

To all members of the Facilities Committee

Notice is hereby given that a meeting of the Facilities Committee will be held on
WEDNESDAY 6th May 2026 at 19.30 at the School Green Centre



Bruce Winton
Chief Executive and Clerk to the Parish Council
30th April 2026

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

Agenda

51. Public Questions

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

52. Apologies and declaration of members' interests

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

53. Minutes of the previous meeting

- 53.1 To **RECEIVE** and **APPROVE** the minutes of the Facilities Committee held on 1st April 2026 as a correct record of the meeting and to authorise the Chair to sign the same*
53.2 To **CONSIDER** matters arising from the minutes

54. High Copse Items

- 54.1 To **RECEIVE** and **CONSIDER** a proposed change of fencing material for the football pitches and cricket square, and the provision of creating an overflow car park
54.2 To **RECEIVE** and **CONSIDER** any update on cricket at High Copse
54.3 To **RECEIVE** and **CONSIDER** an update on water irrigation for the sports pitches at High Copse
54.4 To **RECEIVE** and **CONSIDER** an update on the installation of the storage containers at High Copse

55. Millworth Lane Items

- 55.1 To **RECEIVE** and **CONSIDER** a sports master planner for Millworth Lane
- 55.2 To **RECEIVE** and **CONSIDER** an update regarding the Fitness Centre at Millworth Lane
- 55.3 To **RECEIVE** and **CONSIDER** the possible installation of Padel courts
- 55.4 To **RECEIVE** and **CONSIDER** an update regarding the draft Heads of Terms between Shinfield Parish Council and the Tennis Club
- 55.5 To **RECEIVE** and **CONSIDER** an update on the responsibility of access to the tennis club via Millworth Lane

56. Land Matters with the University of Reading (UoR)

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

57. School Green Centre and School Green

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

58. Spencers Wood Pavilion

- 58.1 To **RECEIVE** and **CONSIDER** an update on the installation of the Community Shelter

59. Allotments

- 59.1 To **RECEIVE** and **CONSIDER** an update on seeking advice on flooding issues at Orchard Rise allotments
- 59.2 To **RECEIVE** and **CONSIDER** the installation of fencing and a secured gate at Hartley Court allotments

60. Energy Matters

- 60.1 To **RECEIVE** and **CONSIDER** a report on immediate and strategic energy options within the Shinfield Parish Council estate*

61. Facilities Team transport

- 61.1 To **RECEIVE** and **CONSIDER** the purchase of an electric cargo bike for staff use for travel around the Parish sites**

62. Parish Wide Items

- 62.1 To **RECEIVE** and **CONSIDER** an update on waste bins within the Parish*
- 62.2 To **RECEIVE** and **CONSIDER** the installation of Parish notice boards at Frensham Green and High Copse Pavilion
- 62.3 To **RECEIVE** and **CONSIDER** any other matters within the parish not covered above

63. Correspondence

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

64. Date of Next Meeting

- 64.1 To **NOTE** the next meeting of the Facilities Committee meeting will be held on Wednesday, 3rd June 2026 at 19:30

Minutes of a meeting of
The Facilities Committee
held on Wednesday 1st April 2026
at the School Green Centre commencing at 19:30

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

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

26/FC/37 Public Questions

37.1 There were no public questions.

26/FC/38 Apologies and declarations of Members' Interest

38.1 There were no apologies for absence received

38.2 Declarations of Members' pecuniary interests and any related person interest

Cllr Johnson declared membership of the padel tennis company which will be referred later in proceedings. There were no other declarations of Members interests or related person interests.

26/FC/39 Minutes of the Previous Meeting

39.1 The minutes of the Facilities Committee meeting held on 4th March 2026 were approved as a correct record and signed by Cllr Johnson.

The Chair reported that the potential breach of the Code of Conduct recorded at 26/FC/27.1 had been fully resolved and there was no further action.

Proposed: Cllr Boyer
Seconded: Cllr Clarke
Approved: Unanimously

39.2 The following matters arising from the meeting held on 4th February 2026 were discussed:

26/FC/26.2

26/FC/1.1 Facilities Manager to meet with Freely Fruity to discuss signage and maintenance

The Facilities Manager had arranged a meeting with Freely Fruity at the end of April and it was anticipated that the work would be carried out on 26th April.

26/FC/5.2 Facilities Manager to report back on reseeding at Millworth Lane at the April committee meeting

The reseeding had been completed.

26/FC/9.4 Facilities Manager to liaise with the installers to resolve the issues of the shutters at High Copse Pavilion

The Facilities Manager had met with the contracts manager, and the shutters had been rewired; these were now operating successfully and would be regularly monitored.

26/FC/15.5 Clerk to follow up on the application to the Football Foundation for the grant for fencing

This was on the agenda – see minute 26/FC/40.2

26/FC/18.1 Facilities Manager to provide an update on Fire doors at School Green Centre at the April committee meeting

This was on the agenda – see minute 26/FC/43.2

26/FC/27.1 Clerk to inform Shinfield Rangers Football Club of the decision of the committee regarding charges for the use of the football pitches

This was on the agenda – see minute 26/FC/40.1

26/FC/27.2 Clerk to set up a meeting of the working party to discuss Heads of Terms for all sporting sites within the parish.

This was on the agenda – see minute 26/FC/40.1

26/FC/27.3 Clerk to submit the application for grant funding from the Football Foundation once the sites had been verified

Everything was now in place for the application to be submitted. See minute 26/FC/40.2

26/FC/27.4 Clerk to arrange a meeting with the tenderers for cricket at High Copse

This had been done; a meeting had been held on 13th March 2026. See also minute 26/40.3.

- 26/FC/27.5**
- Facilities Manager to arrange for a site survey and costs of a borehole licence
 - Facilities Manager to apply for a borehole licence

These items were on the agenda – see minute 26/FC/40.4

26/FC/27.6 Facilities Manager to arrange for the installation of the storage containers once the ground had dried out

This was on the agenda - see minute 26/FC/40.5

26/FC/28.1 Facilities Manager to liaise with BDS Surveyors regarding the variation to the planning application for the fitness centre at Millworth Lane

This was on the agenda - see minute 26/FC/41.1

- 26/FC/28.2**
- Facilities Manager to draft Heads of Terms and rent for discussion with the Tennis Club

This was on the agenda – see minute 26/FC/41.2

- Cllr Clarke to investigate costs for tarmac of the track

Cllr Clarke reported that he had a preliminary quote of £15,416 to tarmac Millwoth Lane from the allotment site to the tennis courts. Preparation of the track, levelling, etc would cost an additional £3,600. The surface would be the same as the Spencers Wood Recreation Ground car park.

