

To all members of the Facilities Committee

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



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

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

Agenda

12. Public Questions

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

13. Apologies and declaration of members' interests

- 13.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
13.2 To **RECEIVE** members' declarations of interest

14. Minutes of the previous meeting

- 14.1 To **RECEIVE** and **APPROVE** the minutes of the Facilities Committee held on
7th January 2026 as a correct record of the meeting and to authorise the Chair to
sign the same*
14.2 To **CONSIDER** matters arising from the minutes

15. High Copse Items

- 15.1 To **RECEIVE** and **CONSIDER** an update on the football matches played at High
Copse and the interim Shinfield Rangers café/shop
15.2 To **RECEIVE** and **CONSIDER** the draft Heads of Terms between Shinfield Parish
Council and Shinfield Rangers**
15.3 To **RECEIVE** and **CONSIDER** a proposal from Shinfield Rangers Football Club to
use the Pavilion as a Club House and Bar for the Community
15.4 To **RECEIVE** and **CONSIDER** an update on the proposed 3G pitch
15.5 To **RECEIVE** and **CONSIDER** an update on the proposed fencing around the
football pitches and cricket square to reduce potential intrusions onto the
playing surfaces
15.6 To **RECEIVE** and **CONSIDER** an update on the cricket tender for cricket at High
Copse
15.7 To **RECEIVE** and **CONSIDER** a proposal to introduce Padel at High Copse

- 15.8 To **RECEIVE** and **CONSIDER** an update on water irrigation for the sports pitches at High Copse
- 15.9 To **RECEIVE** and **CONSIDER** an update on additional storage at High Copse

16. Millworth Lane Items

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

17. Land Acquisition

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

18. School Green Centre and School Green

- 18.1 To **RECEIVE** and **CONSIDER** any matters relating to the School Green Centre and School Green
- 18.2 To **RECEIVE** and **CONSIDER** quotes for a base for the repositioning of the recycle bins at School Green car park (operated by Wokingham Borough Council)*

19. Spencers Wood Pavilion

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

20. Microgeneration

- 20.1 To **RECEIVE** and **CONSIDER** an update on microgeneration within the Shinfield Parish Council estate

21. Parish Wide Items

- 21.1 To **RECEIVE** and **CONSIDER** an update on maintenance of Deardon Orchard
- 21.2 To **RECEIVE** and **CONSIDER** any other matters within the parish not covered above

22. Correspondence

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

23. Date of Next Meeting

- 23.1 To **NOTE** the next meeting of the Facilities Committee meeting will be held on Wednesday, 4th March 2026 at 19:30

* Report attached ** Report to follow

Minutes of a meeting of
The Facilities Committee
held on Wednesday 7th January 2026
at the School Green Centre commencing at 19:30

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

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

1 Member of the public

26/FC/1

Public Questions

- 1.1 A member of the public who was a resident of Spencers Wood and a member of the Shinfield Volunteers outlined concerns over the condition of the Deardon Orchard as it had not been maintained to an acceptable standard and was declining rapidly. The committee recognised that the maintenance had not been followed up following a changeover in facilities staff.

Tree Solutions, Freely Fruity, volunteers and staff of Shinfield Parish Council (SPC) had carried out extensive work to bring the orchard up to standard in the autumn of 2023, however, nothing had been done since this time.

It was noted that S106 money, held by Wokingham Borough Council (WBC), was available to drawdown for any costs incurred for the upkeep.

ACTION –

- Facilities Manager to contact Freely Fruity and arrange for collaboration to take place in maintaining the Deardon Orchard
- Facilities Manager to revisit discussions with Freely Fruity on the design and installation of a sign recognising their commitment to maintenance

26/FC/2

Apologies and declarations of Members' Interest

- 2.1 Apologies had been received from Cllrs Boyer, Hoyle, Jahromi, Masseron and the Clerk

2.2 Declarations of Members' interests

There were no declarations of Members interests.

26/FC/3

Minutes of the Previous Meeting

- 3.1 The minutes of the Facilities Committee meeting held on 26th November 2025 were approved as a correct record and signed by Cllr Johnson

Proposed: Cllr Peer
Seconded: Cllr Clarke
Approved: Unanimously

- 3.2 The following matters arising from the meeting held on 26th were discussed:

25/FC/130.2

- 25/FC/118.2 Clerk to arrange for an article to be published in the monthly newsletter and the annual hardcopy newsletter

An article on the impact of Anti-Social Behaviour (ASB) would be published in the hardcopy newsletter that was due to be circulated within the Parish towards the end of January/beginning of February.

