

To all members of the Facilities Committee

Notice is hereby given that a meeting of the Facilities Committee will be held on
WEDNESDAY 1st July 2026 at 19.30 at the School Green Centre



Bruce Winton
Chief Executive and Clerk to the Parish Council
25th June 2026

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

Agenda

80. Public Questions

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

81. Apologies and declaration of members' interests

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

82. Minutes of the previous meeting

- 82.1 To **RECEIVE** and **APPROVE** the minutes of the Facilities Committee held on 3rd June 2026 as a correct record of the meeting and to authorise the Chair to sign the same*
82.2 To **CONSIDER** matters arising from the minutes

83. Terms of Reference

- 83.1 To **RECEIVE** and **CONSIDER** the Terms of Reference of the committee*

84. Ryeish Pavilion Working Party

- 84.1 To **RECEIVE** and **CONSIDER** an update on actions from the last meeting

85. High Copse Items

- 85.1 To **RECEIVE** and **CONSIDER** the provision of creating an overflow car park
85.2 To **RECEIVE** and **NOTE** an update on the installation of the perimeter fence around the pitches
85.3 To **RECEIVE** and **CONSIDER** the installation and funding of 3 lane cricket nets
85.4 To **RECEIVE** and **CONSIDER** an update on water irrigation for the sports pitches at High Copse
85.5 To **RECEIVE** and **NOTE** an update on the installation of the storage containers at High Copse
85.6 To **RECEIVE** and **CONSIDER** the creation of a free play area and the installation of picnic benches

86. Millworth Lane Items

- 86.1 To **RECEIVE** and **CONSIDER** an update on a sports master planner for Millworth Lane
- 86.2 To **RECEIVE** and **CONSIDER** an update regarding the Fitness Centre at Millworth Lane
- 86.3 To **RECEIVE** and **CONSIDER** an update on the possible installation of Padel courts
- 86.4 To **RECEIVE** and **CONSIDER** an update regarding the draft Heads of Terms between Shinfield Parish Council and the Tennis Club

87. School Green Centre and School Green

- 87.1 To **RECEIVE** and **CONSIDER** an update on the redecoration of the Pound Green Room, Three Mile Cross Room and Grazeley corridor
- 87.2 To **RECEIVE** and **CONSIDER** options to provide shade to the Tin Roof Café patio area

88. Spencers Wood Pavilion

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

89. Allotments

- 89.1 To **RECEIVE** and **NOTE** a verbal report from the Allotments Working Party
- 89.2 To **RECEIVE** and **CONSIDER** the allocation of vacant allotment plots
- 89.3 To **RECEIVE** and **CONSIDER** an update on seeking advice on flooding issues at Orchard Rise allotments
- 89.4 To **RECEIVE** and **CONSIDER** an update on the installation of fencing and a secure gate at Hartley Court allotments

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

- 90.1 To **RECEIVE** and **CONSIDER** an update on land matters with the UoR

91. Energy Matters

- 91.1 To **RECEIVE** and **NOTE** an update on the purchase and installation of PV Panels at High Copse Pavilion and the School Green Centre

92. Parish Wide Items

- 92.1 To **RECEIVE** and **CONSIDER** the location of waste bins within the Parish
- 92.2 To **RECEIVE** and **CONSIDER** an update on improvements to the Deardon Orchard
- 92.3 To **RECEIVE** and **CONSIDER** an update on parish notice boards at Frensham Green and High Copse

93. Correspondence

- 93.1 To **RECEIVE** and **CONSIDER** any correspondence received

94. Date of Next Meeting

- 94.1 To **NOTE** the next meeting of the Facilities Committee meeting will be held on Wednesday, 2nd September 2026 at 19:30

* Report attached ** Report to follow

Minutes of a meeting of
The Facilities Committee
held on Wednesday 3rd June 2026
at the School Green Centre commencing at 19:30

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

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
Jane Mason (Finance Manager)
1 Member of the public

26/FC/65

Election of Chair of the Facilities Committee

- 65.1 To receive nominations for the position of Chair of the Facilities Committee
- Cllr Johnson was nominated for the position of Chair of the Facilities Committee by Cllrs Boyer, Jahromi and Peer
- 65.2 Cllr Johnson was duly elected as Chair of the Facilities Committee for 2026/2027
- AGREED Unanimously
- 65.3 Cllr Johnson signed the declaration of acceptance of office as the Chair of the Facilities Committee for 2026/2027