ACTION – Clerk to add the resurfacing of Millworth Lane to the agenda of the Finance and General Purposes Committee

- Clerk to discuss maintenance of the track with the University of Reading (UoR)

The Clerk was waiting for a response from the UoR. A Land Registry search confirmed as no one owning the land.

ACTION – Clerk to follow up with the UoR

26/FC/29.1 Deputy Clerk to add Land Acquisition from the University of Reading (UoR) to the agenda of the next meeting

This had been done and was on the agenda – see minute 26/FC/42.1.

- 26/FC/30.1** Facilities Manager to report back to the committee regarding potential work on the fire doors at the School Green Centre

The Facilities Manager was chasing the manufacturer who originally installed the doors when built. This was still in progress.

- 26/FC/30.2** Clerk to arrange a site visit for the repositioning of the recycle bins with WBC

This was on the agenda – see minute 26/FC/43.1

- 26/FC/31.1** Facilities Manager to submit the planning application with the location of the community Shelter at Position A as recommended by WBC

This was on the agenda – see minute 26/FC/44.1

- 26/FC/33.1** Facilities Manager to action the suggestions made by Reduce Energy Limited and report back to the Committee

This was on the agenda – see minute 26/FC/46.1

26/FC/40.1

High Copse Items

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

The Clerk advised that the invoices in dispute for Manor Ground had been settled last week and that a payment of £5,975 on account for High Copse had been received.

A meeting had taken place with Shinfield Rangers and SPC on Thursday, 26th March. This considered the detailed Heads of Terms which had been circulated with the agenda. SRFC had no issues with these Heads of Terms.

It was AGREED that these Heads of Terms should be used for the use of High Copse.

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Unanimously

The Club however had proposed a counter-offer in terms of paying for the use of the pitches. This included lower rates for the main pitches, an additional payment to allow 3 vs 3 pitches to be installed (either side of the cricket square and between the football pitches) and to take on an element of the grounds maintenance. When considered over a full season, the net value of the counter-proposal was £510 lower than the council's figures.

Members AGREED to the counter proposal from SRFC on fees for the use of the pitches to be implemented from September 2026.

Proposed: Cllr Peer
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Clerk to inform the SRFC of the agreement of the charges for the use of the football pitches at High Copse.

Cllr James gave a verbal update on the finances for the sports facilities. This would be replicated at the next meeting of the Finance and General Purposes Committee where all Councillors would be invited.

40.2 Update on the proposed fencing around the football pitches and cricket square

As all the required information was now available, the Clerk would be able to complete the application.

ACTION – Clerk to submit the application for grant funding from the Football Foundation

40.3 Update on the cricket tender for High Copse

On Friday 13th March, each of the four interested parties had attended a meeting with Sports Working Party to present their position and financial offer. All were advised that their proposals were short of the cost of maintaining the cricket square and as a minimum, proposals would need to cover that amount either through cash payments or taking on some of the maintenance directly.

The revised tender submissions had been shared with the Sports Working Party. Three tenders were received, one being a combined bid between two clubs. The decision was to offer to Shinfield Cricket Club who had submitted the best overall proposal.

Members AGREED to offer the tender for the use of the Cricket pitches to Shinfield Cricket Club

Proposed: Cllr Boyer
Seconded: Cllr Johnson
Approved: Unanimously

ACTION – Clerk to inform Shinfield Cricket Club of the decision of the Committee and to arrange for the Heads of Terms to be drawn up and signed accordingly

40.4 Water Irrigation for sports pitches at High Copse

The Facilities Manager was progressing obtaining the necessary certificate for water irrigation at High Copse. The contractor would be arranging a site visit.

40.5 Update on additional storage at High Copse

The Facilities Manager reported that once the weather was drier and the temperature had increased the company would be delivering the storage containers.

40.6 Padel

Cllr Johnson and the Clerk had met with 'Padel for All' to explore the options for installing Padel at either Millworth Lane Recreation Ground or the High Copse site. Proposals would be submitted for further discussion.

ACTION – Deputy Clerk to add to the next agenda of the Facilities Committee

26/FC/41

Millworth Lane

41.1 Update for the Fitness Centre at Millworth Lane

Wokingham Borough Council had requested a new planning application as the changes proposed by Micka's Training were a material variation. The Clerk expressed his concerns that BDS (the surveyors) had not identified this as an issue when the changes were requested.

ACTION –

- Facilities Manager to resubmit a revised planning application
- Clerk to investigate a competitive process or appointing a new planning consultant

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

The Facilities Manager was in contact with the Tennis club to discuss the Heads of Terms including the recovery costs of the installation of the toilets and use of the courts.

ACTION –

- Facilities Manager to meet with the Tennis club to agree the Heads of Terms for the tennis courts. These should be on a similar basis as those drawn up for SRFC.

26/FC/42

Land Matters with the University of Reading (UoR)

42.1 Potential land matters from the University of Reading

The response from UoR dated 27-03-2026 had been shared with members of the committee. This included:-

- Acquisition of lease for Millworth Lane
- Manor Ground land lease for potential mountain bike track
- 3G pitch on the cowherds field
- Installation of storage containers, gates, fence and padel courts at High Copse

ACTION –

- Cllr Johnson to arrange a meeting with the WBC sports lead
- Cllr Johnson to follow up with UoR regarding the land for a mountain track

26/FC/43

School Green Centre and School Green

43.1 Recycling bins

It was noted that the Salvation Army recycle bin had been removed from the school green car park. This had now been replaced with two for the Air Ambulance and one for Cerebral Palsy support and awareness; however, fly tipping was still being carried out in this area. The Clerk was still attempting to arrange a site visit from the WBC officer to confirm details for the planned work and co-ordinate repositioning.

ACTION – Clerk and Facilities Manager to meet with the WBC officer regarding the adjustments to the siting of the recycle bins

43.2 Any other matters relating to the School Green Centre and School Green

The immediate repairs to the Pound Green doors had been carried out although there was still a small final adjustment to be carried out. The contractors were still awaiting instructions from the manufacturers.

ACTION – Facilities Manager to arrange for the final adjustments if deemed necessary, to the fire doors

26/FC/44

Spencers Wood Pavilion and Recreation Ground

44.1 Installation of Community Shelter

The Facilities Manager was in the process of submitting a full planning application using the location approved at the previous meeting.

ACTION - Facilities Manager to submit the planning application for the installation of the community shelter

26/FC/45**Allotments**

45.1 Flooding at Orchard Rise Allotments

Flooding had been an ongoing issue since the allotments came online. The Clerk advised that a specialist's opinion was required to assess the cause of the issue so this could be rectified.

