's, reset and programme heating flow temp.



Plant observed 'on' (manual) mode. Changed to Auto.



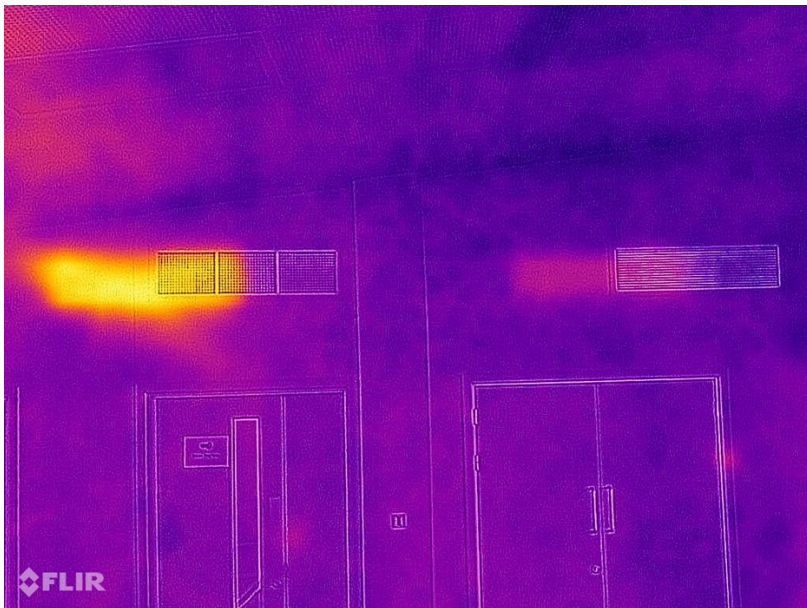
Ventilation settings set to run 7am to 5pm. Reset.



Recommendation – do not allow Oil fired heaters



Missing valve insulation in plant room, refit.



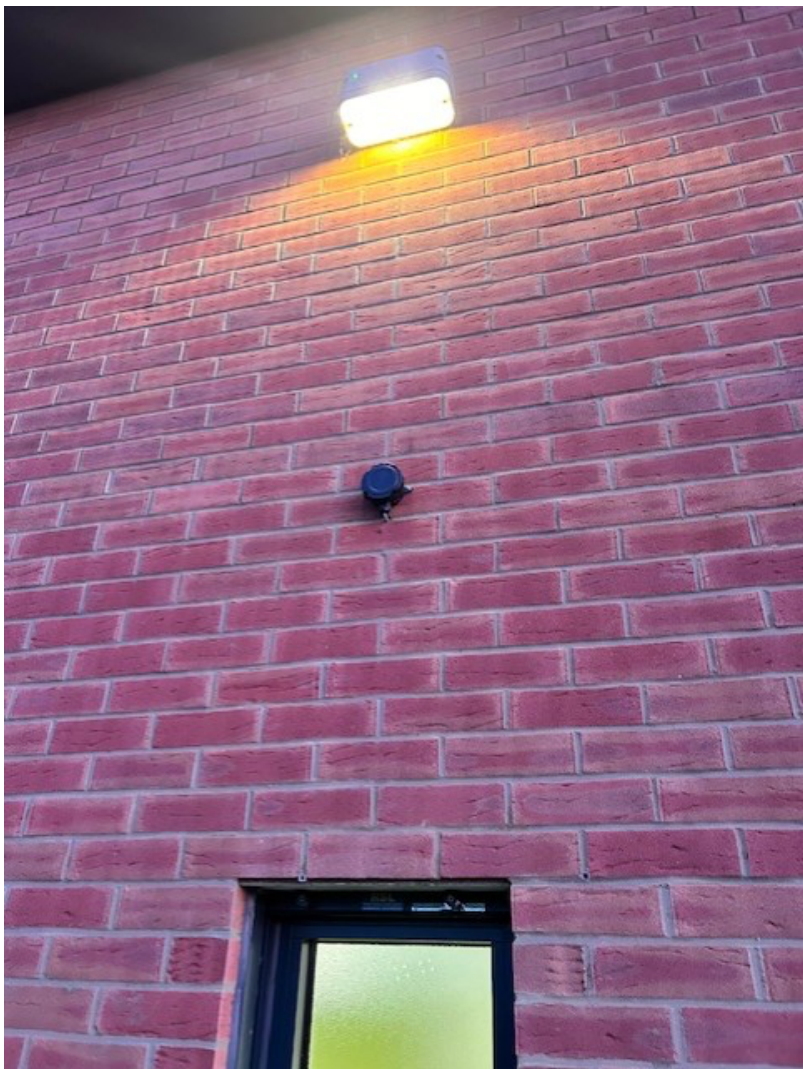
Ventilation 'running hot' due to excessive heat supply overcompensating the underfloor heating, not working.



Water heaters : Service Required



Underfloor heating programmer : note temperature setting !!!!



Outdoor temperature sensor (weather compensator) : Shield

Appendix 5: Summary of Assumptions

Working day assumed at: 6.30am – 6.30pm core and 3 Hours additional allowed for in calculations.

Carbon Tonnage ascertained from: Carbon emissions factors 2024 (UK Government Green House Gas (GHG) Conversion Factors for Company Reporting). Assumed as a percentage of kWh (Day and Night tariff) & Gas. NON REGO.

25194 kWh's of electricity was identified from billing consumption. 28777 KWh's of Gas usage was identified from meter reads and unit rate from billing consumption.

A Total of: £30,520 energy costs including on costs, were derived from energy billing (assumed against Gas meter read).