

To all members of the Facilities Committee

Notice is hereby given that a meeting of the Facilities Committee will be held on
WEDNESDAY 30th September 2026 at 19.30 at the School Green Centre



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

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

Agenda

110. Public Questions

- 110.1 To **RECEIVE** and **CONSIDER** any public questions

111. Apologies and declaration of members' interests

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

112. Minutes of the previous meeting

- 112.1 To **RECEIVE** and **APPROVE** the minutes of the Facilities Committee held on 2nd September 2026 as a correct record of the meeting and to authorise the Chair to sign the same*
112.2 To **CONSIDER** matters arising from the minutes

113. Padel Tennis

- 113.1 To **RECEIVE** and **CONSIDER** an update from the Padel Working Party

114. Management of council sports pitches

- 114.1 To **RECEIVE** and **CONSIDER** whether to investigate bringing management of sports pitches in house

115. Update from Facilities Manager

- 115.1 To **RECEIVE** and **CONSIDER** an update on activities from the Facilities Manager**

116. Ryeish Green Pavillion

- 116.1 To **RECEIVE** and **CONSIDER** an update regarding Ryeish Green Pavillion

117. High Copse Items

- 117.1 To **RECEIVE** and **CONSIDER** an update following notification to Shinfield Cricket Club
- 117.2 To **RECEIVE** and **CONSIDER** process for cricket at High Copse Pavilion from 2027 onwards
- 117.3 To **RECEIVE** and **CONSIDER** condition report and renovation of playing surfaces at High Copse Pavilion
- 117.4 To **RECEIVE** and **NOTE** an update on car park usage
- 117.5 To **RECEIVE** and **NOTE** an update on the installation of the perimeter fence around the pitches
- 117.6 To **RECEIVE** and **CONSIDER** an update on water irrigation for the sports pitches at High Copse
- 117.7 To **RECEIVE** and **CONSIDER** an update on High Copse Allotments
- 117.8 To **RECEIVE** and **CONSIDER** how the council can manage relationships between users of sports facilities operated by the parish*

118. Millworth Lane Items

- 118.1 To **RECEIVE** and **NOTE** an update on a sports master planner for Millworth Lane
- 118.2 To **RECEIVE** and **NOTE** an update regarding the planning application for the Fitness Centre at Millworth Lane
- 118.3 To **RECEIVE** and **NOTE** an update regarding the draft Heads of Terms between Shinfield Parish Council and the Tennis Club

119. School Green Centre and School Green

- 119.1 To **RECEIVE** and **NOTE** an update on the redecoration of the Pound Green Room, Three Mile Cross Room, and Grazeley corridor and the provision of new furniture
- 119.2 To **RECEIVE** and **CONSIDER** an update on implementation of recommendations for the Café as approved at Full Council on 23rd September 2026

120. Allotments

- 120.1 To **RECEIVE** and **NOTE** a verbal update from the Allotments' Working Party
- 120.2 To **RECEIVE** and **NOTE** an update on revising the allocation of plots affected by flooding issues at Orchard Rise allotments
- 120.3 To **RECEIVE** and **NOTE** an update on responses from Hartley Court allotment holders to install fencing and a secure gate

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

- 121.1 To **RECEIVE** and **CONSIDER** an update on the use of the land adjacent to the Manor Ground as a cycle track
- 121.2 To **RECEIVE** and **CONSIDER** any other updates on land matters with the UoR

122. Energy Matters

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

123. Parish Wide Items

- 123.1 To **RECEIVE** and **NOTE** an update regarding the potential relocation of waste bins within the Parish*
- 123.2 To **RECEIVE** and **CONSIDER** an update on improvements to the Deardon Orchard including implementation and costs with the first phase of work
- 123.3 To **RECEIVE** and **NOTE** an update on parish notice boards at Frensham Green and High Copse

124. Correspondence

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

125. Date of Next Meeting

- 125.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday, 28th October 2026 at 19:30

* Report attached ** Report to follow

**Minutes of a meeting of
The Facilities Committee
held on Wednesday 2nd September 2026
at the School Green Centre commencing at 19:30**

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

Attending: B Winton (Clerk)
M Kalsi-Spiller (Deputy Clerk)
S Ali (Facilities Manager)
11 Members of the public

26/FC/95

Public Questions

95.1 Q1. Member of the public: How did a £7.5 million budget come to be approved for High Copse pavilion without an irrigation system? They also asked about the fencing being installed.

Response: SPC were not involved with any of the material design or implementation decisions for High Copse Pavilion. The normal arrangement for sports developments around the country (one cricket square plus two football pitches) does not include irrigation. However, for High Copse the council was now pressing ahead with irrigation using an existing borehole. A pre-application discussion with WBC had identified what would have been acceptable in terms of fencing and this guided what has been procured.

Q2. Member of the public: As a parish council, can you consider a dedicated groundsman with specialist training in sports surface management?

Response: The Clerk advised that this would be given consideration as to overall viability for the council.

ACTION – Clerk to consider viability of bringing sports surface management in house.

Q3. Member of the public: Asked about items relating to the Manor Ground including the roller cover and watering.

Response: There were plans for a new shelter for the roller and the issues with watering were discussed.