ACTION – Facilities Manager to obtain specialist drainage advice regarding flooding at the Orchard Rise allotments

26/FC/46**Microgeneration**

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

Reduce Energy Limited had now submitted comprehensive reports on the School Green Centre, Manor Ground Pavilion and Spencers Wood Pavilion. Some actions had already been taken, and a meeting had been arranged for 24th April to discuss in more detail an overall improvement plan and recommendations for investment.

ACTION – Clerk to arrange a follow up meeting to progress the recommended actions

26/FC/47**Facilities Team transport**

47.1 Purchase of an electric cargo bike

The Clerk requested approval in principle for the purchase of an electric cargo bike for use by members of the Facilities Team and Customer Care Team to enable the staff to move between sites within the Parish. An electric tricycle with fat tyres would give a degree of additional flexibility. The cost would be approximately £3-4k depending on the exact model and extras required.

Members of the Committee were happy in principle for the purchase of an electric cargo bike

ACTION – Clerk to add to the agenda of the Finance and General Purposes Committee

Parish Wide Items

48.1 Updates on outstanding matters

i. Waste Bins

Cllr Johnson expressed concern that the parish waste bins had been overflowing again; this appeared to be on bins that did not have lids. This item would require further discussion at a future meeting.

ACTION –

- Clerk to circulate a bin report prior to the next Facilities Committee meeting
- Deputy Clerk to add bin audit to the next agenda of the Facilities Committee

ii. The Environmental Field at the End of Hayes Drive

The Clerk had met with a representative of Taylor Wimpey on 1st April. They were planning to conduct an environmental study of the environmental field as it currently was, and this would guide whether they would assist nature's attempt to restore the site or if the spoil would need to be removed first. Cllr Clarke had observed that the field had produced a good crop of wildflowers.

iii. Grassed area at Deer Leap Park

Taylor Wimpey advised that this land was now adopted by Wokingham Borough Council and any conversation should be held with them.

ACTION – Clerk to raise the matter with Andy Glencross at WBC

iv. Open area next to the two new football pitches at Hyde End Lane

Taylor Wimpey advised that these were now complete and the water supply was now provided to the site. They were working with WBC to pay over funds to allow WBC to reinstate the orchard on the site.

ACTION – Clerk to follow up with Andy Glencross at WBC

v. Parish Roundabouts

There was no further update.

vi. Reconfiguration of the junction at Church Lane/Three Mile Cross

Taylor Wimpey had anticipated starting work on the junction during the summer, however, due to a number of fibre optic installations over the last few years Taylor Wimpey were now working to divert utilities from multiple providers on different timelines, therefore it was now unlikely to commence until the end of the year.

The decommissioned SPC playground was part of the overall development plan. SPC would retain the freehold of the land, however the Highways Agency would build a road/pavement on top of it as per the S278 agreement. There will be some soft landscaping, and the Clerk has requested that this be coordinated with the adjacent coronation garden.

ACTION – Clerk to liaise with Taylor Wimpey regarding the soft landscaping

vii. Nullis Farm

Plans were still being developed for the site and in the meantime, Taylor Wimpey was still securing and carrying out regular inspections of the site. The Clerk asked if the lead for Taylor Wimpey could contact him to arrange a more detailed discussion on this site.

ACTION – Clerk to arrange a meeting with Taylor Wimpey to discuss the Nullis Farm site

26/FC/49

Correspondence

49.1 There was no correspondence

25/FC/50

Date of the Next Meeting

50.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 6th May 2026

The meeting ended at 21:30

List of Actions

Minute number	Action	Responsibility
26/FC/28.2	Clerk to add the resurfacing of Millworth Lane to the agenda of the Finance and General Purposes Committee.	Clerk
26/FC/28.2	Clerk to discuss maintenance of the track with the University of Reading (UoR).	Clerk
26/FC/28.2	Clerk to follow up with the University of Reading (UoR).	Clerk
26/FC/40.1	Clerk to inform the SRFC of the agreement of the charges for the use of the football pitches at High Copse.	Clerk
26/FC/40.2	Clerk to submit the application for grant funding from the Football Foundation.	Clerk
26/FC/40.3	Clerk to inform Shinfield Cricket Club of the decision of the Committee and to arrange for the Heads of Terms to be drawn up and signed accordingly.	Clerk
26/FC/40.6	Deputy Clerk to add Padel to the next agenda of the Facilities Committee.	Deputy Clerk
26/FC/41.1	Facilities Manager to resubmit a revised planning application.	Facilities Manager
26/FC/41.1	Clerk to investigate a competitive process or appointing a new planning consultant.	Clerk
26/FC/41.2	Facilities Manager to meet with the Tennis Club to agree the Heads of Terms for the tennis courts (on a similar basis as those drawn up for SRFC).	Facilities Manager
26/FC/42.1	Cllr Johnson to arrange a meeting with the WBC sports lead.	Cllr Johnson
26/FC/42.1	Cllr Johnson to follow up with UoR regarding the land for a mountain bike track.	Cllr Johnson
26/FC/43.1	Clerk and Facilities Manager to meet with the WBC officer regarding the adjustments to the siting of the recycle bins.	Clerk; Facilities Manager
26/FC/43.2	Facilities Manager to arrange for the final adjustments (to the Pound Green fire doors) if deemed necessary.	Facilities Manager

26/FC/44.1	Facilities Manager to submit the planning application for the installation of the community shelter.	Facilities Manager
26/FC/45.1	Facilities Manager to obtain specialist drainage advice regarding flooding at the Orchard Rise allotments.	Facilities Manager
26/FC/46.1	Clerk to arrange a follow up meeting to progress the recommended actions.	Clerk
26/FC/47.1	Clerk to add the electric cargo bike purchase to the agenda of the Finance and General Purposes Committee.	Clerk
26/FC/48.1(i)	Clerk to circulate a bin report prior to the next Facilities Committee meeting.	Clerk
26/FC/48.1(i)	Deputy Clerk to add bin audit to the next agenda of the Facilities Committee.	Deputy Clerk
26/FC/48.1(iii)	Clerk to raise the matter (grassed area at Deer Leap Park) with Andy Glencross at WBC.	Clerk
26/FC/48.1(iv)	Clerk to follow up with Andy Glencross at WBC (open area next to the two new football pitches at Hyde End Lane).	Clerk
26/FC/48.1(vi)	Clerk to liaise with Taylor Wimpey regarding the soft landscaping (junction at Church Lane/Three Mile Cross).	Clerk
26/FC/48.1(vii)	Clerk to arrange a meeting with Taylor Wimpey to discuss the Nullis Farm site.	Clerk



Reduce Energy Ltd

**Renewable Energy Opportunities Assessment Report:
Shinfield Parish Council**



Produced for:

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

Background Information:

Shinfield Parish Council have a requirement to assess all buildings and land potential for renewable energy generation opportunities. This is to utilise best opportunities to ensure energy resilience / security of supply, to become self-sufficient and to strengthen Climate Emergency and Net Zero ambition claims. Reduce Energy Ltd have been appointed to assess Shinfield Parish Councils current buildings portfolio and land in order to ascertain potential opportunities. The central remit is to ensure that all Renewable Energy Generation Opportunities should be assessed.

