

Minutes of a meeting of
The Facilities Committee
held on Wednesday 1st October 2025
at the School Green Centre commencing at 19:30

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

Attending: B Winton (Chief Executive and Clerk to the Parish Council)
S Ali (Facilities Manager)

2 members of the public

25/FC/101 Public Questions

101.1 There were no public questions.

25/FC/102 Apologies and declarations of Members' Interest

102.1 Apologies for absence had been received from Cllr Johnson and the Deputy Clerk.

Cllr Clarke chaired the meeting in the absence of Cllr Johnson

102.2 Declarations of Members' interests

There were no declarations of Members interests.

25/FC/103 Minutes of the Previous Meeting

103.1 The minutes of the Facilities Committee meeting held on 3rd September 2025 were approved as a correct record and signed by Cllr Clarke

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Unanimously

103.2 The following matters arising from the meeting held on 3rd September were discussed:

25/FC.49.2

25/FC/15.2

- Deputy Clerk to check the content of the signs for Millworth Lane Recreation Ground with the Council's insurance company.

This had been done.

- Facilities Manager to arrange for the installation of the signage.

This was in progress

ACTION - Facilities Manager to arrange for the installation of the signage

25/FC/22.2

- Facilities Manager to arrange for the signage relating to liability to be installed at all Council sites on the same basis as the wording agreed for Millworth Lane Recreation Ground.

This was in progress.

- Facilities Manager to display temporary signage until the final signs are ordered, delivered and installed.

This had been done.

25/FC/64.2.1

Deputy Clerk to circulate the letter given by SPC to object to the planning application in 2010 to the Committee

This had been done.

25/FC/70.1

Facilities Manager to report any response received from the Gymnastics team to the Ryeish Green Pavilion Working Party

The Facilities Manager had received a response from the gymnastics team. The site would not be financially viable to the gymnastics team in its current state. They felt that the only viable option would be for the council to undertake the renovations then they could lease it.

25/FC/77/1

Clerk to inform members of the Committee of the response to the planning application for Millworth Sports Park once received

The final decision on the planning application for the Fitness Centre had been delayed to 22nd October 2025.

25/FC/77.1 Deputy Clerk to circulate the draft review process prepared by the Clerk to members of the Committee

This had been circulated and would be discussed at a future meeting.

25/FC/83.2 ➤ Facilities Manager to report back to the Committee on the water testing results of Grazeley Pond once received

Waterwise had been testing the water in the pond and had submitted a report. The PH levels were reported as steady, and the pond was clean.

➤ An update of the Grazeley Road Pond to be reported in the next SPC newsletter

This had been done.

25/FC/83.7 Cllr Clarke to contact Lidl to ask if they were interested in sponsoring a roundabout in the Parish

Cllr Clarke reported that he had not yet done this.

ACTION - Cllr Clarke to contact Lidl to ask if they were interested in sponsoring a roundabout in the Parish

25/FC/91.1 ➤ Clerk to add to the agenda of the Finance and General Purposes Committee a request from the Facilities Committee to release a portion of funding, set aside for the redevelopment at Millworth Lane Recreation Ground, to remove the sheds, scaffolding and concrete base.

This would be on the agenda for the meeting of Finance and General Purposes Committee to be held on 15th October 2025

➤ Facilities Manager to obtain quotes for the removal of the sheds, scaffolding and concrete base at Millworth Lane Recreation Ground

The Facilities Manager provided an update on potential costs. This would be advancing money from the CIL allocation to the overall project. Members agreed to recommend to the Finance & General Purposes committee the early release of funds.

ACTION – Clerk to add to the agenda for the Finance & General Purposes committee meeting on 15th October.

