

Minutes of a meeting of
The Facilities Committee
held on Wednesday 4th March 2026
at the School Green Centre commencing at 19:30

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

Attending: S Herring (Deputy Clerk)
B Winton (Clerk)

26/FC/24 Public Questions

24.1 There were no public questions.

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

25.1 Apologies had been received from Cllrs Johnson, Masseron and the Facilities Manager

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

There were no declarations of Members interests or related person interests.

26/FC/26 Minutes of the Previous Meeting

26.1 The minutes of the Facilities Committee meeting held on 4th February 2026 were approved as a correct record and signed by Cllr Clarke

Proposed: Cllr Boyer
Seconded: Cllr James
Approved: Unanimously

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

14.2

26/FC/1.1 Facilities Manager to present an update on signage and maintenance at the Deardon Orchard at the next committee meeting

The Facilities Manager had advised that he had discussed the signage and maintenance at Deardon Orchard with Freely Fruity who were busy with other projects but would offer dates to meet and take this forward sometime in the spring.

ACTION – Facilities Manager to meet with Freely Fruity to discuss signage and maintenance

25/FC/137.1 Facilities Manager to arrange a date for the first meeting of the allotments working party at the end of February

This was on the agenda – see minute 32.1

26/FC/4.3 Clerk to submit the application for grant funding from the Football Foundation once the sites had been verified

This was on the agenda – see minute 27.3

26/FC/5.2 Facilities Manager to arrange for the ground to be reseeded at Millworth Lane at an appropriate time in March 2026.

The Facilities Manager had been advised that the best time for reseeding would be late March, and this had been arranged

ACTION – Facilities Manager to report back on reseeding at Millworth Lane at the April committee meeting

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

The Facilities Manager had advised that he had spoken to the developers and the builders. They have advised that they were waiting on RSL Shutters to come back with a design plan for the key switch to be installed. This was a work in progress.

ACTION – Facilities Manager to liaise with the installers to resolve the issues of the shutters at High Copse Pavilion

- 26/FC/15.2 ➤ Facilities Manager and Clerk to finalise the Heads of Terms between SPC and SRFC

This was on the agenda – see minute 27.2

- Cllr Johnson to circulate pitch fees charged by WBC

This had been done

- 26/FC/15.3 Clerk to inform SRFC that SPC would not support the use of the Pavilion as a Club House and bar.

The Clerk would be discussing this with Shinfield Rangers Football Club at their next meeting.

- 26/FC/15.5 ➤ Facilities Manager to obtain the necessary planning consents for the pitch perimeter fencing at High Copse

This was on the agenda – see minute 27.3

- Facilities Manager to order the fencing, subject to receiving planning consent and following the response to the Grant Funding from the Football Foundation

The fencing would not be progressed until a response to the grant funding had been received.

- Clerk to apply for Grant Funding to the Football Foundation to assist with the cost

This is awaiting verification of the site to allow submission of the application.

ACTION – Clerk to follow up on the application to the Football Foundation for the grant for fencing

- 26/FC/15.6 ➤ Clerk to arrange a meeting of the cricket club working party

The Clerk had arranged a date for the Working Party to meet with cricket tenderers on Friday, 13th March.

- Clerk to invite interested parties to attend a meeting and give a presentation to the working party

This had been done.

- Working party to report to the Facilities Committee in March

This would be reported at the meeting in April.

26/FC/15.7 Facilities Manager to arrange for a noise assessment for Padel to be carried out on 2 sites, namely High Copse and Millworth Lane recreation ground

The Facilities Manager had obtained a quote to carry out site noise assessments. Both he and the Clerk advised not to proceed at this stage and suggested that the Committee wait to see if a third party would be interested in either site.

Quote received was £1,150 + VAT for one site and £1,450 + VAT for two sites

26/FC/15.8 Facilities Manager to investigate the cost of a borehole water extraction licence and the process of obtaining this for the sports pitches at High Copse.

This was on the agenda - see minute 27.5

26/FC/16.1 Facilities Manager to report back to the Committee on the outcome of the archaeological report at Millworth Lane Recreation Ground, and next steps, once received.

This was on the agenda - see minute 28.1

26/FC/16.2 Facilities Manager to draft Heads of Terms for discussion with the Tennis Club

This was on the agenda - see minute 28.2

26/FC/17.1 ➤ Clerk to circulate the letter sent to the UoR to members of the Committee

This had been done.

➤ Clerk to circulate the response from the UoR to members of the Committee once this had been received

The Clerk advised that the University meeting was scheduled for Monday 9th March 2026.

26/FC/18.1 ➤ Facilities Manager to check guarantees and standard of work carried out by AOC at the School Green Centre

The Facilities Manager had contacted AOC (building architects) who had referred him to the original installers. The Facilities Manager was awaiting a formal response.

- Facilities Manager to arrange for a separate quote for the repair of the fire doors at the entrance to the corridor leading to the Pound Green Room and arrange for this work to be carried out urgently

This had been done and remedial work was carried out on Monday 2nd March. There were still some final adjustments required to the closing mechanism.

