

Minutes of a meeting of
The Facilities Committee
held on Wednesday 5th February 2025
at High Copse Pavilion commencing at 19:30

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

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
S Ali (Facilities Manager)

25/FC/13 Public Questions

13.1 There were no public questions.

25/FC/14 Apologies and declarations of Members' Interest

14.1 Apologies for absence had been received from Cllr Jahromi

14.2 Declarations of Members' interests

Cllr Johnson declared an interest in the Shinfield Rangers Football Club

25/FC/15 Minutes of the Previous Meeting

15.1 The minutes of the Facilities Committee meeting held on 8th January 2025 were approved as a correct record subject to an amendment to 25/FC/5 as follows:-

It was agreed that the planning application be modified to retain the full sized grass football pitch, **conditional upon a 3g pitch at High Copse.**

These would be signed by the Chairman once the change had been made.

Proposed: Cllr James
Seconded: Cllr Peer
Approved: Unanimously



15.2 The following matters arising from the meeting held on 8th January were discussed:

24/FC/82

24/FC/71.2 Facilities Manager to chase up AOC and stress the urgency in getting the hatch in the café kitchen completed

AOC had been chased on numerous occasions without any response. It was unanimously **AGREED** that if a positive response was not received by Friday, 14th February another architect would be contacted to carry out the work.

ACTION – Facilities Manager to inform AOC of the decision of the Committee

24/FC/89.1 Facilities Manager to progress moving a bin from Fullbrook Avenue to Hyde End Road

The Facilities Manager was awaiting a response from Wokingham Borough Council (WBC)

ACTION - Facilities Manager to progress moving a bin from Fullbrook Avenue to Hyde End Road

24/FC/107.2 Clerk to establish the ongoing grounds maintenance costs for the High Copse site and add to the agenda of the Sports Working Party

The Clerk reported that a third quote had been received for grounds maintenance that was higher than the other two already received. This would now be on the agenda of the Sports Working Party to assess and recommend to the committee for approval.

ACTION - Clerk to add the ongoing grounds maintenance costs for the High Copse site to the agenda of the Sports Working Party

24/FC/108.4 Deputy Clerk to report back once options and costs had been obtained for the provision of the necessary equipment in the Tower and Grazeley rooms for streaming and recording council meetings

This was ongoing with options being explored

ACTION – Deputy Clerk to report back once options and costs had been obtained for the provision of the necessary equipment in the Tower and Grazeley rooms for streaming and recording council meetings



- 24/FC/110.2 Access to Ryeish Green Pavillion to be added to the agenda of the next Facilities Committee meeting

The Clerk had received further information from their solicitor who confirmed that the easement for the access road to the Ryeish Green Pavilion would transfer to a third party as the rights run with the land, should Shinfield Parish Council decide to sell or lease the site. The 80-year restriction on the easement would end in 2061.

A decision on the future of the Ryeish Green Pavilion would now need to be reconsidered by Full Council.

Proposed: Cllr Clarke
Seconded: Cllr Masseron
Approved: Unanimously

ACTION – Clerk to add the future of Ryeish Green Pavilion to the agenda of a future Full Council meeting

- 25/FC/4.1 Clerk to add the preferred Facilities Committee meeting schedule to the agenda of the next Full Council meeting

This had been done.

- 25/FC/4.1 Clerk to raise the proposal of recombining Facilities and ACE meetings at the ACE meeting on 9th January

This had been done but the ACE Committee wished to continue as a separate committee albeit meeting monthly from May onwards.

- 25/FC/5.2 Clerk to arrange revised drawings and costings for Millworth Lane for consideration by Full Council

See minute 25/FC/16.2

- 25/FC/5.5 Cricket Strips at the Manor Ground to be added to the next Full Council Agenda

See minute 25/FC/16.4

- 25/FC/6.2 Facilities Manager to arrange for a sign to be installed in School Green Car Park to reserve a space for SPC vehicles from 08:00 to 17:00 weekdays to allow public parking outside of these times.