26/FC/66

Election of Vice-Chair of the Facilities Committee

- 66.1 To receive nominations for the position of Vice-Chair of the Facilities Committee
- Cllr Clarke was nominated for the position of Vice-Chair of the Facilities Committee by Cllr Jahromi
- 66.2 Cllr Clarke was duly elected as Vice-Chair of the Facilities Committee for 2026/2027
- AGREED Unanimously
- 66.3 As Cllr Clarke had given his apologies for the meeting he would sign the declaration of acceptance of office as the Vice-Chair of the Facilities Committee for 2026/2027 at the next available opportunity.

ACTION – Cllr Clarke to sign the declaration of acceptance of office as the Vice-Chair of the Facilities Committee for 2026/2027

26/FC/67

Public Questions

- 67.1 There were no public questions.

26/FC/68

Apologies and declarations of Members' Interest

- 68.1 Apologies had been received from Cllrs Bowler and Clarke, and S Ali (Facilities Manager)
- 68.2 Declarations of Members' pecuniary interests and any related person interest
- Cllr Johnson declared membership of the padel tennis company which may be referred to later in proceedings.
- There were no other declarations of Members interests or related person interests.

26/FC/69

Minutes of the Previous Meeting

- 69.1 The minutes of the Facilities Committee meeting held on 6th May 2026 were approved as a correct record and signed by Cllr Johnson, subject to apologies being recorded for Cllr Jahromi.
- Proposed: Cllr Boyer
Seconded: Cllr Peer
Approved: 5 For, 1 Abstention
- 69.2 The following matters arising from the meeting held on 1st March 2026 were discussed:
- 42.1 Cllr Johnson to arrange a meeting with the WBC sports lead
- Cllr Johnson reported this had not yet happened.
- ACTION - Cllr Johnson to arrange a meeting with the WBC sports lead**
- 42.1 Cllr Johnson to follow up with UoR regarding the land for a mountain bike track
- Cllr Johnson reported that more information would be available following the University of Reading's meeting on 1st July 2026.
- ACTION - Cllr Johnson to follow up with UoR regarding the land for a mountain bike track**
- 51.1 The Volunteer Liaison Person to arrange a site visit with a specialist company to identify a long-term maintenance plan for Deardon Orchard
- This was on the agenda – see minute 77.2

54.1 Clerk to share the pre-app report for fencing at High Copse with committee members

This had been done.

54.1 Facilities Manager to progress the installation of timber fence

This to progress after the grant application had been decided on.

ACTION - Facilities Manager to progress the installation of timber fence and obtain clarification that it could be installed under permitted development

54.1 Facilities Manager to progress the installation of the overflow car park

This was on the agenda – see minute 26/FC/71.2

54.1 Clerk to resubmit the Football Foundation fence grant application

The Clerk reported that this would be submitted on 05/06/2026

ACTION - Clerk to resubmit the Football Foundation fence grant application

54.2 Facilities Manager to share the list of equipment being acquired for cricket at High Copse Pavilion

This had been done.

54.3 Facilities Manager to confirm if an extraction licence was required for High Copse

The Clerk reported that he was confident that if less than 20,000 litres per day were used an extraction licence was not required.

55.1 Clerk to report back to the Working Party and Facilities Committee regarding potential consultants to support Master planning for Millworth Sports Park

This was on the agenda – see minute 26/FC/72.1

57.1 Clerk to advise Wokingham Borough Council (WBC) of the planned changes to the fencing and to the linen recycling banks staying in their current location

This had been done.

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

Facilities Manager had met with the company providing the shelter on site on Tuesday to confirm the final details for the application to be submitted.

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

- 59.1 Facilities Manager to obtain specialist drainage advice regarding flooding at the Orchard Rise allotments

This was on the agenda – see minute 26/FC/75.1

- 59.1 Cllr Johnson to fly a drone over Orchard Rise allotments

This would be done.

ACTION - Cllr Johnson to fly a drone over Orchard Rise allotments

- 59.2 Facilities Manager to check with Hartley Court Allotment holders as to whether they would support a perimeter fence to the allotment site

This was on the agenda – see minute 26/FC/75.2

- 60.1 Clerk to add the energy report to the agenda for May Full Council

This had been done.