Item 106.2 was taken at this point in the meeting (See entry later in minutes)

26/FC/96

Apologies and declarations of Members' Interest

- 96.1 There were no absences to be recorded for the meeting.
- 96.2 Declarations of Members' pecuniary interests and any related person interest
- Cllr Bowler advised that she had provided an updated declaration relating to Shinfield Players Theatre.
- There were no other declarations of Members interests or related person interests.

26/FC/97

Minutes of the Previous Meeting

- 97.1 The minutes of the Facilities Committee meeting held on 1st July 2026 were approved as a correct record and signed by Cllr Johnson
- Cllr Masseron identified that she had an action against her (26/FC/70.1) which was not correct. The Clerk advised that he would remove the reference from the minutes. Members agreed to approve the minutes subject to this correction.
- Proposed: Cllr Boyer
Seconded: Cllr Clarke
Approved: Unanimously
- 97.2 The following matters arising from the meeting held on 1st of July 2026 were discussed:
- 26/FC/69.2 Cllr Johnson to arrange a meeting with the WBC sports lead
(42.1)
- This has not taken place.
- ACTION - Cllr Johnson to arrange a meeting with the WBC sports lead**
- 26/FC/69.2 Cllr Johnson to fly a drone over Orchard Rise allotments
(59.1)
- This had been done.
- 26/FC/69.2 Finance Manager to arrange for quotes for insuring an electric bike
(61.1)
- Existing insurance covers accidents (employers and public liability but does not cover fire and theft). A meeting was being arranged to address this issue.

- 26/FC/69.2 (62.1) Facilities Manager to arrange for stickers to be installed on bins
This had been done.
- 26/FC/70.1 Clerk to publish Ryeish Pavilion full survey results on the website and social media
This has not been done as there is still no clear decision on the next steps relating to the pavilion.
- 26/FC/71.7 Clerk to send written permission to Shinfield Rangers Football Club to mark the community use pitch and to concrete in goals (no nets)
This has been done.
- 26/FC/77.3 Clerk to ask WBC for their commitment to maintain the Star Rise play area
This had been done and the Clerk has issued correspondence.
- 26/FC/78.1 Facilities Manager and Cllr Johnson to meet to discuss the viability of Virtu Juniors Football Club using the Manor Ground on a Sunday
To be arranged by Cllr Johnson
ACTION – Cllr Johnson to arrange a meeting with Virtu Juniors and include Facilities Manager
- 26/FC/83.1 Deputy Clerk to add Terms of Reference of the Facilities Committee to the agenda of Full Council in July
This had been done.
- 26/FC/84.1 Cllr A Pollock to report back on a review of the documentation by 5th August 2026 prior to the Finance and General Purposes Committee meeting on 12th August 2026.
This had been done.
- 26/FC/84.1 Clerk to bring forward any relevant items from the previous meeting to the next meeting of the committee.
This had been done.
- 26/FC/84.1 Clerk to add to the agenda of the next meeting
This had been done.
- 26/FC/85.1 Facilities Manager to progress creating the overflow car park at High Copse.
Discussed with agenda item 99.1.

26/FC/85.2 Clerk to report back to the Committee once he had received a response from the Football Foundation

The grant has been awarded and can be reclaimed once the fence is in and the invoice from the contractor has been received.

ACTION – Clerk to reclaim the grant for the fence at High Copse Pavilion from Football Foundation when the work has been completed and invoiced

26/FC/85.3 Facilities Manager to check with UoR regarding the surfacing of the 3-lane netted area

This had been done. Any additional work to create cricket nets would be at the cost of SPC

26/FC/85.3 Clerk and Facilities Manager to organise monthly meetings with SCC.

See Item 108.3

26/FC/85.3 Clerk to check the Heads of Terms for provision of cricket nets and sub-letting

See above.

26/FC/85.4 Facilities Manager to contact SRFC for details they had accessed for water irrigation for the sports pitches at High Copse

This had been done.

26/FC/85.5 Facilities Manager to investigate how to remove the white lettering on the containers

This had been done.

26/FC/85.6 Facilities Manager to order benches for the High Copse community area

This had been done.

26/FC/86.1 Clerk to arrange Teams meetings with the sports master planners

This had been done.

26/FC/86.1 Cllrs Boyer, James and Johnson and Facilities Manager to be invited to attend the Teams meetings.

This had not happened.

26/FC/86.3 Clerk to circulate the Chiltern Padel proposal to committee members

This had been done.

- 26/FC/86.3** Clerk to write to the UoR regarding the commitment of SPC to purchase Millworth Lane
- This had been done but no formal response received. Clerk to email again.
- 26/FC/86.4** Clerk to arrange for a draft lease for the Tennis Club to be drawn up
- This was on the agenda at Item 100.3
- 26/FC/87.1** Facilities Manager to arrange for the schedule of work to take place in Pound Green Room, Three Mile Cross Room and Grazeley Corridor
- See Item 101.1
- 26/FC/87.2** Clerk to order parasols for the café patio area
- This had been done.
- 26/FC/87.3** Clerk to add Catering Working Party recommendations to the agenda of the next meeting of Full Council
- This had been done and was on the agenda at Item 101.3
- 26/FC/88.1** Cllr Bowler to forward comments she had received to the committee
- This had been done.
- 26/FC/88.1** Facilities Manager to implement installation of the shelter once planning had been approved
- This had been done. The Clerk advised that planning permission had now been received.
- 26/FC/89.1** Facilities Manager to obtain quotes for converting plots RL23 and RL24 to a parking area
- These plots are covered in mares' tail and not suitable for use as allotment plots. The plots had been discussed at the Allotments Working Party, and the recommendation was to convert into additional parking using some self-installed grasscrete.
- 26/FC/89.1** Facilities Manager to contact Raymond Berkeley regarding the football memorabilia
- This had been done.
- 26/FC/89.1** Facilities Manager to arrange for the container to be moved to the Manor Ground for storage, subject to relevant planning permissions
- This had been done subject to planning permission.