Methodology:

In the report that follows, Reduce Energy Ltd have identified each available opportunity to Shinfield Parish Council and then explored (in depth) the likelihood of the opportunities viability, energy generation values, costs, return on investment and offered any additional commentary of value. Finally, in summary, Reduce Energy Ltd have offered commentary on the overall best renewable energy generation opportunity for the Council. This is in order to steer the Council as to the best opportunity at this point in time. This will still need further exploration upon conclusion with the Council.

Shinfield Parish Council (ownership):

Shinfield Parish is made up of Six communities within the Borough of Wokingham. It was formed in 1894 and has grown hugely in the last twenty years. It grew by 37% between 2001 and 2011 and now has an overall population of approximately 19,000 (2025). The area has seen rapid housing development and the Council has benefitted from significant CIL (Community Infrastructure Levy) funds.

Shinfield have offered the following properties for this assessment:

- The Manor Ground pavilion, Garrett Drive, Shinfield. RG2 9DB
- High Copse Pavillion, Bolton Drive, Shinfield. RG2 9ES
- The School Green Building, Shinfield. RG2 9EH
- Spencers Wood Pavillion, Clares Green Road, Spencers Wood. RG7 1DY

Shinfield have also offered land potential in immediate surroundings to the above buildings known to belong to the Council.

Technologies assessed:

Reduce Energy Ltd have assessed:

- Solar PV – Rooftop / Ground mount / Car ports
- Wind Turbine technology – micro and large scale
- Ground source heat

Solar PV - Executive Summary

Solar PV systems convert natural light into electricity via the effect of oscillating electrons creating direct current (DC). Systems convert the DC energy into alternating current (AC) to harmonize the energy for use in domestic energy usage or to export to the Grid / store in batteries. Modern solar PV systems are incredibly efficient and can provide significant energy volumes. They are increasingly seen as the most proven, reliable and established of the renewable energy technologies and are often 'financialised', as they provide excellent Return on Investment (ROI).

Systems should be fully specified based on requirement (energy demand) or financial generation opportunity. A full specification will understand, panel location (orientation), azimuth (pitch), yield, shading, panel wattage and 'fit' for roof mounted systems, planning, grid and / or battery storage connectivity and performance over time. Appropriate warranties, Energy performance contracts and system performance (Bloomberg Tier 1 – Bloomberg NEF (BNEF)) should be achieved. This is by far the best option for the Parish Council moving forward. It is proven, relatively cost effective and will enable claims to 'Net Zero' achievement, as well as a huge, stated claim towards energy 'self-sufficiency'.

Rooftop:

Reduce Energy Ltd have assessed all roofline potential for the above listed sites; this has been carried out in line with current demand usage on site to effectively provide energy self-sufficiency. Grid connection must be maintained as the solar systems proposed would not provide all year-round demand. Full system recommendations are provided in Appendix A, solar amortization is also included (open Solar).

The Manor Ground Pavillion:

Removal of current System ;

A : Oversized System Size : 18.33 kWp installation, consisting of 39 x 470W mono solar panels. **Cost : £19,411 + VAT** (includes feasibility costs of £2600). The panels will be mounted on a pitched roof, using rails fixed to the roof using a manufacturer-approved fixing system (supplied and installed by others). The panels will be wired to 1 x Solis-3P15K-S5 inverter located in a top floor riser cupboard. The active PV cell area (not including any spaces between panels) will be approx. 78 m², and the system is anticipated to produce **17,359 kWh/annum**. It is assumed that 32% of power generated by the PV will be used on site, and the 68% exported generation will be paid at a rate of 7.5p/kWh. The system will require prior permission to connect from the network operator. **ROI : 8 Years**

B : Sized System Size : 16kW ; 32 Risen Energy, 500 W panels, Fox Inverter and Pure Storage 3 Phase 3x3.84kWh (inc BMS) Battery Storage. 10 Year Warranties on all and 20 Year on Panels. With Full maintenance and replacement contract.

Net System Price : **£27,700** ; Estimated Annual energy saving : £2534 ; Energy generation 15,152 kWh against actual consumption of : 11,190 kWh : **ROI : 10 Years.**

High Copse Pavillion:

A : Oversized System Size : 67.21 kWp solar system, made up of 143 x 470W panels plus 2 x Sigenergy Energy : **Cost: £64,446 + VAT** (includes Feasibility Study cost of £2600) 67.21 kWp installation, consisting of 143 x 470W monocrystalline solar panels plus Sigenergy battery system. The panels will be mounted on a pitched roof, using box profile sheet metal fixings. The panels will be wired to 2x Sigenergy Energy Controller 25kW 3ph inverters located in a top floor riser cupboard. The active PV cell area (not including any spaces between panels) will be approx. 285 m², and the system is anticipated to produce **62,035 kWh/annum**. It is assumed that 22% of power generated by the PV will be used on site, and the 78% exported generation will be paid at a rate of 7.5p/kWh. The system will require prior permission to connect from the network operator. **ROI : 8 Years**

B : Sized System size : 30kW ; 60 Risen Energy, 500 W panels, Fox Inverter and Pure Storage 3 Phase 3x3.84kWh (inc BMS) Battery Storage. 10 Year Warranties on all and 20 Year on panels. With Full maintenance contract.

Net System Price : **£45,900** ; Estimated Annual Energy saving : £4469 ; Energy generation 28,050 kWh against actual consumption of : 25,194 kWh ; **ROI : 10 Years**

Spencers Wood Pavillion:

A : Oversized System Size : 43.24 kWp installation, consisting of 92 x 470W mono solar panels : **Cost : £43,900 + VAT** (includes feasibility costs of £2600). The panels will be mounted on a pitched roof, using brackets fixed to the rafters with over-roof mounting frames. The panels will be wired to 1 x Solis 50k-S5 inverter located in a top floor riser cupboard. The active PV cell area (not including any spaces between panels) will be approx. 183 m², and the system is anticipated to produce 30,323 kWh/annum. It is assumed that 28% of power generated by the PV will be used on site, and the 72% exported generation will be

paid at a rate of 7.5p/kWh. The system will require prior permission to connect from the network operator. **ROI : 11 Years**

B : Sized System Size : 18kW ; 36 Risen Energy, 500 W panels, Fox Inverter and Pure storage 3 Phase 3x3.8kWh (inc BMS) Battery Storage. 10 Year Warranties on all and 20 Year on panels. With Full maintenance contract.