- Finance Manager to contact the insurance company to ascertain whether a claim could be submitted for the work done to clear up the mess that had resulted from ASB

This had been done, and the claim would be below the insurance excess

- Deputy Clerk to set up a meeting for the Working Party to recap on Millworth Lane Recreation Ground

This has been arranged for Thursday 9th October at 16.00

- 25/FC/91.2 Facilities Manager to chase up the installation of the ramp for the Tennis Club toilets

The Facilities Manager reported that the ramp had now been installed

- 25/FC/91.3 ➤ Deputy Clerk to set up a meeting for the Sports Working Party in September to discuss High Copse Sports usage

This has yet to be arranged

- Deputy Clerk to share documents relating to High Copse Sports usage with the Committee

To be discussed at the above meeting when convened

- 25/FC/91.4 Facilities Manager to investigate how much water could be extracted at High Copse under a licence for a borehole, and the cost of a licence

The Facilities Manager was in contact with an expert in this area and would obtain a quote for a survey and cost of a borehole.

ACTION – Facilities Manager to circulate the quote for a survey of High Copse and the potential cost of a borehole.

- 25/FC/92.1 ➤ Deputy Clerk to circulate the terms of reference for the Ryeish Green Pavilion Working Party to members of the Committee.

This had been done – see minute 25/FC/104.1

- The next meeting of the working party would be held on 16th September 2025

This was on the agenda – see minute 25/FC/106.1

It was also suggested that the Facilities Manager contact a member of the public who has knowledge of borehole extraction

ACTION – Facilities Manager to contact member of the public regarding boreholes

25/FC/93.1 Deputy Clerk to arrange for the publication of room prices for 2026/27

This was in progress.

25/FC/94.1 ➤ Facilities Manager to obtain quotes for additional PV panels at High Copse Pavilion

This was in progress. Each panel would cost approximately £1500 to £2000.

ACTION – Facilities Manager to provide an analysis of the cost versus usage to ascertain if this was a financially viable option

➤ Facilities Manager to arrange for the installation of a smart meter at High Copse Pavilion

There was uncertainty over what smart meters were installed at High Copse pavilion. The Facilities Manager was asked to verify the details of smart meters at High Copse.

ACTION – Facilities Manager to confirm smart meters for High Copse Pavilion

➤ Facilities Manager to arrange for the installation of a timer on the car park lighting

This was in progress.

25/FC/96.1 Deputy Clerk to present an example of a “feature wall” at the Spencers Wood Pavilion to the next meeting

This had not been done due to other priorities.

ACTION – Deputy Clerk to present an example of a “feature wall” at the Spencers Wood Pavilion to the next meeting

25/FC/96.2 ➤ Facilities Manager to obtain quotes for a concrete base for the Youth Shelter at Spencers Wood Recreation Ground

This was on the agenda – see minute 25/FC/109.1

➤ Facilities Manager to arrange for the proposal for the Community Shelter to be put on the noticeboard at Spencers Wood Recreation Ground and arrange for publication in the October newsletter.

This was on the agenda – see minute 25/FC/109.1

- 25/FC/98.2 Cllr Clarke to investigate commuted money, in relation to the three unfinished areas left by Taylor Wimpey, and report back to the next meeting before any proposals were put forward to WBC

Cllr Clarke advised that Taylor Wimpey had paid WBC a commuted fund in respect of this area.

The Clerk was asked to formally write to WBC and request details of all commuted sums held by WBC in respect of sites within the parish

- 25/FC/98.6 Facilities Manager to find out the maintenance schedule for the roundabouts in the parish

This was on the agenda – see minute 25/FC/111.1

25/FC/104

Terms of Reference for the Ryeish Green Pavilion Working Party

- 104.1 The Terms of Reference for the Ryeish Green Pavilion Working Party were **APPROVED** by the Committee subject to the following amendment to the quorum.

Members agreed to a slight amendment to read “The quorum for the meeting is 3, one of whom should be a member of Shinfield Parish Council”. Cllr Masseron confirmed that the intended output from the Working Party were recommendations for potential future use.