26/FC/89.2 Facilities Manager to expedite the clearance and release of the relevant allotment plots

These were in progress.

26/FC/89.3 Facilities Manager to discuss the Orchard Rise Allotments at the next meeting of the Allotments Working Party

A plan of action was to be discussed on 1st September with the allotment holders about how to implement this (4th meeting).

26/FC/89.4 Facilities Manager to follow up on responses from allotment holders at Hartley Court Allotments

This had been done.

26/FC/89.4 Facilities Manager to obtain quotes for perimeter fencing and secured gate at Hartley Court Allotments

This had been done.

26/FC/89.4 Clerk to report on whether the sheep owner in the adjacent field was continuing to pay the annual rent

This had been done.

26/FC/90.1 Clerk to report back to the Committee once a response from the UoR regarding Land Matters had been received

This was on the agenda at Item 104.2, but no response has been received.

26/FC/92.1 Cllr Johnson to review the options presented

This is on the agenda at Item 106.1

26/FC/92.2 Clerk to distribute the report received from Tree Solutions

This had been done.

26/FC/92.2 Clerk to request the cost for Option 1

This was on the agenda at Item 106.2

26/FC/92.2 Clerk to request the cost of the complete project

This was on the agenda at Item 106.2

26/FC/92.3 Facilities Manager to order the notice boards and arrange for the installation at the identified sites

This had been done.

26/FC/93.1 Cllr Johnson and Clerk to contact Lidl to ask if they would consider an Inpost locker facility on their site

This had not yet been done.

ACTION - Cllr Johnson and Clerk to contact Lidl to ask if they would consider an Inpost locker facility on their site

26/FC/98

Padel

98.1 An update on the padel questionnaire

At the time of the meeting there had been 239 responses with a significant majority favouring installation of padel courts. Cllr Johnson highlighted the cost of playing padel as a popular concern with those who responded. There was also a discussion of a potential app/business model with SPC for local residents. Members had various suggestions regarding operation, pricing and location of the courts which will be considered before bringing forward any definitive proposal. As site visit to view Chiltern Padel to assess space, facilities and the sport had been arranged for Wednesday 9th September.

98.2 The establishment of a Padel Working Party and associated Terms of reference
Members considered the drafts Terms of Reference for the Padel Working Party. The Working Party would comprise of Cllrs Bowler, James, Johnson and Peer, plus one member of the public and the Clerk and Facilities Manager.

Proposed: Cllr Johnson
Seconded: Cllr Jahromi
Approved: Unanimously

ACTION – Deputy Clerk to add Terms of Reference to agenda for the next Full Council meeting.

98.3 The provision of an operating budget to the Padel Working Party to achieve aims and objective approved at 98.2

Although no specific costs had been identified at this stage, it was agreed to authorise the Working Party to spend up to £4,000 + VAT, if required, to develop proposals for padel.

Proposed: Cllr Johnson
Seconded: Cllr Jahromi
Approved: 7 For, 0 against, 1 Abstention

26/FC/99

High Copse Items

99.1 Overflow Carpark

Following concerns over the quotes for a full treatment for an overflow car park and the viability of a lower cost arrangement, it was agreed to maintain a watching brief regarding traffic levels at High Copse in order to establish the exact need for overflow parking. This would then allow development of a more detailed specification. In the meantime, hirers could use the spaces reserved for buses to provide additional spaces.

ACTION – Facilities Manager to monitor actual usage of the High Copse Car Park at peak periods to establish need for overflow parking.

99.2 Perimeter Fence around the pitches

Most of the fencing was now installed with completion due by 20th September. The University of Reading would then reclaim their Heras fencing panels.

ACTION – Clerk to claim the Football Foundation grant when the work is completed and invoiced.

99.3 Water Irrigation for sports pitches at High Copse

Quotes were being sought for the irrigation work.

ACTION – Facilities Manager to obtain require quotes and make recommendation to the committee

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

The lines and goals were now in place. Benches were about to be ordered, and the Facilities Manager would confirm intended locations.

ACTION – Facilities Manager to confirm the location for the benches

26/FC/100

Millworth Lane Items

100.1 Sports master planner for Millworth Lane

The Clerk has met with two companies but only one has followed up with a formal quote (Sports Lab) for £2,750 + VAT. This would cover Masterplan design drawings, options appraisal including budget costs and recommendations and topographical survey.

However, at Finance & General Purposes Committee (26/FGP/58.1) there had been a proposal for a parish-wide sports strategy instead.

After discussion it was agreed to proceed with Millworth Lane only at this stage.

Proposed: Cllr Boyer
Seconded: Cllr Masseron
Approved: Unanimously

ACTION – Clerk to commission the initial phase of work from the Sports Master Planner

100.2 Update for the Fitness Centre at Millworth Lane

The planning application (PA261353) had been submitted and to date no comments were showing on the WBC planning portal. An additional tree report had been required by WBC which has delayed the application process.