Net System Price : **£30,300** ; Estimated Annual Energy Saving : £2501 ; Energy generation 14,940 kWh against actual consumption of : 14,400 kWh ; **ROI : 12 Years**

School Green Parish Offices:

A : Oversized System Size : 58.75 kWp installation, consisting of 125 x 470W mono solar panels plus Sigenergy battery system. Cost : **£88,860 + VAT** (includes feasibility costs of £2600). The panels will be mounted on a flat roof, using non-penetrative, ballasted A-frames inclined at 10 degrees and mounted on a pitched roof, using box profile sheet metal fixings. The panels will be wired to 2 x Sigenergy Energy Controller 25 kW 3ph inverters located in a top floor riser cupboard. The active PV cell area (not including any spaces between panels) will be approx. 249 m², and the system is anticipated to produce 50,208 kWh/annum. It is assumed that 53% of power generated by the PV will be used on site, and the 47% exported generation will be paid at a rate of 7.5p/kWh. The system will require prior permission to connect from the network operator.

Current Solar PV arrangement upgrade (consider complete renewal of panels to 500 W – dependant upon price and compatibility issues) and Full M&E contract. **ROI : 9 Years.**

B : Sized System size : 39kW ; 78 Risen Energy, 500 W Panels, Fox Inverter and Pure storage 3 Phase 3x3.8kWh (inc BMS) Battery Storage. 10 Year Warranties on all and 20 Year on panels. With Full maintenance contract.

Net System Price : **£57,600** ; Estimated Annual Energy Saving : £5772 ; Energy generation from new system 36,738 kWh ; upgraded system to provide 18,972 kWh (costs TBD), against actual consumption of : 61,608 kWh : **ROI : 10 Years**

Ground Mount Solar / Solar car port canopies:

Solar Ground mount systems and solar car port canopies are a variation of the traditional rooftop solar PV placement, in favour of occupying ground area (space) or putting solar canopies over car parking areas. With ground mounted solar, Reduce

Energy Ltd would just suggest straight forward grid connection and export (potentially to a pre-determined customer) to revenue generate. With solar car port opportunities, there is a need for export and car charging infrastructure, to revenue generate.

What must be borne in mind is that there is ample space on rooflines to take care of current electricity demand within Shinfield Parish Councils existing property portfolio, as detailed in the above executive summary and additional Appendix A, documents. These projects are considered more cost effective (generally have five-to-seven-year ROI) and provide the Parish Council with complete energy demand. Therefore, any additional supplementary placement of solar panels whether Ground Mount or Canopies for vehicle charging should only be considered in relation to any planned exceedance of energy usage (property extensions / upgrades etc) or to 'retail' and revenue generate. As time of use tariffs come forward, there are increased revenue generation opportunities to the parish council and Reduce Energy Ltd are already aware of business customers based in Shinfield who would pay for the solar PV energy generated.

Full appraisals are provided in Appendix B documents.

The following areas / sites have been assessed:

- **The Car park to Spencers wood pavilion. Solar canopies.**

This would provide 33952 kWh in energy generation and a minimum of £10,077 per annum revenue from energy sale tariffs to Electric Vehicles (based on 0.30p / kWh charges) or through retail. Net System Price is : £46,173 +VAT. This is specified using 106 x 335W sunpower panels. It is important to note that EV chargers are required on top of this, as too is a grid connection. This would increase price for the overall project by an additional £8,000. The Total System Price is therefore : £54,173 + VAT. Vandalism is a possibility with this arrangement and thus a full M&E contract must be sought.



Spencers Wood Pavillion Parking & a typical solar canopy construction

- **The Car Park to School Green building. Solar Canopies.**

This would provide 20876 kWh in energy generation and a minimum of £3251 per annum revenue from energy sale tariffs to electric vehicles (based on 0.30p / kWh charges) or through retail. Net system price is : £28,743 + VAT. This is specified using 66 x 335W sunpower panels. It is important to note that EV chargers are required on top of this, as too is grid connection. This would increase price for the overall project by an additional £6500. The total System Price is therefore : £35,243 + VAT. Vandalism is a possibility with this arrangement and thus a full M&E contract must be sought.

- **The Car Park to High Copse Pavillion. Solar Canopies.**

This would provide 37098 kWh in energy generation and a minimum of £11,129 per annum revenue from energy sale tariffs to electric vehicle (based on 0.30p / kWh charges) or through retail. Net system price is : £44,550 + VAT. This is specified using 81 x 500 W Risen Energy Panels. It is important to note that EV chargers are required on top of this, as too is grid connection. This would increase price for the overall project by an

additional £8500. The total System price is therefore : £53050 + VAT. Vandalism is a possibility with this arrangement and thus a full M&E contract must be sought.

- **A Ground Mount system to the Manor Ground Pavillion.**

This would provide 185,922 kWh in energy generation and a minimum of £13,014 per annum revenue from energy sale tariffs to grid (based on 0.07p / kWh). Net system price is : £198,000 + VAT. This is specified using 396 x 500 W Risen Energy Panels. It is important to note that grid connection is required in this respect. This is estimated at £13,000 + VAT but needs to be fully costed by grid connection application. This is likely to be fully approved. This is a comfortable amount of solar PV on the land 'footprint' and won't impact any current land use. Vandalism is a possibility with this Ground Mount system though, so a full M&E contract should also be sought. Vandalism is a possibility with this arrangement and thus a full M&E contract must be sought.

- **A Ground Mount system to Spencers Wood Pavillion.**

This would provide 68,184 kWh in energy generation and a minimum of £4772 per annum revenue from energy sale tariffs to grid (based on 0.07p / kWh). Net system price is : £79,200 + VAT. This is specified using 144 x 500 W Risen Energy Panels. It is important to note that grid connection is required in this respect. This is estimated at £4,200 + VAT but needs to be fully costed by grid connection application. This is likely to be fully approved. This is a comfortable amount of solar PV on the land 'footprint' and won't impact any current land use. Vandalism is a possibility with this Ground Mount system though, so a full M&E contract should also be sought.