This was also on the agenda – see minute 26/FC/76.1

- 60.1 Clerk to request additional information on the PV panel maintenance contract

This was on the agenda – see minute 26/FC/76.1

- 61.1 Clerk to add to agenda for June Finance and General Purposes Committee a request for funding for electric bicycle

This will be added to the agenda of the June Finance and General Purposes Committee.

- 61.1 Facilities Manager to check insurance cover for electric bicycle

The Clerk reported that a separate specialist insurer would need to be sourced to insure an electric bike as this was not something that the Council's current insurer would cover.

ACTION – Clerk to arrange for quotes for insuring an electric bike

- 61.1 Facilities Manager to prepare Risk Assessment for use of an electric bike by council staff

This would be done once an electric bike had been purchased so it aligned with the manufacturer's recommendations.

ACTION - Facilities Manager to prepare Risk Assessment for use of an electric bike by council staff once purchased

- 62.1 Facilities Manager to arrange for a single map showing all public waste bins in the parish

This was on the agenda – see minute 26/FC/77.1

- 62.1 Facilities Manager to source a suitable sticker on fly-tipping and obtain a quote for implementation

The Clerk reported that a strong adhesive, long-lasting, all weather, sticker with anti-graffiti protection would cost approximately £4 per sticker. The total cost for 2 stickers per bin would be approximately £368.

ACTION – Facilities Manager to order 'fly-tipping' stickers for bins and arrange for them to be installed

- 62.1 Facilities Manager to source a suitable waste bin for new purchases

Following investigation to fit seagull flaps to waste bins, these cannot be retrofitted to the current SPC bins. To order a new bin with the flaps attached would cost approximately £20 extra than the existing style. Any replacement bins could be ordered with the seagull flaps included.

- 62.2 Clerk to add to the next agenda of Finance and General Purposes Committee the purchase of notice boards for Frensham Green and High Copse

This will be added to the agenda of the June Finance and General Purposes Committee

ACTION - Clerk to add to the next agenda of Finance and General Purposes Committee the purchase of notice boards for Frensham Green and High Copse

Minute 26/FC/77.2 was brought forward and discussed prior to 26/FC/70.1 to allow the member of public to exit the meeting.

Ryeish Pavilion Working Party

- 70.1 Cllr Masseron, on behalf of the Ryeish Pavilion Working Party, presented their report that had previously been circulated with the agenda.

Cllr Masseron presented the research information accumulated by the Ryeish Pavillion Working Party setting out various options for the future of the building. Subsequent to the circulation of the report an estimate from BW Reed & Sons Ltd had been received of £203,000 for refurbishment options.

It was noted that the budget of £4,000 to assist with the project had not been spent to date.

Cllr Masseron had recently attended a BALC course on 'Writing Grant Applications and Sourcing Funding' and reported that this line of funding was worth investigating.

Regarding the interest in using the building as a storage facility, it was confirmed that this was not allowed for a 'Class E' building classification, therefore this option was not possible.

It was agreed that there was no council led community use for the building.

It was acknowledged that any lease/rental arrangement would only be viable to a business due to the high costs.

In the absence of a firm recommendation from the working party, the following actions would be pursued and presented to the next meeting of the Facilities Committee.

- Mr Gulley to be requested to submit a business case, however, the market would still need to be tested.
- AH Lansley to be requested to submit a business plan for a rental option
- Research and available grants suitable for refurbishment

ACTION –

- Clerk to contact Mr Gulley to request the submission of a business case
- Clerk to contact AH Lansley for a business plan for their proposed rental options
- Cllr Masseron to research any available grants suitable for the refurbishment of the Ryeish Pavilion
- Clerk to publish full survey results on the website and social media
- Deputy Clerk to add to the agenda of the next meeting

21:04 *Member of the public left the meeting*

High Copse Items

- 71.1 Update on the football pitches and cricket square and the provision of creating an overflow car park

It was reported that the Shinfield Cricket Club were now using the cricket facilities.

- 71.2 Quotes for overflow car park

Quotes received for the overflow car park had been received from MJT for £117k for 2,000m² car park. It was agreed that this was too expensive and more quotes should be obtained. In the meantime it was suggested that vehicles park on the grass as the ground was dry.