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

Draft Heads of Terms for Shinfield Cricket Club, Shinfield Rangers Football Club and Shinfield Tennis Club had been circulated to members in advance of the meeting with a request for any material changes or omissions to be advised. These will be incorporated into the draft documents.

ACTION – Clerk to co-ordinate inputs regarding the draft licences.

26/FC/101

School Green Centre and School Green

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

Yeoman Shield were lined up for 26th October (start of Half-term). They will be on site for two days and followed for the rest of the week by the painters. 1.5-2 days then followed by painters 2.5 days. On the Thursday and Friday, the cupboard in Three Mile Cross Room will be removed and more effective storage space installed. The existing cupboards in that room will be retained for potential use at High Copse Pavilion.

ACTION – Facilities Manager to deliver the work by early November

101.2 Shading to the Tin Roof Café patio area

The new parasols had been acquired and were in use.

The Clerk advised that there were operational challenges in putting the parasols out in the morning and bringing them back in at the end of the day, but he was not advocating for any other changes at present.

101.3 Catering Working Party Recommendations to Full Council

Currently recruiting a Café Manager but was also giving consideration whether this should become a wider Venue Manager role on the basis of a potential candidate interviewed for the Community Engagement post.

26/FC/102

Spencers Wood Pavilion and Recreation Ground

102.1 Installation of Community Shelter

Planning application 261405 for the community Shelter at Spencers Wood Recreation Ground was received on 2nd September 2026. Graffiti had been reported to the police and then removed. Anti-climb paint has been added to reduce anti-social behaviour impact.

26/FC/103

Allotments

103.1 The fees and deposit levels with effect from 1st October 2027

It was noted that allotment holders are obliged to be given one years notice of any rate increase.

After a series of votes, Members approved the increase in allotment rates with effect from 1st October 2027 at 5%

Proposed: Cllr Johnson
Seconded: Cllr Masseron
Approved: For 4, Against 1, 3 Abstentions

Members approved the deposit for new allotment holders to be four times the applicable allotment rate (currently two times) with effect from 1st October 2027

Proposed: Cllr Jahromi
Seconded: Cllr Johnson
Approved: For 5, Against 2, 1 Abstention

103.2 Allotments Working Party

The third meeting of the Allotments Working Party had been held on 1st September 2026. After trialling daytime and evening meetings, the working party had decided to only hold daytime meetings in future. While those attending were finding benefit from the meetings it was hoped to increase attendance.

The next gathering for allotment holders will be the AGM in October.

103.3 Allocation of vacant allotment plots affected by flooding issues at Orchard Rise allotment

A plan of action was still being developed for the site.

ACTION – Facilities Manager to develop a plan of action for plots affected by flooding issues at Orchard Rise allotment

- 103.4 Hartley Court Allotments – perimeter fence and secured gate

This was still ongoing.

ACTION – Facilities Manager to develop plans for perimeter fence and gate at Hartley Court Allotments

26/FC/104

Land Matters with the University of Reading (UoR)

- 104.1 An update on the land adjacent to the Manor Ground as a cycle track

The licence had been signed, and the field was now open to the public for use. There has been a lot of positivity regarding this development and offers to help with potential enhancements.

Cllr Jahromi left the meeting

- 104.2 Any other updates on land matters with the University of Reading

The council was awaiting UoR decisions. The next UoR Council meeting is scheduled for 24th September.

26/FC/105

Energy Matters

- 105.1 An update on the purchase and installation of PVC panel at Manor Ground and School Green Centre

The consultant was working on the detailed specification which would then go on Find a Tender for 3 months. The expectation is still that School Green Centre, and the Manor Ground are completed by end Feb 2027

26/FC/106

Parish Wide Items

- 106.1 Waste Bins

It was agreed that this would be carried forward to the next meeting.

ACTION – Deputy Clerk to add to the agenda for the next Facilities Meeting.

- 106.2 Improvements to Deardon Orchard

Members considered the report and quote for Stage 1 remedial works (£8,236.50 + VAT) and including the need to provide fencing along the western edge of the orchard. Members approved expenditure up to £10,000 + VAT (to come from S106 commuted funds). The chair thanked Ian Young for his efforts in progressing this matter.

Proposed: Cllr Boyer
Seconded: Cllr Jahromi
Agreed: Unanimously

106.3 Parish Notice Boards at Frensham Green and High Copse

These have been ordered.

106.4 Fixed barbecue sites within the parish for use by residents

There was a discussion on having permanent barbecue sites within the parish including a suggestion that this could be incorporated into plans for Millworth Lane. It was agreed that the Clerk would bring a paper to a future meeting of the committee.

ACTION – Clerk to draft proposals for permanent barbecue sites within the parish

106.5 Potential acquisition and conditions of use of a “Mosquito” anti-loitering device.

The Clerk referred members to the paper included in the agenda pack and there was a discussion of this type of device and the issues related to them. It was agreed to proceed on the basis of the paper which set out use as being a last resort measure.

Proposed: Cllr Boyer

Seconded: Cllr Clarke

Agreed: For 6, 0 Against, 1 Abstention

26/FC/107

Correspondence

107.1 Allotments at High Copse

The Clerk advised that he had received an email from Wokingham Borough Council regarding proposed allotments at High Copse asking if we could “clarify the parish council's position, i.e. is there any arrangement you would be willing to make to take on the ownership and management of these allotments and if so, what you would require to make it work? At this stage, if taking on the allotments is not viable for you, we would need to approach other local parish/town councils to gauge their interest in doing so, as the UoR do not want to take on the financial responsibility of the long-term commitment to managing them.”