- 25/FC/132.2 Clerk to arrange for the Football Club to be invoiced according to the rates agreed

An official contract will be drawn up between Shinfield Parish Council (SPC) and Shinfield Rangers Football Club (SRFC). The football club must inform SPC of the number of games played each month and will be invoiced in arrears.

When SRFC are not using the pitches, SPC can offer them to other clubs in the football league.

ACTION – Facilities Manager to draft the Heads of Terms between SPC and SRFC

- 25/FC/132.3 Facilities Manager to obtain three quotes for fencing around the pitches at High Copse

This was on the agenda – see minute 26/FC/4.3

- 25/FC/132.3 Chair to ask the Football Foundation for recommendations on the most suitable type of fencing

This was on the agenda – see minute 26/FC/4.3

- 25/FC/132.4 Facilities Manager to order the containers if the first quote for fencing exceeded £10,000
- This was on the agenda – see minute 26/FC/4.4
- 25/FC/132.5 Clerk to add 3G Pitch to the agenda of the next meeting
- This was on the agenda – see minute 26/FC/4.5
- 25/FC/132.5 Cllrs Johnson and Boyer to update the committee at the next meeting
- This was on the agenda – see minute 26/FC/4.5
- 25/FC/132.6 Facilities Manager to investigate whether the borehole could be used for the pitches and whether there was an existing user's licence
- This was on the agenda – see minute 26/FC/4.6
- 25/FC/132.7 Clerk to send out the cricket tender document for High Copse to interested parties
- This was on the agenda – see minute 26/FC/4.7
- 25/FC/133.1 Facilities Manager to continue to work with the Quantity Surveyor to progress the archaeological assessment
- This was on the agenda – see minute 26/FC/5.1
- 25/FC/133.2 Facilities Manager to report back at next meeting on the removal of the wooden sheds at Millworth Lane
- This was on the agenda – see minute 26/FC/5.2
- 25/FC/135.1 Deputy Clerk to arrange for a sign to be installed in the café to allow well behaved dogs, on a lead to be welcome in the café
- This had been done.
- 25/FC/135.2 Clerk to add to the agenda of the Finance and General Purposes Committee an item regarding funds for re-siting the recycle bins
- This had been done and approved.
- 25/FC/135.2 Clerk to discuss the proposal of re-siting the recycle bins with the owner of the Kebab van
- This would be done as part of the repositioning.
- 25/FC/135.2 Facilities Manager to get quotes for a base for the recycle bins
- This was on the agenda – see minute 26/FC/7.2

- 25/FC/136.1 Facilities Manager to circulate the leaflet that was sent to residents regarding the installation of a Community Shelter to members of the Committee

This had been done.

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

This was in progress.

ACTION - Facilities Manager to arrange the first meeting of the Allotments Working Party

- 25/FC/139.1 Clerk to instruct Reduce Energy Limited to review the Council's buildings

This was on the agenda – see minute 26/FC/10.1

26/FC/4

High Copse Items

- 4.1 First football matches played at High Copse including car park arrangements

Football matches had been working well at High Copse. The Chair had a positive meeting with Nigel Frankland, University of Reading (UoR) and it had been agreed in principal that the grasscrete area set aside would be opened for additional parking.

Line painting would be carried out by SRFC.

- 4.2 Charges for use of football pitches at High Copse

The Chairman and the Facilities Manager would meet with Shinfield Rangers Football Club (SRC) to discuss the charges for the use of the High Copse and Manor Ground pitches. A contractual agreement would be drawn up based on the prices set at the last meeting of the Facilities Committee.

ACTION – 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.

4.3 Proposed Fencing around pitches

The Facilities Manager had obtained three quotes for fencing around the pitches at High Copse:-

- Duralock (UK) Limited – MeshFencing 1200mm £40,845 (ex VAT)
- Duralock (UK) Limited – Mesh Fencing 1300mm £45,165 (ex VAT)
- Jacksons Fencing – diamond knee rail fencing £13,556.92 (ex VAT)

The Facilities Manager recommended the Mesh Fencing 1300 from Duralock.