Wind Turbine Technology – Executive Summary

Wind turbines convert natural wind speed into electricity via geared or ungeared (faradays law – stator units) generators (electromagnetic induction). Resultant electricity can be used on site but is best utilised in a stored battery arrangement and then consumed. They are reliable forms of renewable energy generation and are easily ‘financialised’, as they provide good Return on Investment (ROI). It is not possible to provide a direct energy demand requirement for the entirety of Shinfield Parish Council or indeed each site from wind turbines as they are more ‘intermittent’ in their energy generation. Wind turbines are generally detailed as ‘large scale’ (sizeable turbines over 45 m in height) and micro wind turbines, those up to 30 m in height but only capable of minimal energy generation usually due to ‘stall capacity’ (as well as unprogrammed yaw breaking control) in energy generation format.

Systems should thus be fully specified based on requirement (energy demand) or financial generation opportunity. A full specification will include turbine type, orientation, wattage, energy yield, assumed windspeed, planning, grid proximity (suitability) and / or battery storage connectivity and performance over time. Noise output and proximity to local housing, blade flicker and shadow have also been assessed (both sites won’t be noise / flicker affected). Each assessment has been fully detailed in Appendix C. This requires allot of further additional explaining.

Assessment :

Large wind turbines:

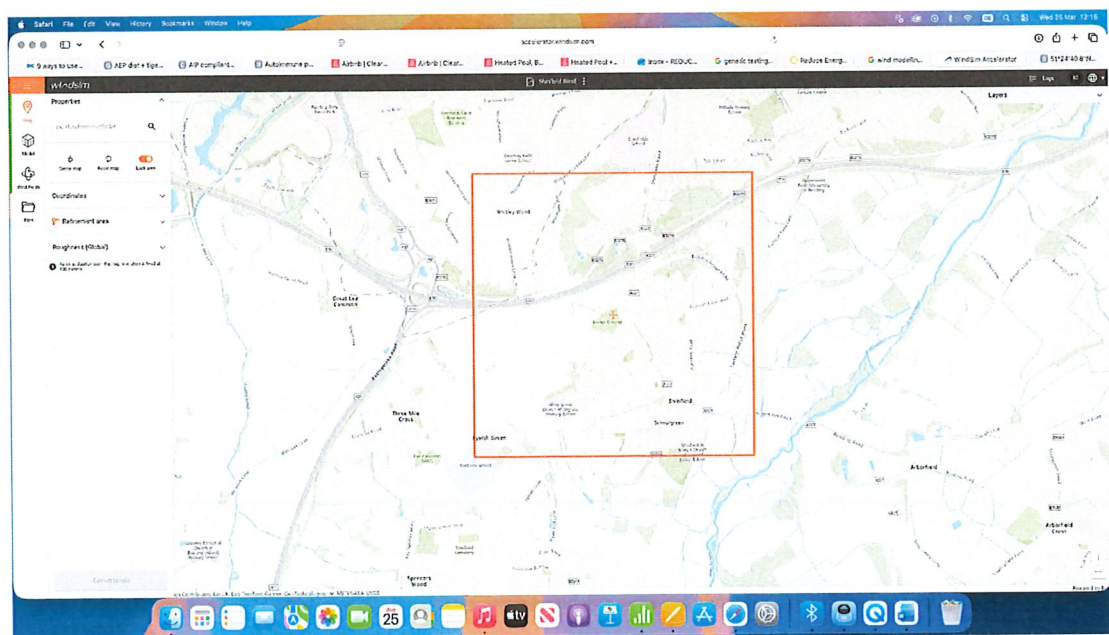
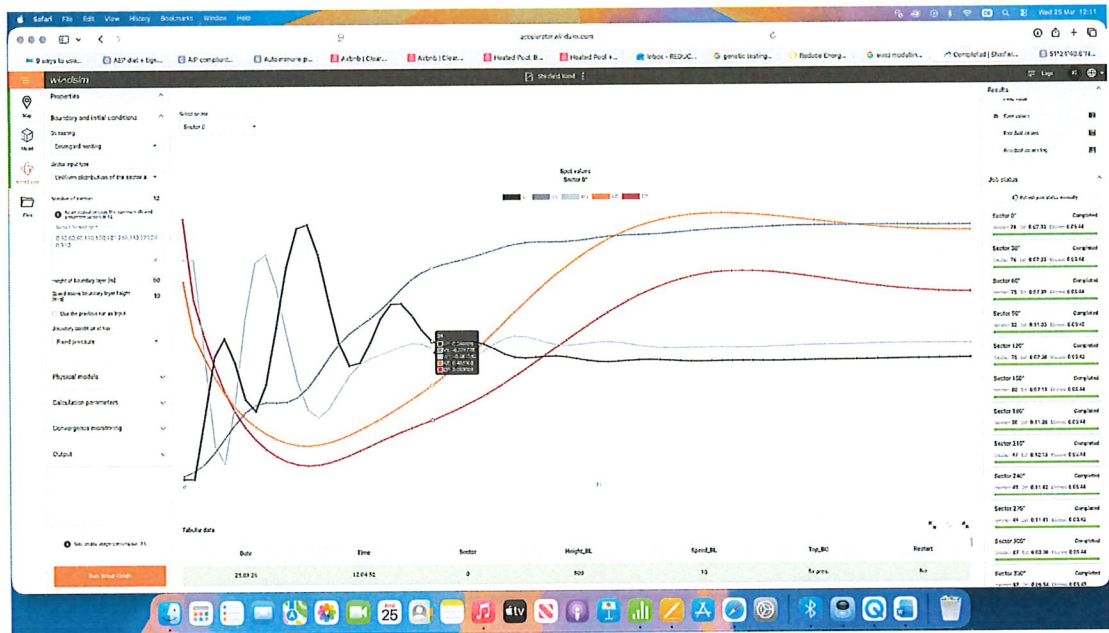
Reduce Energy Ltd have assessed two Shinfield locations for potential large ; 2.5 MWp turbines, this is ;