Members did not immediately rule out taking on the allotments but asked the Clerk to establish what, if any, s106 funds would be available for the upkeep of the allotments.

ACTION – Clerk to establish more detail on the allotments at High Copse including any potential s106 funds that would be available.

- 108.1 To RESOLVE that, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item on the grounds that publicity would be prejudicial to the transacted business, namely matters under investigation, unverified allegations concerning identifiable third parties and commercially sensitive information, to apply to all items under item 108.

Proposed: Cllr Boyer
Seconded: Cllr Peer
Agreed: Unanimously

- 108.2 An update on action taken regarding playing cricket at HCP

Members were provided with information on the latest concerns regarding Shinfield Cricket Club's use of High Copse pavilion and playing surface.

Members NOTED the update.

At 21.55 Members agreed to extend the meeting beyond 22.00

Proposed: Cllr Johnson
Seconded: Cllr Boyer
Agreed: Unanimously

- 108.3 Shinfield Cricket Club's use of the facilities at High Copse Pavilion for 2027 and beyond

After careful consideration by Members, it was approved that Shinfield Cricket Club would not have use of High Copse Pavilion for 2027 and beyond but would retain the use, subject to revised conditions agreed with SPC, at the Manor Ground.

Proposed: Cllr Boyer
Seconded: Cllr Johnson
Agreed: 6 For, 0 Against, 1 Abstention

- 108.4 How the council can manage relationship between users of sport facilities operated by the parish

Members agreed to carry forward discussion of this item to the next Facilities Meeting.

ACTION – Deputy Clerk to add relationship management between users of sports facilities operated by the parish to the next Facilities Meeting.

25/FC/109

Date of the Next Meeting

- 109.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 30th September 2026

The meeting ended at 22:10

DRAFT

List of Actions

<u>Minute</u>	<u>Action</u>	<u>Responsibility</u>
95.1	Consider the viability of bringing sports surface management in house.	Clerk
97.2 (26/FC/69.2)	Arrange a meeting with the WBC sports lead.	Cllr Johnson
97.2 (26/FC/78.1)	Arrange a meeting with Virtu Juniors and include the Facilities Manager.	Cllr Johnson
97.2 (26/FC/85.2)	Reclaim the grant for the fence at High Copse Pavilion from the Football Foundation when the work has been completed and invoiced.	Clerk
97.2 (26/FC/93.1)	Contact Lidl to ask whether it would consider an InPost locker facility on its site.	Cllr Johnson and Clerk
98.2	Add the Padel Working Party Terms of Reference to the agenda for the next Full Council meeting.	Deputy Clerk
99.1	Monitor actual use of the High Copse car park at peak periods to establish the need for overflow parking.	Facilities Manager
99.2	Claim the Football Foundation grant when the fencing work is completed and invoiced.	Clerk
99.3	Obtain the required quotations for sports-pitch irrigation and make a recommendation to the committee.	Facilities Manager
99.4	Confirm the location for the picnic benches.	Facilities Manager
100.1	Commission the initial phase of work from the sports master planner.	Clerk
100.3	Co-ordinate the inputs regarding the draft licences.	Clerk
101.1	Deliver the redecoration and associated works by early November.	Facilities Manager
103.3	Develop a plan of action for plots affected by flooding at Orchard Rise allotments.	Facilities Manager
103.4	Develop plans for a perimeter fence and secured gate at Hartley Court Allotments.	Facilities Manager
106.1	Add the waste bins item to the agenda for the next Facilities Committee meeting.	Deputy Clerk
106.4	Draft proposals for permanent barbecue sites within the parish.	Clerk
107.1	Establish further details about the proposed allotments at High Copse, including any potential Section 106 funding available.	Clerk

108.4

Add relationship management between users of parish-operated sports facilities to the agenda for the next Facilities Committee meeting.

Deputy Clerk

DRAFT

This policy, if approved, would sit alongside licence agreements and hiring terms, with compliance becoming a condition of use.

Sports Facility User Relationship and Conduct Policy

Purpose

The purpose of this policy is to:

- Promote positive relationships between users of Council-owned sports facilities
- Provide a clear process for raising concerns and disputes
- Protect the reputation of sports clubs and the Council
- Ensure that disagreements are managed professionally and constructively
- Establish clear expectations of behaviour by clubs, members, officials, volunteers, players, spectators and supporters

Scope

This policy applies to:

- All clubs holding a licence, lease, permit or regular booking arrangement with the Council
- Club committee members, officers and volunteers
- Players, coaches and team managers
- Parents and spectators when attending club activities
- Any future organisation using Council sports facilities

Core Principles

All users of Council sports facilities shall:

- Treat each other with courtesy and respect
- Recognise that facilities are shared community assets
- Act in good faith when disagreements arise
- Avoid actions that damage relationships between clubs
- Seek resolution through established Council processes
- Accept that the Council is the owner and manager of the facilities and has the final authority over their operation

Communications Between Clubs

Where one club has concerns about another regarding the use of council facilities, clubs must:

- Communicate respectfully and professionally
- Raise concerns through designated club contacts (normally the Chair and/or Secretary)
- Focus on facts and observable behaviour
- Allow a reasonable opportunity for issues to be corrected

Clubs must not:

- Use abusive, threatening or insulting language
- Make allegations without evidence
- Contact players, junior members or parents directly regarding disputes between clubs
- Seek to undermine the operations of another club
- Encourage members or supporters to engage in disputes

Public Statements and Social Media

No club, officer, player, volunteer or representative shall:

- Publish derogatory comments about another club using Council facilities
- Publish derogatory comments about Council officers or councillors
- Use social media to pursue disputes
- Encourage others to criticise or harass another club
- Disseminate confidential information relating to Council decisions, licences, disputes or investigations

A club remains responsible for communications made by its official social media accounts and officers acting in their official capacity.