Proposed: Cllr Masseron
Seconded: Cllr Clarke
Agreed: Unanimously

25/FC/105

Millworth Lane / High Copse redevelopment

- 105.1 Update for the Fitness Centre at Millworth Lane

The Facilities Manager reported that this was nearly through the planning process with a decision expected by 22nd October.

- 105.2 An update from the working party on High Copse Sports usage including proposals for tendering cricket facilities.

A draft tender document had been drawn up for consideration at the meeting of the Sports Working Party. There had been no shortage of interest in cricket facilities, including 5 cricket clubs, a cricket academy and two members of the public

- 105.3 A verbal update on water irrigation for the Sports pitches at High Copse.

This had been discussed at minutes 25/FC.49.2 (25/FC/91.4)

25/FC/106**Ryeish Green Pavilion**

- 106.1 An update from the working party to look at viable option for the future of Ryeish Green Pavilion

A meeting had taken place on 16th September to discuss proposals from Shinfield Rangers.

The Facilities Manager had contacted four estate agents, one was not interested, one had indicated that they would be happy to offer a valuation, and two others would do this for a cost.

It was therefore agreed that a request would be made to the Finance and General Purposes committee to release funds to facilitate enable the working party to have access to the professional support they require.

ACTION – Clerk to add to the agenda for the Finance & General Purposes committee meeting on 15th October.

It was reported that the insurance company would only cover the building if weekly inspections were carried out. The Facilities Manager confirmed these were taking place.

25/FC/107**Microgeneration**

- 107.1 An update on microgeneration within the Shinfield Parish Council estate

There was no update from the Clerk regarding Microgeneration

25/FC/108**School Green Centre and School Green**

- 108.1 A verbal update on matters relating to the School Green Centre

The Facilities Manager reported that an engineer was due to visit the next day to repair the heating system air pump.

The blinds in the Ryeish Green Room were covered under the 'snagging' with Shinfield Studios and would be repaired in due course.

- 108.2 Salvation Army clothes bins at School Green

Due to the amount of clothes that were fly tipped by these bins, a request had been made for them to be emptied more frequently.

Wokingham Borough Council (WBC) would be asked to monitor and deal with any fly tipping via their camera.

ACTION – Clerk to follow up with WBC



25/FC/109**Spencers Wood Pavilion**

- 109.1 An update on the installation of Community Shelter

The Committee requested that leaflets be put through the doors of local residents and on the noticeboard at Spencers Wood Recreation Ground to inform residents of the proposed installation of a Community Shelter.

The installation of a Community Shelter would require planning permission.

ACTION – Facilities Manager to organise a leaflet drop and article published in the SPC newsletter

25/FC/110**Allotments**

- 110.1 Enforcement Protocol for dealing with allotment plots

An enforcement policy was introduced in 2022; however, this was proving to be a long process to follow through to completion. The Allotments Officer had consulted with other councils on enforcement policies and now submitted a revised policy to tighten up the process for consideration. This still gave time for allotment holders to take corrective measures prior to the termination of their lease. Members agreed to the application of the revised process with immediate effect.

Proposed: Cllr Masseron
Seconded: Cllr Peer
Agreed: Unanimously

ACTION –

- Allotments officer to instigate the revised enforcement policy
- Clerk to add an item to the next agenda to consider whether SPC wished to maintain their policy on not taking on any further allotment sites

- 110.2 A Verbal update on the allotments inspection process

The process has continued as before through the summer, but the frequency will reduce during the winter period when there is less work taking place on allotment sites.

25/FC/111.1**Parish Wide Items**

- 111.1 A verbal update from Cllr Clarke on following

I. The Environmental Field at the End of Hayes Drive
Members noted the Ecological Mitigation Area Habitat Creation and Management Plan for this area dated April 2015 circulated by Cllr Masseron. This illustrated the developer's failure in this area.

This would be linked to the action on the Clerk to obtain details of commuted sums.