- Deputy Clerk to circulate the quote from MD Fire Doors to members of the Committee

This had been done.

ACTION – Facilities Manager to provide an update on Fire doors at School Green Centre at the April committee meeting

- 26/FC/18.2**
- Clerk to contact Wokingham Borough Council to confirm the necessary approval for the repositioning of the recycling bins at School Green car park

This was on the agenda - see minute 30.2

- Facilities Manager to organise the works to commence once the necessary consent had been received

This would be done.

- 26/FC/19.1**
- Facilities Manager to update the Committee at the meeting in March regarding the installation of a community shelter at the Spencers Wood Recreation Ground.

This was on the agenda - see minute 31.1

- 26/FC/20.1**
- Facilities Manager to circulate the report on microgeneration from 'Reduce Energy' once received

The first report (on High Copse Pavilion) was on the agenda at (see minute 33.1). The reports for other buildings were being prepared.

- 26/FC/21.2**
- Ryeish Green Working Party to report on viable options for the Ryeish Green Pavilion at the meeting to be held in May 2026 at the latest

This would be on the agenda for the May 2026 meeting.

- Facilities Manager to arrange for the installation of 2 steel doors to the Ryeish Green Pavilion

This was in progress.

- Facilities Manager to ask the football club to remove the container on the site of Ryeish Green pavilion.

The Facilities Manager had made the request to Spencers Wood Football Club to arrange removal of the container but had not yet received a response.

26/FC/27.1

High Copse Items

27.1 Rates for High Copse Pavilion Pitches

At the Facilities Committee meeting held on 26th November 2025 there was a discussion for the rates to be charged for the use of the football pitches at High Copse pavilion. These were set at £150 + VAT for an adult match and £120 + VAT for a junior match (both including use of changing rooms) as recorded at minute reference 25/FC/132.2.

It had been identified that there was a potential breach of the Code of Conduct related to a member of the committee not declaring an interest in Shinfield Rangers Football Club.

Members were asked if they still wished to confirm those prices having had this matter drawn to their attention.

Members **AGREED** to the prices previously approved, as set out above.

Proposed: Cllr Peer
Seconded: Cllr Boyer
Approved: Unanimously

Cllr James proposed that the football club be invoiced on the assumption that they use the pitches at High Copse on a Saturday for four games. They should also be invoice for games played at the other sites. The football club should be given 14 days to pay the invoices, failure to do so would mean the withdrawal of use of the pitches.

Proposed: Cllr James
Seconded: Cllr Jahromi
Approved: Unanimously

ACTION – Clerk to inform Shinfield Rangers Football Club of the decision of the committee regarding charges for the use of the football pitches

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

This was still in progress, and the Facilities Manager was to arrange a meeting with the Club to discuss further.

ACTION – Clerk to set up a meeting of the working party to discuss Heads of Terms for all sporting sites within the parish.

- 27.3 Update on the proposed fencing around the football pitches and cricket square

The Clerk advised that despite two requests to the Football Foundation to expedite the verification of High Copse Pavilion as a site this was still showing as pending and so the application had not yet been submitted. The Facilities Manager had discussed the fencing with the planning officer at WBC, and it was not expected that the Council would need to apply for planning permission.

ACTION – Clerk to submit the application for grant funding from the Football Foundation once the sites had been verified

- 27.4 Update on the cricket tender for High Copse

See minute 26/FC/15.6

Cllr Clarke expressed concerns that the tender documents had not shown a financial commitment that would cover the costs incurred by SPC for maintenance. Tenderers would be invited in to discuss their bids further.

ACTION – Clerk to arrange a meeting with the tenderers for cricket at High Copse

- 27.5 Water Irrigation for sports pitches at High Copse

The Facilities Manager had made enquiries with Stuart Wells Ltd who specialise in recommissioning boreholes. They had stated that they would need to arrange a date to come for a site survey before presenting any costs.

Stuart Wells Ltd advised that the Environment Agency would allow abstraction of 20,000 (20m³) litres per day without a licence to abstract. The Facilities Manager's view was that this level of abstraction would be sufficient for the cricket square.

Members **AGREED** to progress an application for a borehole licence

Proposed: Cllr Boyer
Seconded: Cllr James
Approved: Unanimously

ACTION –

- Facilities Manager to arrange for a site survey and costs of a borehole licence
- Facilities Manager to apply for a borehole licence

27.6 Update on additional storage at High Copse

A request has been made to the University for permission to install the containers at High Copse. No work would take place until the proposed site had dried out.

ACTION – Facilities Manager to arrange for the installation of the storage containers once the ground had dried out

26/FC/28

Millworth Lane

28.1 Update for the Fitness Centre at Millworth Lane

The Clerk advised that the fitness trainer had requested a change of style for the fitness area. Originally, they had proposed two containers with a covered area between. They would now like to consider one enclosed temporary building which would require a variation to the planning application which could be pursued concurrent with the archaeological research.

The electricity supply would be metered and charged to the fitness trainer accordingly. An annual rent would be set, potentially graduated for three years and reviewed periodically.

Members **AGREED** to the change in style of the fitness centre subject to relevant planning requirements.