Complaints Process

Stage 1 – Informal Resolution

Where appropriate, clubs should seek to resolve minor issues informally through discussion between designated club representatives.

Examples may include:

- Shared storage issues
- Parking concerns
- Minor scheduling misunderstandings
- Pavilion housekeeping matters

Stage 2 – Formal Complaint

If the matter cannot be resolved informally, a written complaint shall be submitted to the Council.

The complaint should:

- Be submitted by an authorised club officer
- Set out the facts
- Include supporting evidence where available
- State the outcome sought

Stage 3 – Council Officer Investigation

The Council may:

- Seek information from all relevant parties
- Request documents, photographs or witness statements
- Hold meetings with representatives
- Consider facility records and booking information

The Council may refuse to investigate complaints that it decides are:

- Trivial
- Vexatious
- Repetitive
- Unsupported by evidence

Stage 4 – Council Officer Decision

Following investigation, the Council may:

- Dismiss the complaint
- Issue recommendations
- Issue a warning
- Impose conditions on facility use
- Suspend privileges
- Terminate a licence or agreement where appropriate

Decisions and recommendations should be approved by the Chief Executive Officer and Clerk to the Council.

Appeal

Where a Club disagrees with the Officer decision, action or recommendation they may formally request a review by the Facilities Committee as the responsible committee for council sports facilities.

The Facilities Committee may revise, cancel or uphold an officer decision or recommendation. Depending upon the severity of the complaint the Facilities Committee may also refer the matter to Full Council.

Escalation

Where a complaint concerns:

- Safeguarding
- Harassment
- Violence or threats
- Criminal behaviour
- Serious breaches of facility agreements

The Council may immediately bypass informal stages and proceed directly to formal investigation.

The Council may also refer matters to:

- The Police
- The Football Association
- The England and Wales Cricket Board
- The Lawn Tennis Association
- Any other relevant sports governing body
- Relevant safeguarding authorities

Council Authority

The Council owns and manages the facilities.

Accordingly:

- Allocation of facilities is a Council decision
- Scheduling priorities are a Council decision
- Storage allocations are a Council decision
- Use conditions are a Council decision
- Interpretation of Council policies is a Council decision

The Council's decision following a complaint investigation shall be final.

The existence of disagreement between clubs shall not delay implementation of a Council decision.

Unacceptable Conduct

The following behaviours may result in sanctions:

- Personal attacks
- Bullying or intimidation
- Harassment
- Threatening behaviour
- Online disputes between clubs
- Deliberately submitting false information
- Repeated refusal to comply with Council decisions
- Bringing the Council or facilities into disrepute

Sanctions

Depending on severity, the Council may:

- Issue informal advice
- Issue a written warning
- Require attendance at a mediation meeting
- Impose additional conditions of use
- Suspend use of specified facilities
- Suspend all bookings
- Terminate a licence, permit or user agreement

Bi-Annual Liaison Meetings

The Council will convene bi-annual meetings of sports facility users to:

- Discuss operational issues.
- Coordinate future development plans.
- Resolve emerging conflicts.
- Share information on facility investment and maintenance.

Participation in such meetings is expected from clubs holding long-term agreements.

Map of Shinfield Parish and Wokingham Borough bins

These maps have been annotated with potential changes to bin locations flagged up on the individual sheets