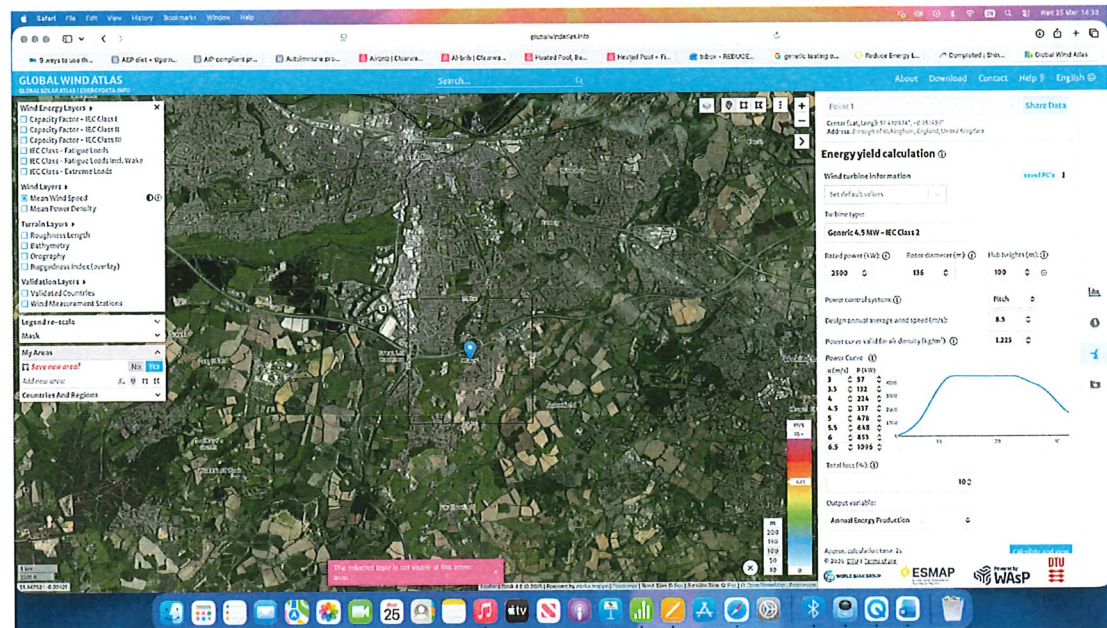
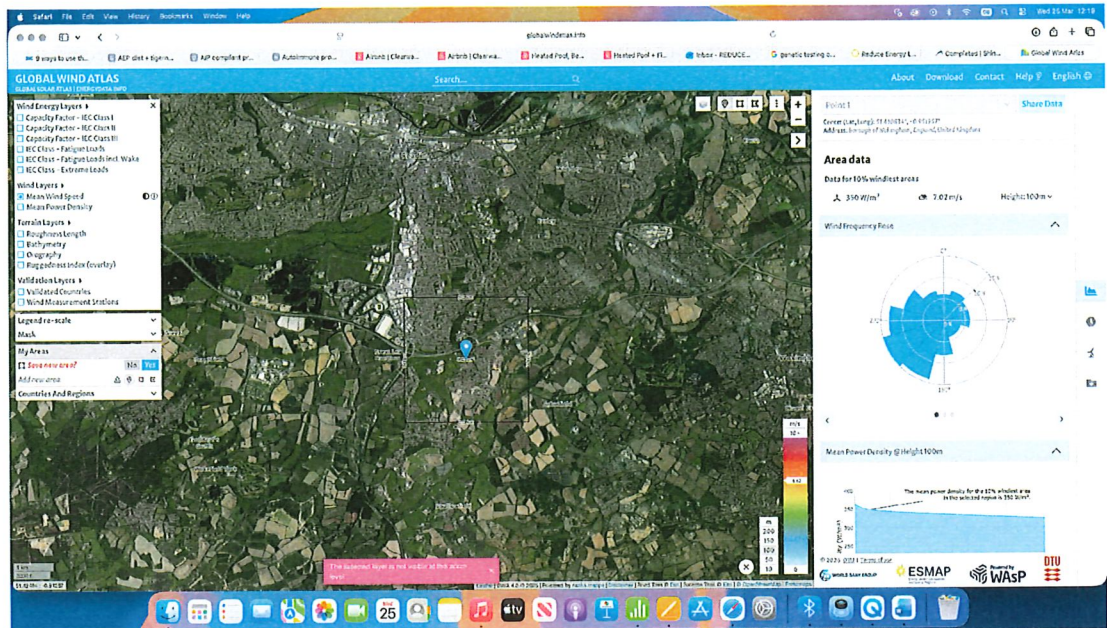
- Land at the site of Manor Ground Pavillion.
- Land at High Copse Pavillion.

It is possible to put wind turbines on these sites, but the Parish Council are highly unlikely to get Planning approval for any of this type of turbine due to proximity of local neighbouring properties. The assessment has thus been carried out to detail cost, payback etc.

Based on the below Global Wind Atlas projected windpeeds for the two areas (median windspeeds) and costed wind turbines via Enercon www.enercon.de ; the e70 wind turbine (exact as the turbine at Green Park, Reading) ; 71m diameter blades, 85 m height (nacelle), power density : 581W/m² ; 2300kW, 2.5 m/s, cost : €1.8M = £1,567,755 (10/4/2026). Each turbine would generate 360,000 kW’s per annum based on average windspeed being met for an assumed

five hours per day (conservative assessment due to windspeed across a 24 hour period, each day for 365 days) this equates to 1,440,000 kWh's. With an assumed grid connection and retail fee of 0.07 p/kWh, this equates to £100,800 per annum. **This details a 15 year 'payback' / ROI.** Turbines of this size are designed to last for 45 Years.





Micro wind turbines:

Reduce Energy Ltd have assessed the same two Shinfield locations for micro wind turbines. Using the market leader in the British wind energy marketplace and the only proven yawed micro wind turbine ; Britwind H11 kW www.britwind.co.uk ; 18m height, rotor diameter 13m, brushless, direct drive, passive tail vane, sprung loaded blades and 2.5m/s cut in generation, cost ;

£180,000. Whilst still not providing a useable direct energy demand requirement, this turbine is capable of generating 36,302 kWh's of energy per annum. With an assumed grid connection and retail fee of 0.07 p/kWh, this equates to £2541 based on average windspeeds for the locations identified. **This details a 70 year 'payback' / ROI.** Turbines of this size are designed to last 20 years.



Britwind Micro wind turbine (British manufactured).



The Green Park wind turbine.

Ground Source heat – Executive Summary

Ground source heat pumps (GSHP) provide heat only requirement to properties via distributed heat stored in the ground. The heat is absorbed into a piped system through natural (passive) ground heat transfer and is transported to the property (pumped) into radiators or underfloor heating. Heat transfer is incredibly cost effective where systems permit. The current heating systems in the Shinfield property portfolio are mostly air source provided thus to convert to a ground source system, additional costs would need to be incurred. Thus, whilst Shinfield parish have the ability to do this in several locations, namely;

- The Manor Ground Pavillion
- High Copse Pavillion
- Spencers Wood Pavillion

This is not viewed as a good option for the council.

Assessment:

Systems should thus be fully specified based on requirement (energy demand) or financial generation opportunity. A full specification will include; cost, 'run' on slinky underground piped system, civils, heat requirement for property (Based on supplied energy billing) cost and ROI.