Proposed: Cllr Peer
Seconded: Cllr Clarke
Approved: Unanimously

ACTION – Facilities Manager to liaise with BDS Surveyors regarding the variation to the planning application for the fitness centre at Millworth Lane

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

The Facilities Manager was planning an initial meeting with the Tennis Club to discuss potential rent and the draft Heads of Terms.

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

Concern was expressed over the condition of the track at the tennis court end of Millworth Lane. Discussion took place regarding whether it would be viable to tarmac this section. Cllr Clarke offered to investigate costs. It was believed that this section was owned by the University of Reading (UoR) and they should be approached to ask if they could maintain the track.

ACTION

- Cllr Clarke to investigate costs for tarmac of the track
- Clerk to discuss maintenance of the track with the University of Reading

26/FC/29

Land Acquisition

- 29.1 Potential land acquisition from the University of Reading (UoR)

The university meeting was scheduled to take place on 9th March.

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

26/FC/30

School Green Centre

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

The repairs to the Pound Green fire door were largely completed and the Facilities Manager would report back to the committee in April regarding the larger issue with fire doors in the School Green Centre.

ACTION – Facilities Manager to report back to the committee regarding potential work on the fire doors at the School Green Centre

- 30.2 Recycling bins

The Clerk was looking to arrange a site visit to confirm all the details with the Wokingham Borough Council (WBC) officer prior to starting the work.

ACTION – Clerk to arrange a site visit for the repositioning of the recycle bins with WBC

26/FC/31

Spencers Wood Pavilion and Recreation Ground

- 31.1 Installation of Community Shelter

The Facilities Manager had submitted a pre-application and received a report which was included in the papers for this meeting. WBC had suggested that the shelter be located nearer to the MUGA; this would still be in range of the CCTV. This was shown at position A on the diagram circulated with the papers.

Members **AGREED** to accept the position of the Community Shelter at position A, as recommended by WBC.

Proposed: Cllr Jahromi
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Facilities Manager to submit the planning application with the location of the Community Shelter at Position A as recommended by WBC

26/FC/32

Allotments

- 32.1 The first allotment working party had taken place on 3rd March and was attended by Cllrs Montgomery, Peer, and Rance, the Facilities Manager, Allotments Officer and 4 allotment holders. The meeting largely covered how the working party would proceed including frequency of meetings and alternating between daytime and evening to make attendance possible for more allotment holders. The next meeting would be in three months' time.

26/FC/33

Microgeneration

- 33.1 An update on microgeneration within the Shinfield Parish Council (SPC) estate
- Reduce Energy Limited had submitted a comprehensive report on High Copse Pavilion. The report set out some small fixes that would be easy to achieve a reduction in energy costs.
- Reduce Energy Limited would be submitting reports on other sites in due course.

ACTION - Facilities Manager to action the suggestions made by Reduce Energy Limited and report back to the Committee

26/FC/34

Parish Wide Items

- 34.1 It was noted that the planning application for the path from Lailey Path to Shinfield Infant and Nursery School had been submitted.

26/FC/35

Correspondence

- 35.1 There was no correspondence

25/FC/36

Date of the Next Meeting

- 36.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 1st April 2026

The meeting ended at 20:52

List of Actions

26/FC/26.2

26/FC/1.1	Facilities Manager to meet with Freely Fruity to discuss signage and maintenance	Facilities Manager
26/FC/5.2	Facilities Manager to report back on reseeding at Millworth Lane at the April committee meeting	Facilities Manager
26/FC/9.4	Facilities Manager to liaise with the installers to resolve the issues of the shutters at High Copse Pavilion	Facilities Manager
26/FC/15.5	Clerk to follow up on the application to the Football Foundation for the grant for fencing	Clerk
26/FC/18.1	Facilities Manager to provide an update on Fire doors at School Green Centre at the April committee meeting	Facilities Manager
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	Clerk
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.	Clerk
26/FC/27.3	Clerk to submit the application for grant funding from the Football Foundation once the sites had been verified	Clerk
26/FC/27.4	Clerk to arrange a meeting with the tenderers for cricket at High Copse	Clerk
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	Facilities Manager Facilities Manager
26/FC/27.6	Facilities Manager to arrange for the installation of the storage containers once the ground had dried out	Facilities Manager
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	Facilities Manager
26/FC/28.2	➤ Facilities Manager to draft Heads of Terms and rent for discussion with the Tennis Club ➤ Cllr Clarke to investigate costs for tarmac of the track ➤ Clerk to discuss maintenance of the track with the University of Reading	Facilities Manager Cllr Clarke Clerk
26/FC/29.1	Deputy Clerk to add to the agenda of the next meeting	Deputy Clerk
26/FC/30.1	Facilities Manager to report back to the committee regarding potential work on the fire doors at the School Green Centre	Facilities Manager

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| 26/FC/30.2 | Clerk to arrange a site visit for the repositioning of the recycle bins with WBC | Clerk |
| 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 | Facilities Manager |
| 26/FC/33.1 | Facilities Manager to action the suggestions made by Reduce Energy Limited and report back to the Committee | Facilities Manager |