Shinfield Parish Dog Waste bin



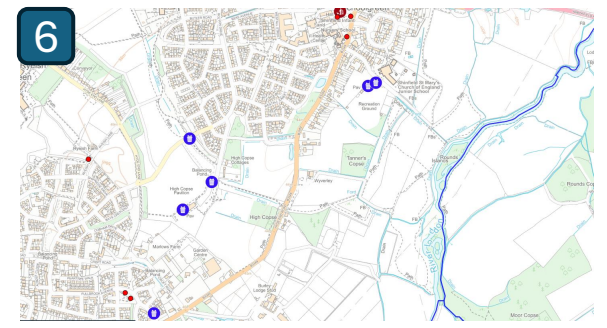
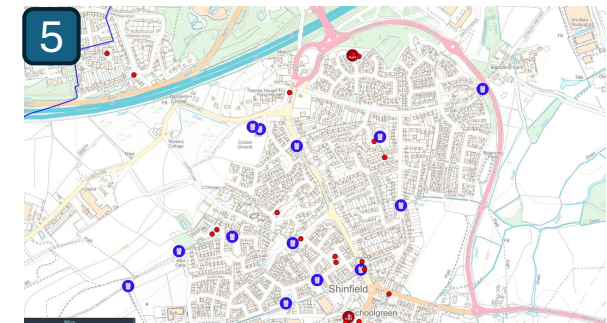
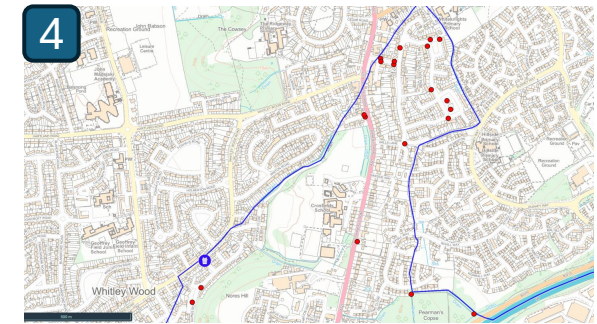
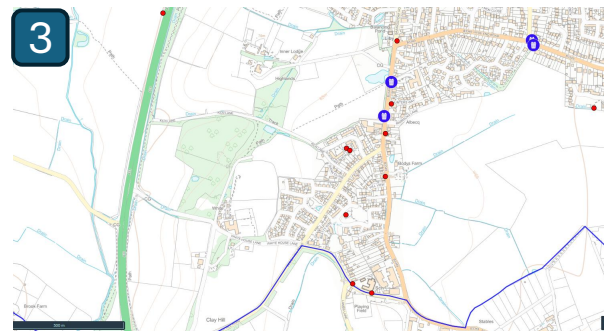
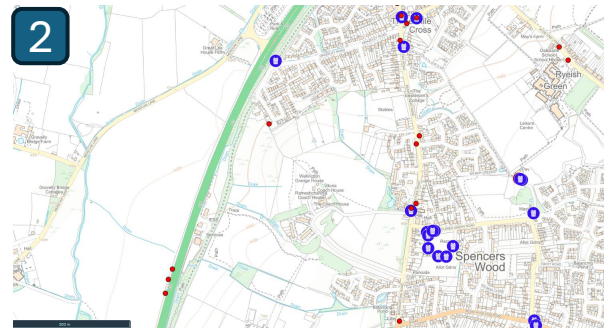
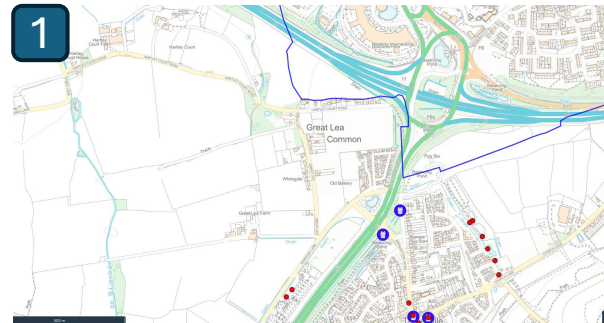
Shinfield Parish General Waste bin