It was **AGREED** to request funding for £45,165 (ex VAT) for Duralock Quote QU-0708 from CIL reserves at the meeting of Full Council on 28th January 2026. An application for grant funding would be submitted to the Football Foundation and it was anticipated that £25,000 may be received to assist with the costs.

Proposed: Cllr Johnson
Seconded: Cllr Peer
Agreed: Unanimously

ACTION –

- 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.
- Facilities Manager to check with the Cricket Clubs that any fencing installed would not conflict with the boundaries.
- Clerk to apply for grant funding from the Football Foundation

4.4 Update on the proposal for additional storage at High Copse

The Facilities Manager would be placing an order for the storage containers with Adaptainer. The cost would be £8,635 (ex VAT), as agreed at the meeting held on 26th November 2025, minute 132.4.

ACTION – Facilities Manager to order the storage containers

4.5 3G Pitch

A meeting had been held on 10th December 2025 between the University of Reading (UoR), Cllrs Boyer, James, Johnson and the Clerk to discuss future use of land. Possible considerations included the the cowherds field for a 3G pitch and green space between Hyde End Road and High Copse.

4.6 Water irrigation for the sports pitches

No additional points raised.

4.7 The draft cricket tender document for cricket at High Copse.

These were sent out on 22nd December 2025 to seven interested clubs. The deadline for responses was Sunday, 1st February 2026.

Consideration would need to be given to equipment for the cricket club including an awning for the players. This would be discussed with the appropriate Team once this had been decided.

ACTION – Deputy Clerk to add to the agenda of the next meeting

26/FC/5

Millworth Lane

5.1 Update for the Fitness Centre at Millworth Lane

Tony Grover, Chartered Surveyor, BDS had submitted a quote for the archaeological survey at Millworth Lane. The Clerk had instructed BDS to proceed with the survey.

5.2 Removal of two wooden sheds at Millworth Lane

The wooden sheds had been removed from Millworth Lane recreation ground and grass seeding would take place to improve the surface.

ACTION – Facilities Manager to arrange for the ground to be reseeded at Millworth Lane where the sheds had been removed

5.3 Tennis Club

It was reported that the Tennis Club had not been paying any rent in recent years. Previously a rent of £1000 per year was paid to the Shinfield Association (now disbanded). Now that the toilets had been installed SPC should be charging rent for the site to include money to offset the cost of installing the toilets.

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

26/FC/6**Ryeish Green Pavilion**

- 6.1 Update from the working party preparing recommendations for the future of Ryeish Green Pavilion

The Chair summarised the current position with the working party. It was estimated that the cost of refurbishment would be at least £250,000 to bring the building up to standard. He was currently in discussions with the Scout HQ at Baden Powell House regarding a base for the Scouting organisation. To date no viable projects had materialised. Members agreed that the working party could delay their report until March 2026.

ACTION – Full report to be presented to the Facilities Committee at the meeting in March 2026

26/FC/7**School Green Centre**

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

The Facilities Manager reported that there had been problems with the heating system in both parts of the School Green Centre. The heating engineers had been out and resolved most of the problems; this would be monitored before closing the job.

- 7.2 Recycling bins

The Facilities Manager would be obtaining quotes for a base for the recycle bins. Once the base had been laid WBC would arrange for the re-siting of the bins.

ACTION – Facilities Manager to obtain quotes for the base for the recycle bins at School Green

26/FC/8**Spencers Wood Pavilion**

- 8.1 Installation of Community Shelter

Leaflets had been delivered to all residents in the location adjacent to Spencers Wood recreation ground. A couple of responses had been received from residents. It was agreed that the Facilities Manager arrange to order and instal the community shelter.

ACTION – Facilities Manager to arrange for the installation of the Community Shelter at Spencers Wood Recreation Ground once the relevant permissions have been obtained.

Parish Wide Items

9.1 MUGA and playground adjacent to Aldergrove School

This had now been completed and the Facilities Manager and Clerk would attend the formal opening on 14th January.