The four locations above would need to install a minimum of a 70 meter 'run' on each install, to a maximum of 120 meters. Each sites evaluation is detailed below.

The Manor Ground Pavillion :

Cost of System : £39,000 ; feed in to property : New underfloor. 70 m 'run' of slinky under the main cricket pitch to a depth of 1.5m (the Cricket pitch would need to be dug up and re-laid). Heating saving kWh : 3,916 kWh's or £1392. **ROI : 28 Years.**

High Copse Pavillion

Cost of System : £67,000 ; feed in to property ; To existing underfloor heating system. 90m 'run' of slinky under the main sports pitches to a depth of 1.5m (pitches would be disturbed). Heating saving kWh : 18889 kWh's or £7019. **ROI : 9 Years.**

Spencers Wood Pavillion :

Cost of System : £40,000 ; feed in to property ; New underfloor. 75m 'run' of slinky under the main grounds to front of property to a depth of 1.5m (surfaces would be disturbed). Heating saving kWh : 5040 kWh's or £1768.

ROI : 22 Years.



Ground source heat pump 'slinky'.

Conclusions :

Upon analysis of the above, it is very apparent that the best options for Shinfield Parish Council are to enhance Solar PV options on the various sites. Reduce Energy Ltd would suggest that this is best achieved through a blend of Solar PV roof mount placement, with additional battery storage (where appropriate). Oversized systems. In addition, full M&E contracts are taken out thereafter to ensure replacement / fault rectification etc. Through conversation Reduce Energy Ltd can ensure that systems are fully designed to provide Shinfield with what they want to achieve and a full specification is written up for potential contractors to comply with. This is best achieved through a full insurance backed EPC (Energy Performance Contract) where M&E is not readily achievable. Further conversations will commence with Shinfield Parish Council in this regard to first fully understand any wishes / budget constraints and ultimate ambitions etc. If Shinfield pursue this, Reduce Energy Ltd can also draft procurement framework documentation in order to find good local PV suppliers.

To **RECEIVE** and **CONSIDER** an update on the number and condition of waste bins within the Parish

There are currently 44 single bins and 2 twin bins with recycling
These are located as follows:

Site	Notes
Grazeley Road (Pond), Spencers Wood Reading	
Hollow Lane, Shinfield, Reading	
Church Lane, Three Mile Cross, Reading	
End of Skylark Way/Mandarin Close, Shinfield, Reading	
Recreation Ground, Milworth Lane, School Green, Shinfield, Reading	
Recreation Ground, Milworth Lane, School Green, Shinfield, Reading	Double bin
Deardon Way to Church Lane, Shinfield, Reading	
Cutbush Lane West, Shinfield, Reading	
Corner of Basingstoke Road, Three Mile Cross, Shinfield, Reading	
Top of Closed Section Basingstoke Road, Shinfield, Reading	
Post Office, Three Mile Cross, Shinfield, Reading	
Bottom of Footpath 20 Off Basingstoke Road, Shinfield, Reading	
Pither Close/Fullbrook Ave, Spencers Wood, Reading	
Hyde End Road, Spencers Wood, Reading	
Grovelands Road, Shinfield, Reading	
Ryeish Lane Junction, Clares Green Road, Spencers Wood, Reading	
Opposite St Michaels Church, Basingstoke Road, Spencers Wood, Reading	
Spring Gardens, Basingstoke Road, Spencers Wood, Reading	
Church Lane, Three Mile Cross, Reading	
Recreation Ground, Spencers Wood, Reading	Double bin
Spencers Wood Recreation Ground, Reading	
Spencers Wood Recreation Ground, Reading	
Spencers Wood Recreation Ground, Reading	
Spencers Wood Recreation Ground, Reading	
Spencers Wood Recreation Ground, Reading	
Spencers Wood Recreation Ground, Reading	
Ryeish Pavillion, Clares Green Road, Spencers Wood, Reading	
Ryeish Pavillion, Clares Green Road, Spencers Wood, Reading	
Deardon Way/Scobell Close, Shinfield, Reading	
Orchard, Deardon Way, Shinfield, Reading	
Hollow Lane, Shinfield, Reading	
Kendall Avenue, Shinfield, Reading	
Dog Waste Bin, By the Road, Spencers Wood Recreation Ground, Reading	
Ryeish Green Pavillion, Ryeish Green, Reading	
Dog Waste Bin, School Green, Shinfield, Reading	
Dog Waste Bin, Oatlands Road Footpath, Shinfield, Reading	
Dog Waste Bin, Pippin Grove, Shinfield, Reading	
38 Anson Crescent, Reading	
Spencers Wood Recreation Ground, Reading	
The Manor Pavilion, Garrett Drive, Shinfield, Reading	2 x bins
High Copse Pavillion, High Copse, Shinfield, Reading	3 x bins
Beke Avenue, Shinfield, Reading	

- Bins are emptied weekly on Fridays and sometimes we must call out Select for additional collections or this is done in house by our maintenance team due to flytipping/ bins overflowing.
- The price for emptying one litter bin:

Single Bin - £9.24

Double Bin - £18.47

- Capacity of our current standard bins is 120L
- There are a few bins which present a problem because they are overfilled by the public
 - Cutbush Lane, Overfilled & Often used for fly tipping
 - Deardon Way/Scobell Close, Dog waste often overflowing
 - Grovelands Road often overflowing
- Select Drivers are instructed to let us know if there are any issues with the bins, including if one is damaged or needs replacing
 - Bin at School Green Bus stop has been spraypainted & then sprayed over with black poorly, attempts have been made to remove this but nothing has worked. Consider painting over this with black paint/spray-paint, bin itself functions fine.
- We have 1 Spare bin at High Copse if any need replacing immediately
- Cost to replace a bin £328.00 & £55.00 Carriage cost
- Lead time for a new bin is six to eight weeks
- Select have suggested we do an Isolated mail drop advising local residents that the use of litter bins for any domestic waste is effectively fly tipping and illegal, with the addition of the associated costs to the Parish.
- It has also been suggested we place signage on new/problem containers which could potentially dissuade members of the public from using them as an extension of their own household containers.
- Select have suggested additional specific dog waste containers which would hopefully reduce the amount of dog waste within the litter bins, thus hopefully freeing up space but this isn't guaranteed and would be at an additional cost to the council.
- Sum of £5,000 in Long Term Maintenance Plan to replace bins in 6/10 years
- Cost to replace all current bins in one go, based on current costings & carriage charge would be £16,852 excludes installation.
- There is a map on Wokingham Borough Council website to report issues with their bins, if the bin is ours/ is still under a developer this map indicates this .