ACTION – Facilities Manager to obtain quotes for alternative surfacing

- 71.3 Update on the cricket at High Copse

The Facilities Manager had agreed on the equipment for use at High Copse.

- Renting a roller for 2027
- Site screens had been ordered
- Tripod sprinklers and hose pipe had been ordered
- Cricket nets (3 lanes)

Cllr Johnson reported that he had had conversations with the cricket club to ensure that they were happy that the potential fencing would not impede on the cricket boundary.

ACTION – Facilities Manager to complete handover of cricket equipment at High Copse

- 71.4 Water Irrigation for sports pitches at High Copse

Cllr Johnson reported that a 20 cubic meter tank and irrigation equipment would be required to store water from the borehole to enable the pitches to be adequately irrigated.

The Facilities Manager was still investigating whether an extraction licence would be required.

ACTION –

- Facilities Manager to obtain quotes for a 20 cubic meter tank and irrigation equipment
- Facilities Manager to confirm if an extraction licence was required for High Copse.

71.5 Update on the installation of the containers at High Copse

The two 20ft containers had been delivered and the 40ft container was due to be delivered on Friday 5th June.

71.6 Hot Water Boiler for High Copse Pavilion kitchen

The Committee agreed to purchase an instant hot water boiler, similar to that in the kitchen at the School Green Centre (SGC), for the High Copse Pavilion kitchen.

ACTION –

- Facilities Manager to obtain a quote for an instant hot water boiler
- Clerk to add to the agenda of the Finance and General Purposes Committee in June

71.7 Creation of a free play area and installation of picnic benches

Cllr Johnson had agreed with the Shinfield Rangers Football Club that they would mark out a 7 x 7 football pitch and buy suitable goals, to be gifted to SPC, for a kickabout area on the corner of the field adjacent to the bus lane/footpath. This area would also require some picnic benches for public use.

Proposed: Cllr Johnson
Seconded: Cllr Jahromi
Approved: Unanimously

ACTION –

- Cllr Johnson to inform Shinfield Rangers of the decision of the committee and to thank them for their offer of marking the pitch and donating the goal posts
- Facilities Manager to obtain quotes for suitable picnic benches and installation
- Clerk to add to the agenda of the Finance and General Purposes Committee in June

26/FC/72

Millworth Lane

72.1 Sports master planner for Millworth Lane

The Clerk has obtained responses from the following sports master planners and would set up a Teams meeting for further discussion.

- STRI Group
- Sports Labs
- Toby Wintgens

Cllrs Boyer, James and Johnson and Facilities Manager to be invited to attend the Teams meetings.

ACTION – Clerk to arrange Teams meetings with the sports master planners

72.2 Update for the Fitness Centre at Millworth Lane

Tony Grover, BDS was expecting the ecology information required to arrive imminently when the application would then be submitted.

ACTION – Facilities Manager to expedite submission of the planning application for the Fitness Centre at Millworth Lane

72.3 Installation of Padel courts

There were no further updates.

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

A preliminary meeting had been held on 20th May with the Tennis Club to discuss the lease. The inclusion of back rent, rent and payment for the toilet block would be included.

ACTION – Clerk to arrange for a draft lease for the Tennis Club to be drawn up

72.5 Access to the Tennis club via Millworth Lane

There was nothing further to update on this item.

26/FC/73

School Green Centre and School Green

73.1 Redecoration of the Pound Green Room, Three Mile Cross Room and Grazeley corridor

The décor in these areas of the School Green Centre were raised at a recent staff meeting. The rooms were starting to look well used and needed redecoration. The following had been suggested: -

Pound Green Room – install Yeoman Shield around the lower sides of the walls similar to that in the Grazeley Room and repaint the upper walls. This would provide better protection and keep the room looking better for a longer period. The Yeoman Shield in the Grazeley Room had proved to be robust and a good investment.

Three Mile Cross Room – this room was now being used by a number of groups, not just small meetings, and the walls were severely marked and needed repainting. It was suggested that the display cabinets be removed and replaced by cupboards similar to those in the Ryeish Green Room so tables and chairs could be more easily stored.

Redecoration of the corridor leading down to the Grazeley Room would be discussed at a later date.