ACTION - Facilities Manager and Clerk to attend the formal opening of the MUGA and playground adjacent to Aldergrove School on 14th January 2026

9.2 Tackling Anti-Social Behaviour (ASB)

There had been no recent reports of ASB over the holiday period. The Finance and General Purposes Committee supported the concept of a teenage youth worker role who would help address ASB. The annual hardcopy newsletter would address the costs of ASB to SPC.

9.3 The future of the pitches at Hyde End Lane

Cllr Clarke reported that these pitches were still unused due to unresolved issues between WBC and Taylor Wimpey relating to the adjacent land.

ACTION – The Chair would approach all parties involved to understand the issues

9.4 Any other matters within the parish not covered above

The Facilities Manager was looking at installing a separate switch for the shutters at High Copse as there had been some issues with all the shutters being operated from a central area.

ACTION – Facilities Manager to research alternative switch operation for the shutters at High Copse

9.5 An update on maintenance of Deardon Orchard

This item had been discussed under Minute 1.1 Public Questions

Microgeneration

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

The Council had appointed 'Reduce Energy' who had assessed some SPC buildings in December 2025; work would be ongoing before a final report was received. The reports should identify some basic initial changes to reduce energy costs through to major investment in PV panels, etc.

26/FC/11

Correspondence

- 11.1 No correspondence had been received for this meeting

25/FC/12

Date of the Next Meeting

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

The meeting ended at 21:12

DRAFT

List of Actions

26/FC/1.1	Facilities Manager to contact Freely Fruity and arrange for collaboration to take place in maintaining the Deardon Orchard	Facilities Manager
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	Facilities Manager
26/FC/3.1		
25/FC/132.2	Facilities Manager to draft the Heads of Terms between SPC and SRFC	Facilities Manager
25/FC/137.1	Facilities Manager to arrange the first meeting of the Allotments Working Party	Facilities Manager
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	Cllr Johnson and Facilities Manager
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 28 th January 2026	Deputy Clerk
26/FC/4.3	Facilities Manager to check with the Cricket Clubs that any fencing installed would not conflict with the boundaries	Facilities Manager
26/FC/4.3	Clerk to apply for grant funding from the Football Foundation	Clerk
26/FC/4.4	Facilities Manager to order the storage containers for High Copse	Facilities Manager
26/FC/4.7	Deputy Clerk to add to agenda of the next meeting an item regarding the cricket tenders for High Copse	Deputy Clerk
26/FC/5.2	Facilities Manager to arrange for the ground to be reseeded at Millworth Lane where the sheds had been removed	Facilities Manager
26/FC/5.3	Facilities Manager to draft Heads of Terms for discussion with the Tennis Club	Facilities Manager
26/FC/6.1	Full report to be presented to the Facilities Committee at the meeting in March 2026	Ryeish Green Pavilion Working Party
26/FC/7.2	Facilities Manager to obtain quotes for the base for the recycle bins at School Green	Facilities Manager
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	Facilities Manager

26/FC/9.1	Facilities Manager and Clerk to attend the formal opening of the MUGA and playground adjacent to Aldergrove School on 14 th January 2026	Facilities Manager
26/FC/9.3	The Chair would approach all parties involved to understand the issues relating to the sports pitches at Hyde End Lane	Cllr Johnson
26/FC/9.4	Facilities Manager to research alternative switch operation for the shutters at High Copse	Facilities Manager

DRAFT



QUOTE

Shinfield Parish Council

0118 348 3792
07734 055 300
henry@buildingandgroundworks.com

Ref

Surface next to bottle banks at School Green

5 Loxwood Close
Three Mile Cross
Reading
Berkshire
RG7 1BX
Company No. 06590307
Vat Reg No. 948 8888 31

29/01/26

Description	Cost
Excavate area as discussed next to bottle banks approx 55 M ² 200mm deep lay and compact mot type 1 sub base, lift and re set road kerbs back to original height, lay base course and wearing course tarmac.	£6,480 + VAT
Supply and fit Glasdon plastic post/bollards x 6 in line with existing run.	£1,830 + VAT
Supply and fit 4ft close board fence around perimeter of bottle banks.	£2,300 + VAT
Supply and fit 4ft close board fence to 3 sides of clothes banks.	£1,550 + VAT
Lift bottle banks into new position.	£300 + VAT
Site to be left clean and tidy during and after works are complete, Site to be secure with Heras fencing while works commence.	