- II. Grassed area at Deep Leap Park
- III. Open area next to the two new football pitches at Hyde End Lane
- IV. Parish roundabouts

There were no updates on the above items

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

WBC have provided assurances that the work will take place in 2026. It was agreed to remove this item from the agenda until the April 2026 unless there are updates in the meantime.

ACTION – Deputy Clerk to schedule this item to return to the agenda in April 2026.

111.2 An increase in bin collection within the Parish

Two broken bins have been replaced within the overall bin budget. Cllr Johnson has identified 2 new bins are required for High Copse footpath. The existing budget can accommodate this cost in year but there would be an ongoing increase of £500 per bin per year from 2026/27.

It was anticipated that additional bins will need replacing in 2026/27.

Members agreed to the in year additional cost and asked that provision be made for additional bins and collections be made in the 2026/27 budget process.

111.3 The positioning of the Salvation Army clothes bins at School Green

This had been covered earlier in the meeting.

111.4 The maintenance of the Ryeish Green Sports pitches

The Clerk provided an update received from WBC regarding the pitches at Ryeish Green Playing Fields. "Due to changes in management in the summer, the contractors missed an important part of the window to complete maintenance works. We are formulating a short-term plan and will have a better medium-term plan once this season ends."

111.5 A verbal update from Cllr Clarke regarding Shinfield Tennis Club

Cllr Clarke provided an update on the arrangements with the Tennis Club.

111.5 Option for improving the safety of the decommissioned play park at Three Mile Cross

The Facilities Manager advised that Heras fence panels were order which will allow the removal of the orange mesh netting.

25/FC/112

Correspondence

112.1 There was no correspondence to the committee.

25/FC/113

Date of Next Meeting

113.1 The next meeting would be held on Wednesday, 29th October 2025.

The meeting ended at 21.00

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be a single name.

List of Actions

25/FC/103.2

25/FC/49.2	Facilities Manager to arrange for the installation of the signage at Millworth Lane	Facilities Manager
25/fc/15.2		
25/FC/83.7	Cllr Clarke to contact Lidl to ask if they were interested in sponsoring a roundabout in the Parish	Cllr Clarke
25/FC/91.1	Clerk to add to the agenda for the Finance and General Purposes Committee meeting on 15 th October a request to advance money from CIL from the overall project at Millworth Lane to remove the sheds, scaffolding and the concrete base	Clerk
25/FC/91.4	Facilities Manager to circulate the quote for a survey of High Copse and the potential cost of a borehole	Facilities Manager
25/FC/92.1	Facilities Manager to contact a member of the public regarding boreholes	Facilities Manager
25/FC/94.1	Facilities Manager to provide an analysis of the cost versus usage to ascertain if this was a financially viable option	Facilities Manager
25/FC/94.1	Facilities Manager to confirm smart meters for High Copse Pavilion	Facilities Manager
25/FC/96.1	Deputy Clerk to present an example of a "feature wall" at the Spencers Wood Pavilion to the next meeting	Deputy Clerk
25/FC/106.1	Clerk to add to the agenda for the Finance and General Purposes Committee meeting on 15 th October a request to release funds for the Ryeish Green Working Party to access professional support if required	Clerk
25/FC/108.2	Clerk to follow up with WBC regarding monitoring the fly tipping by the bins at the School Green car park	Clerk
25/FC/109.1	Facilities Manager to organise a leaflet drop and publish an article in the SPC newsletter relating to the proposed community shelter at the Spencers Wood Recreation Ground	Facilities Manager
25/FC/110.1	Allotments offer to instigate the revised enforcement policy	Allotments Officer
25/FC/110.1	Clerk to add an item to the agenda of the next meeting to consider whether SPC wished to maintain their policy on not taking on any more allotment sites	Clerk
25/FC/111.1	Deputy Clerk to schedule this item to return to the agenda in April 2026 – relates to the Clerk obtaining information on commuted funds from WBC	Deputy Clerk