ACTION –

- **Facilities Manager to obtain a quote for the installation of Yeoman Shield in the Pound Green Room**
- **Clerk to add the above to the agenda of the Finance and General Purposes Committee meeting in June to request approval of funding**

- Facilities Manager to obtain quotes for redecoration of the Three Mile Cross Room, removal of the existing cabinets and installation of more suitable storage cupboards
- Deputy Clerk to add to the agenda of the next meeting of the Facilities Committee

73.2 School Green Centre furniture

Approximately 50% of the chairs were now badly stained. Money had been set aside in the budget for replacement furniture (£9.5k versus regular budget of £1.5k). The costs to replace the chairs with a vinyl covering was approximately £8.5k.

The balance of the budget could be used to obtain professional cleaning for the remaining chairs that were not so badly stained with a view to replacing these in two years' time, if necessary.

Members of the committee agreed to proceed with the proposed plan.

ACTION –

- Facilities Manager to order new chairs for the School Green Centre
- Facilities Manager to obtain quotes for professional cleaning for the remaining chairs

73.3 Shading to the Tin Roof Café patio area

The previously purchased parasols were no longer of use due to the change in café supplier and had faded extremely badly. Options suggested were:-

- 1) New parasols with the Tin Roof Café signage
These would be larger than previous ones and cost about £1.8k in total (based on 2mx2m with valance and branding plus bases and delivery).

The disadvantage with these were that they had to be manually brought in and out. The only option for storage was in the café area, however, this would be difficult due to later opening times and use of the area for evening hire.

Another option to investigate was large static parasols.

- 2) The purchase of a single powered awning

Awnings varied in price depending on coverage or the area. A wall mounted option that would cover half the patio (7m width with 4m depth) - the base option was £6.7k plus installation, remote control and wind sensor (£1.6k). Signwriting depended on the complexity and whether this would be on the main canopy, valance or both but say £1.5k for a total of approx. £9.8k.

Members agreed to reconsider the options once firm quotes had been received.

ACTION – Clerk to arrange for quotes for both types of parasols and an awning option for the café patio area for consideration at the next meeting

26/FC/74

Spencers Wood Pavilion and Recreation Ground

74.1 Installation of Community Shelter

The Facilities Manager had a final site visit with the supplier on Tuesday 2nd June and was now able to submit the planning application.

An additional quote for the base was being obtained with the expectation that the shelter could be installed before the school summer holiday period, assuming everything goes to plan.

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

26/FC/75

Allotments

75.1 Flooding at Orchard Rise Allotments

This was discussed at a recent meeting with Andy Glencross, WBC who suggested installing raised beds.

ACTION – Facilities Manager to investigate a way forward to improve the utilisation of the allotments at Orchard Rise

75.2 Hartley Court Allotments – perimeter fence and secured gate

This would be discussed at the next meeting of the Facilities Committee once the Facilities Manager had finalised the research.

ACTION – Facilities Manager to report on recommendations for a perimeter fence and secured gate at the Hartley Court Allotments at the next meeting of the Facilities Committee

26/FC/76

Energy Matters

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

A full report had been circulated with the papers of the Annual Council meeting held on 27th May 2026 where members agreed that PV Panels could be installed at:-

2026

- Quick wins (e.g. insulating ceiling of main room at Spencers Wood Pavilion Estimate £10,000)
- School Green Centre to include battery storage (estimate £90,000)
- Manor Ground Pavilion without battery storage (estimate £20,000)

2027

- High Copse Pavilion, to include battery storage (estimate £65,000)
- Spencers Wood Pavilion, to include battery storage (estimate £45,000)

These installations would reduce the environmental impact of the extra development across the parish. The installation would be paid for with money raised through Community Infrastructure Levy (CIL).

Total spend from CIL was in the region of £240k against an allocation of CIL budget of £300k.

The Clerk had discussed PV panel maintenance with the Reduce Energy Consultant. Maintenance could be negotiated with the purchase of any panels, and it was recommended that SPC assess the level of cover required for each site, eg Basic, Medium or High depending on the circumstances of each site.

ACTION –

- Clerk and Facilities Manager to put forward proposal for maintenance of PV panels for each site
- Deputy Clerk to add to the agenda of the next meeting

26/FC/77

Parish Wide Items

77.1 Waste Bins

This item was deferred to the next meeting.