This had been completed

- 25/FC/7.1 Deputy Clerk to progress the update of Spencers Wood Pavilion

See minute 25/FC/18.1



- 25/FC/8.2 Clerk to arrange a tour of High Copse Pavilion
This had taken place earlier in the evening.
- 25/FC/9.1 Clerk to investigate other options for sourcing advice on microgeneration
See minute 25/FC/20.1
- 25/FC/10.1 Clerk to arrange a site visit at the Environmental Field
See minute 25/FC/21.1
- 25/FC/10.2 Clerk to arrange a site visit to Deer Leap Park
See minute 25/FC/21.2
- 25/FC/10.3 Clerk to provide a proposal for a new interpretation board at Deardon Orchard
See minute 25/FC/21.3
- 25/FC/10.4 Clerk to advise WBC for the need for a long-term proposal regarding Shinfield Cemetery
This had been done.
- 25/FC/11.2 Clerk to advise WBC about permission for installing the Hello Bench Plaque
This had been done.

25/FC/16

Sports Provision

16.1 Toilets for Millworth Lane

Facilities Manager reported that he would be having another meeting with the contractor. The connection of the toilets with the supplies would be carried out once the weather had improved. It was anticipated that the toilets would be serviceable by May 2025.

16.2 Millworth Sports Park

Revised plans had been drawn up to retain the existing full sized football pitch. This would require an alternative site for a 3g pitch and pump track. A meeting with WBC (Chris Howard and Andy Glencross) and SPC would be arranged to discuss the plans further.

ACTION –

- Clerk to arrange revised drawings and costings for consideration by Full Council
- Clerk to add to the agenda of the Full Council meeting in February
- Clerk to arrange a meeting with Chris Howard and Andy Glencross, WBC

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- Clerk to invite members of the committee to the meeting with Chris Howard and Andy Glencross, WBC
- Clerk to add Hiring of Facilities as a standing item on the agenda of future Facilities Committee meetings (starting from April 2025 to allow a report on the year ending 31st March 2025)

16.3 Other Sports matters

Cllr Johnson reported that since the maintenance work had taken place on the pitches at the Manor Ground, recent games had not been cancelled.

16.4 Cricket strips – Manor Ground

Quote for the provision of two hybrid strips (one on each of the outermost strips on the existing square) is £13,900 +VAT. Funding would be discussed at the next Finance and General Purposes Committee.

ACTION – Clerk to add the funding of the Hybrid Cricket Strips to the next meeting of Finance and General Purposes Committee

16.5 Manor Ground Pavilion

It was noted that the area in front of the pavilion was becoming untidy and unsightly. It was proposed that the patio area be extended to enable this to be kept in a better condition.

ACTION – Facilities Manager to obtain quotes for extending the patio area in front of the pavilion

25/FC/17

School Green Centre and School Green

- 17.1 The broken weld on the folding seating for the cinema was repaired on 17th January. There is a 10-year guaranteed with Hussey who provided the seating.

20:30 *Deputy Clerk left the meeting*

25/FC/18

Spencers Wood Pavilion

- 18.1 Upgrade to the Community Room

New blinds have been ordered and will fitted later in February. This would include the installation of Bluetooth speakers.

ACTION – Deputy Clerk to progress the update of the pavilion

(unc)

18.2 Anti-Social Behaviour (ASB) at Spencers Wood Pavilion

There was a discussion about recurring ASB around the pavilion which causes upset and stress to users of the building.

It was agreed that the Clerk would prepare some options as to how this issue may be addressed and present these at the next meeting.

ACTION – Clerk to present options for reducing ASB at Spencers Wood Pavilion at the next meeting

Cllr Johnson said he would be happy to engage directly with some of the children who are often around the building.

ACTION – Cllr Johnson to engage with young adults around Spencers Wood Pavilion to identify issues and needs they may have

25/FC/19

Other Council buildings

19.1 High Copse Pavilion

The Clerk advised that it was desirable to give the principal room at the pavilion its own name. It was agreed that members would be invited to put forward suggested names for the room for consideration at the next meeting.

ACTION – Members to propose potential names for the principal room at High Copse Pavilion for consideration at the next meeting

19.2 High Copse Pavilion – working party

The Working Party would be convened to consider the specification for both football and cricket at High Copse. It was agreed that a visit to inspect the pitches would be arranged.

ACTION – Clerk to arrange a site visit for Working Party and others to examine the playing surfaces

25/FC/20

Microgeneration

20.1 The Clerk was pursuing other options for support following WBC advising that SPC would not be able to make use of the WBC Energy Officer.