Henry Cockburn



Reading Groundworks

3 Moatlands Cottages

Mill Road

Burghfield

RG30 3TA

07940218353

DATE 1.2.2026

CLIENT: SHAMS (SHINFIELD PARISH COUNCIL)

LOCATION: SCHOOL GREEN CENTRE

SHINFIELD

READING

RG29EH

Estimate NO 4738

PROJECT: BIN STORAGE EXTERNAL WORKS PRIVATE PROPERTY

SCOPE OF WORKS DISCUSSED AND IN SOME FORM OF ORDER! WE WILL BE OFFERING A FIXED COMPREHENSIVE COST TO COMPLETE ON REQUEST OF YOU THE CLIENT. EACH PHASE BELOW HAS A DETAILED AND FIXED COST BREAKDOWN TO BE COMPLETED BY READING GROUNDWORKS. NO DEPOSIT REQUIRED FOR ANY OF THE PHASE'S PAYMENT INC VAT, WILL BE DUE IN FULL ON THE DAY OF COMPLETION WHEN INVOICED! PAYED VIA BACS

As per our verbal meeting with SHAMS, everything discussed is accounted for! Labour, materials and waste disposal to complete the project. NO HIDDEN CHARGES EVERYTHING IS WRITTEN BELOW AND IS THE TOTAL COST FOR THIS PROJECT! RESPONDING TO THIS EMAIL WITH A CONFIRMATION, CONFIRMS YOU'RE WILLING TO PAY READING GROUNDWORKS THE FULL AMOUNT ASKED ON THE DAY OF COMPLETION.

SCOPE OF WORKS

.Supply Heras fencing to secure the working area. PLEASE FIND PAGE BELOW.

Reading groundworks

Phone: 07940218353

Email: readinggroundworks@gmail.com

Website: readinggroundworks.co.uk

- . Scan the working area for cables!
- . Excavate 350mm deep of soil from 2 times areas outside school green centre on the boundary of land.
- . Dispose of waste with grab lorry.
- . Supply and install geotextile stability membrane on soil.
- . Supply and install subbase at depth of 200 millimetres on both areas and compact subbase.
- . Replace 12 Road curbs re bed them on concrete base to the correct height and haunch with concrete.
- . Install 6ft high close board fencing with a pair of 6 foot by 4-foot lockable gates for the clothing bank area.
- . Install 4 ft close board fencing on the bottle bank perimeter with a 900-millimetre-wide lockable gate.
- . Supply and install mesh reinforced steel layer to both areas.
- . One small run of granite sets to edge the missing curb line of the clothing bank area.
- . Supply concrete from a concrete mixer lorry company.
concrete to be a depth of 150 millimetres deep concrete to be a tamped finish.
- . Supply and install pop-up bollard and make good around it.
- . Lift bins into position a week later after the concrete has set with a Hiab lorry.

PLEASE FIND PAGE BELOW WITH BREAKDOWN OF COSTS RELATING TO THE PROJECT

Reading groundworks

Phone: 07940218353

Email: readinggroundworks@gmail.com

Website: readinggroundworks.co.uk

BREAKDOWN OF COSTS

Fencing	£2224.34
Stainless steel hi vis Pop up bollard	£389.38
Membrane	£87.10
Subbase	£988.50
Steel mesh	£580.50
Concrete	£2310.10
Kerbs	£336.55
Ballast	£130.55
Cement	£140.16
Cold lay tarmac	£32.12
Heras fencing	£950.00
Granite setts	£29.50
Waste costs	£740.15
Labour	£9580.00
Sub total	£18,518.95
<u>Total including vat</u>	<u>£22,222.74</u>

Reading groundworks

Phone: 07940218353

Email: readinggroundworks@gmail.com

Website: readinggroundworks.co.uk

I hope this email finds you well.

Please find below our quotation for the proposed works discussed:

Scope of Works:

All works to be fenced off

- Remove all damaged kerbing and install a new kerbs
- Install fencing around both the clothing and bottle banks
- Install two drop-down bollards in the designated positions
- Digging out both sides and preper for sub-base with MOT Type1
- Install concrete slabs on both sides
- Make good all areas, ensuring a neat and flush finish throughout

Total Price:£24,680.00 (excluding VAT)