77.2 Improvements to Deardon Orchard

This item was discussed earlier in the meeting following minute 26/FC/67.2

The SPC Volunteer Person had met Ecovo on site to discuss the orchard. A quote of £580 had been received to provide a restoration plan for the orchard. A further report had been provided by a member of the public who had considerable experience in this area and there was a commonality between the two reports; for example:

- Hedging to act as a windbreak for the trees
- A “Dead hedge” to allow insects to migrate back to live trees and maintain ecology
- Proper staking and support for the trees
- Reduced grass cutting to allow long flowering meadow
- Planting new trees

Other considerations were:

- Installation of a bee hive to help with pollination
- Bird boxes

It was AGREED to commission the restoration plan at a cost of £580 (ex. VAT).

Proposed: Cllr Johnson
Seconded: Cllr Peer
Agreed: Unanimously

ACTION –

- Clerk to confirm to the SPC Volunteer Person via email of the decision of the committee.
- Clerk to circulate the report to members of the Committee
- Clerk to propose future community engagement plan for Deardon Orchard

77.3 Report on meeting with Andy Glencross, Wokingham Borough Council (WBC)

Cllr Clarke, the Clerk and Deputy Clerk had met with Andy Glencross and two members of his team. The following matters were discussed:-

- New football pitches on Hyde End Lane – likely to be adopted by WBC at the end of June.
- Orchard adjacent to the pitches – trees were being replaced. WBC would take a financial contribution from Taylor Wimpey to manage the tree planting and the ongoing maintenance. The rest of the area could merge into the existing SANG. There would be no impact on SPC.
- Star Rise public open space – currently a budget of £50K to make improvements plus £50K for ongoing management of the site. SPC suggested a kick about area. Playground was a separate sum – Andy Glencross would confirm how much was left in the commuted sum. WBC were suggesting that that we may want to take on both elements, however, they could only do this if they definitely transferred the remaining funds.
- The University of Reading were planning to put allotments in on the High Copse site. SPC previously stated that they did not wish to take on any more allotment sites. There was a possibility that SPC could offer to administer the allotments for them (for a fee) but they would pay for all maintenance.
- £56K plus £48K maintenance was available for a MUGA. SPC suggested that Frensham Green be investigated as a suitable site. It could possibly be rolled into Millworth Lane but there was a time limit on the fund so unlikely to get to Millworth in time.
- Footpath 12 – Andy Glencross agreed to contact Vistry to ascertain their time scale for this area. WBC were ready to move forwards on upgrading their part of the path. Potential lighting of the path was still under debate.
- Environmental field – still issues with Taylor Wimpey (TW). Andy Glencross would follow up with Enforcement but did say this could take years. Possibly we could consider suggesting to TW that instead of complete removal there was a lower cost option of enhancing what was already happening on the site which was beginning to be reclaimed by nature

Members AGREED with the proposal for the open space at Star Rise to be used as a kick about with goals and benches.

ACTION –

- Clerk to contact Andy Glencross, WBC to inform him of the decision of the committee and to obtain agreement on the actual commuted sum before SPC agreed to take this over.
- Clerk to recommend to WBC that the money set aside for a multi-use games area (MUGA) be spent at Frensham Green

26/FC/78

Correspondence

78.1 Virtu Juniors Football Club

Cllr Johnson had been approached by Virtu Juniors Football Club with a request to use the pitches at the Manor Ground on a Sunday morning.

Members AGREED to Virtu Juniors Football Club using the pitches subject to pitch capacity.

ACTION –

- Cllr Johnson to discuss pitch capacity further with Shinfield Rangers Football Club
- Facilities Manager to draft Heads of Terms once Cllr Johnson had assessed the pitch capacity