ACTION – Clerk to follow up alternative options for Microgeneration advice



25/FC/21

Parish Wide Items

21.1 Environmental Field at the End of Hayes Drive

The Clerk was asked to arrange a site visit to include Andrew Fletcher (WBC), Cllr Clarke and the Facilities Manager.

ACTION – Clerk to arrange a site visit to the Environmental Field to include Andrew Fletcher (WBC), Cllr Clarke and the Facilities Manager

21.2 Deer Leap Park – grassed area

The Clerk was asked to arrange a site visit to Deer Leap Park to include Cllr Clarke, BCllr Glover and Ray Barry (WBC)

ACTION – Clerk to arrange a site visit to Deer Leap Park to include Cllr Clarke, BCllr Glover and Ray Barry (WBC)

21.3 Deardon Orchard – information board

It was agreed to defer the discussion on potentially providing a new interpretation panel for Deardon Orchard until the next meeting.

ACTION – Clerk to add the discussion on potentially providing a new interpretation panel for Deardon Orchard to the agenda for the next meeting

21.4 Clares Green Cemetery

The Clerk advised that there was nothing to report at this stage.

25/FC/22

Correspondence

22.1 The Clerk advised that the council had received a Freedom of Information request in respect of allotment provision in the parish. This, and additional information, had been provided to the person submitting the request.

25/FC/23

Date of Next Meeting

23.1 The next meeting would be held on Wednesday, 5th March 2025

The meeting ended at 21.05

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List of Actions

25/FC/15.2		
24/FC/82	Facilities Manager to inform AOC of the decision of the Committee regarding the installation of the hatch to the kitchen	Facilities Manager
24/FC/89.1	Facilities Manager to progress moving a bin from Fullbrook Avenue to Hyde End Road	Facilities Manager
24/FC/107.2	Clerk to add the ongoing grounds maintenance costs for the High Copse site to the agenda of the Sports Working Party	Clerk
24/FC/108.4	Deputy Clerk to report back once options and costs had been obtained for the provision of the necessary equipment in the Tower and Grazeley rooms for streaming and recording council meeting	Deputy Clerk
24/FC/110.2	Clerk to add the future of Ryeish Green Pavilion to the agenda of a future Full Council meeting	Clerk
25/FC/16.2	Clerk to arrange revised drawings and costings for Millworth Sports Park for consideration by Full Council	Clerk
25/FC/16.2	Clerk to add Millworth Sports Park to the agenda of the Full Council meeting in February	Clerk
25/FC/16.2	Clerk to arrange a meeting with Chris Howard and Andy Glencross, WBC regarding Millworth Sports Park	Clerk
25/FC/16.2	Clerk to invite members of the committee to the meeting with Chris Howard and Andy Glencross, WBC	Clerk
25/FC/16.2	Clerk to add Hiring of Facilities as a standing item on the agenda of future Facilities Committee meetings (starting from April 2025 to allow a report on the year ending 31 st March 2025)	Clerk
25/FC/16.4	Clerk to add the funding of the Hybrid Cricket Strips to the next meeting of Finance and General Purposes Committee	Clerk
25/FC/16.5	Facilities Manager to obtain quotes for extending the patio area in front of the pavilion	Facilities Manager
25/FC/18.1	Deputy Clerk to progress the update of the pavilion	Deputy Clerk
25/FC/18.2	Clerk to present options for reducing ASB at Spencers Wood Pavilion at the next meeting	Clerk
25/FC/18.2	Cllr Johnson to engage with young adults around Spencers Wood Pavilion to identify issues and needs they may have	Cllr Johnson
25/FC/19.1	Members to propose potential names for the principal room at High Copse Pavilion for consideration at the next meeting	All Members
25/FC/19.2	Clerk to arrange a site visit for the Working Party and others to examine the playing surfaces	Clerk
25/FC/20.1	Clerk to follow up alternative options for Microgeneration advice	Clerk
25/FC/21.1	Clerk to arrange a site visit to the Environmental Field to include Andrew Fletcher (WBC), Cllr Clarke and the Facilities Manager	Clerk
25/FC/21.2	Clerk to arrange a site visit to Deer Leap Park to include Cllr Clarke, BCllr Glover and Ray Barry (WBC)	Clerk


5-3-25

25/FC/21.3

Clerk to add the discussion on potentially providing a new interpretation panel for Deardon Orchard to the agenda for the next meeting

Clerk

Paul L. Clarke

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