25/FC/79

Date of the Next Meeting

79.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 1st July 2026

The meeting ended at 21:45

List of Actions

<u>Minute</u>	<u>Action</u>	<u>Responsibility</u>
26/FC/66.3	Cllr Clarke to sign the declaration of acceptance of office as the Vice-Chair of the Facilities Committee for 2026/2027.	Cllr Clarke
26/FC/69.2 (42.1)	Cllr Johnson to arrange a meeting with the WBC sports lead.	Cllr Johnson
26/FC/69.2 (42.1)	Cllr Johnson to follow up with UoR regarding the land for a mountain bike track.	Cllr Johnson
26/FC/69.2 (54.1)	Facilities Manager to progress the installation of timber fence and obtain clarification that it could be installed under permitted development.	Facilities Manager
26/FC/69.2 (54.1)	Clerk to resubmit the Football Foundation fence grant application.	Clerk
26/FC/69.2 (58.1)	Facilities Manager to submit the planning application for the installation of the community shelter.	Facilities Manager
26/FC/69.2 (59.1)	Cllr Johnson to fly a drone over Orchard Rise allotments.	Cllr Johnson
26/FC/69.2 (61.1)	Clerk to arrange for quotes for insuring an electric bike.	Clerk
26/FC/69.2 (61.1)	Facilities Manager to prepare a risk assessment for use of an electric bike by council staff once purchased.	Facilities Manager
26/FC/69.2 (62.1)	Facilities Manager to order 'fly-tipping' stickers for bins and arrange for them to be installed.	Facilities Manager
26/FC/69.2 (62.2)	Clerk to add to the next agenda of the Finance and General Purposes Committee the purchase of notice boards for Frensham Green and High Copse.	Clerk
26/FC/70.1	Clerk to contact Mr Gulley to request the submission of a business case.	Clerk
26/FC/70.1	Clerk to contact AH Lansley for a business plan for their proposed rental options.	Clerk
26/FC/70.1	Cllr Masseron to research any available grants suitable for the refurbishment of the Ryeish Pavilion.	Cllr Masseron
26/FC/70.1	Deputy Clerk to add to the agenda of the next meeting.	Deputy Clerk
26/FC/70.1	Clerk to publish full survey results on the website and social media	Clerk
26/FC/71.2	Facilities Manager to obtain quotes for alternative surfacing for the overflow car park at High Copse	Facilities Manager

26/FC/71.3	Facilities Manager to complete handover of cricket equipment at High Copse	Facilities Manager
26/FC/71.4	Facilities Manager to obtain quotes for a 20 cubic meter tank and irrigation equipment	Facilities Manager
26/FC/71.4	Facilities Manager to confirm if an extraction licence was required for High Copse	Facilities Manager
26/FC/71.6	Facilities Manager to obtain a quote for an instant hot water boiler for the kitchen at High Copse	Facilities Manager
26/FC/71.6	Clerk to add a request for funding for a hot water boiler to the agenda of the Finance and General Purposes Committee	Clerk
26/FC/71.7	Cllr Johnson to inform Shinfield Rangers of the decision of the committee and to thank them for their offer of marking the pitch and donating the goal posts	Cllr Johnson
26/FC/71.7	Facilities Manager to obtain quotes for suitable picnic benches and installation	Facilities Manager
26/FC/71.7	Clerk to add to the agenda of the Finance and General Purposes Committee in June	Clerk
26/FC/72.1	Clerk to arrange Teams meetings with the sports master planners	Clerk
26/FC/72.2	Facilities Manager to expedite submission of the planning application for the Fitness Centre at Millworth Lane	Facilities Manager
26/FC/72.4	Clerk to arrange for a draft lease for the Tennis Club to be drawn up	Clerk
26/FC/73.1	Facilities Manager to obtain a quote for the installation of Yeoman Sheild in the Pound Green Room	Facilities Manager
26/FC/73.1	Clerk to add the above to the agenda of the Finance and General Purposes Committee meeting in June to request approval of funding	Clerk
26/FC/73.1	Facilities Manager to obtain quotes for redecoration of the Three Mile Cross Room, removal of the existing cabinets and installation of more suitable storage cupboards	Facilities Manager
26/FC/73.1	Deputy Clerk to add to the agenda of the next meeting of the Facilities Committee	Deputy Clerk
26/FC/73.2	Facilities Manager to order new chairs for the School Green Centre	Facilities Manager

26/FC/73.2	Facilities Manager to obtain quotes for professional cleaning for the remaining chairs	Facilities Manager
26/FC/73.2	Clerk to arrange for quotes for both types of parasols and an awning option for the café patio area for consideration at the next meeting	Clerk
26/FC/74.1	Facilities Manager to submit the planning application for the installation of the community shelter	Facilities Manager
26/FC/75.1	Facilities Manager to investigate a way forward to improve the utilisation of the allotments at Orchard Rise	Facilities Manager
26/FC/75.2	Facilities Manager to report on recommendations for a perimeter fence and secured gate at the Hartley Court Allotments at the next meeting of the Facilities Committee	Facilities Manager
26/FC/76.1	Clerk and Facilities Manager to put forward proposal for maintenance of PV panels for each site	Clerk and Facilities Manager
26/FC/76.1	Deputy Clerk to add energy matters to the next agenda	Deputy Clerk
26/FC/77.2	Clerk to confirm to the SPC Volunteer Person via email of the decision of the committee.	Clerk
26/FC/77.2	Clerk to circulate the report to members of the Committee	Clerk
26/FC/77.2	Clerk to propose future community engagement plan for Deardon Orchard	Clerk
26/FC/77.3	Clerk to contact Andy Glencross, WBC to inform him of the decision of the committee and to obtain agreement on the actual commuted sum before SPC agreed to take this over.	Clerk
26/FC/77.3	Clerk to recommend to WBC that the money set aside for a multi-use games area (MUGA) be spent at Frensham Green	Clerk
26/FC/78.1	Cllr Johnson to discuss pitch capacity further with Shinfield Rangers Football Club	Cllr Johnson
26/FC/78.1	Facilities Manager to draft Heads of Terms with Virtu Juniors Football Club once Cllr Johnson had assessed the pitch capacity	Facilities Manager

Shinfield Parish Council Facilities Committee Terms of Reference

Status

- This is a standing committee of Shinfield Parish Council

Purpose

- The Facilities Committee is responsible for
 - Leisure and recreation facilities owned by the parish council
 - Developing relationships with local sports clubs and leisure groups
 - Developing relationships with Wokingham Borough Council on sports and leisure

Membership

- The Committee shall have at least four members
- The quorum for the committee is three members
- The committee will elect a Chair and one Vice-Chair annually at the first meeting of the committee held after the Annual Council Meeting in May each year
 - The Clerk shall invite nominations while issuing the papers for this meeting but nominations for Chair and Vice-Chair may also be made at the meeting itself
- The Deputy Clerk shall attend these meetings as clerk to the committee and produce minutes
 - The Deputy Clerk sets the agenda for the meeting in discussion with the Chair of the Committee and the Clerk to the council
- The Facilities Manager shall also attend the meetings to report on matters within their responsibility and provide guidance as appropriate to the committee

Meetings

- The committee will normally meet monthly and will meet at least TEN times per annum.
- Meetings will normally be held on the first Wednesday of each month

Aims and Objectives

- Ensuring the effective management, operation, security and repair of
 - Council buildings (including those leased to the council from the University of Reading)
 - Council land, playgrounds, public waste bins, bus shelters, open spaces and similar
 - Council operated Allotment sites
 - Council operated sports and leisure facilities
- Management of allocated Section 106 or Community Infrastructure Levy funds allocated to leisure and play facilities

Delegated powers

- The committee has the following delegated powers:
 - Delegation of work to the Clerk
 - Delegation of work to a Sub-Committee
 - To set the following (within the terms of the planning assumptions advised by Finance & General Purposes Committee)
 - Room Hire rates
 - Pitch and Court hire rates
 - Allotment charges
 - Budget setting (in conjunction with the Finance and General Purposes Committee) including
 - Fees & Charges Income for the committee's area of responsibility
 - Expenditure requirements for the committee's area of responsibility
 - The Committee has the power to spend within its budget
 - Budget may be reassigned against individual line items
 - Any proposal to exceed the total expenditure budget limit must be approved by the Finance and General Purposes Committee prior to that expenditure being committed or incurred
 - Where income is projected to be greater than budget target then this should be "surrendered" to Finance and General Purposes Committee to be used most effectively across the council

Reporting on the activities of the Committee

- The following reporting shall take place
 - The DRAFT minutes of each meeting of the committee will be tabled at the next Full Council meeting
 - The Chair, Deputy Clerk and Facilities Manager shall provide additional information on the committee's activities as requested by members

Training Recommendations

- There are currently no **recommended** training courses for members of this committee

Review

- The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council
- Additional reviews of these terms of reference may take place at any other time of the year
- Any amendments to these Terms of Reference are subject to ratification by Full Council