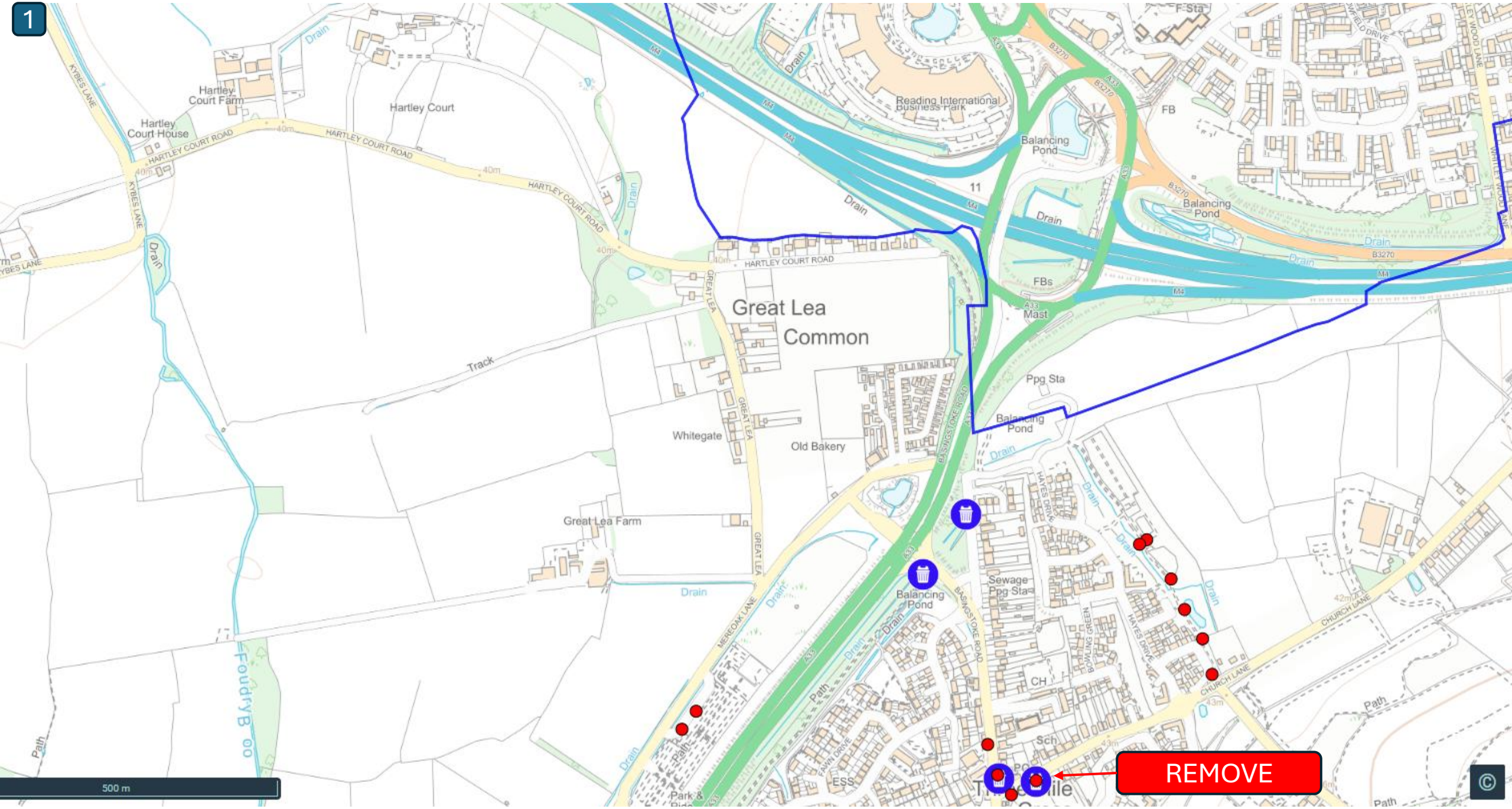


WBC Waste bin

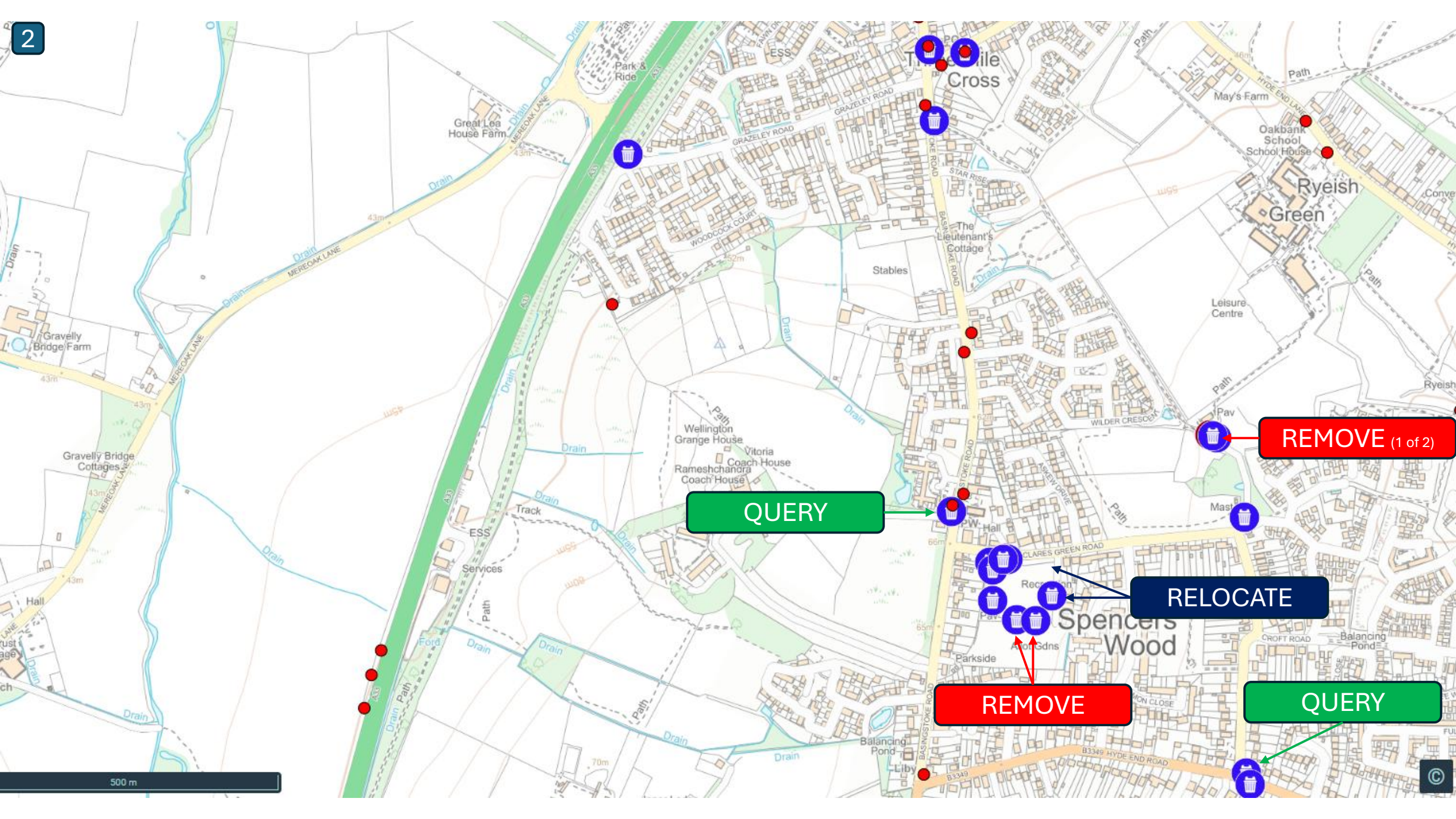


Map number





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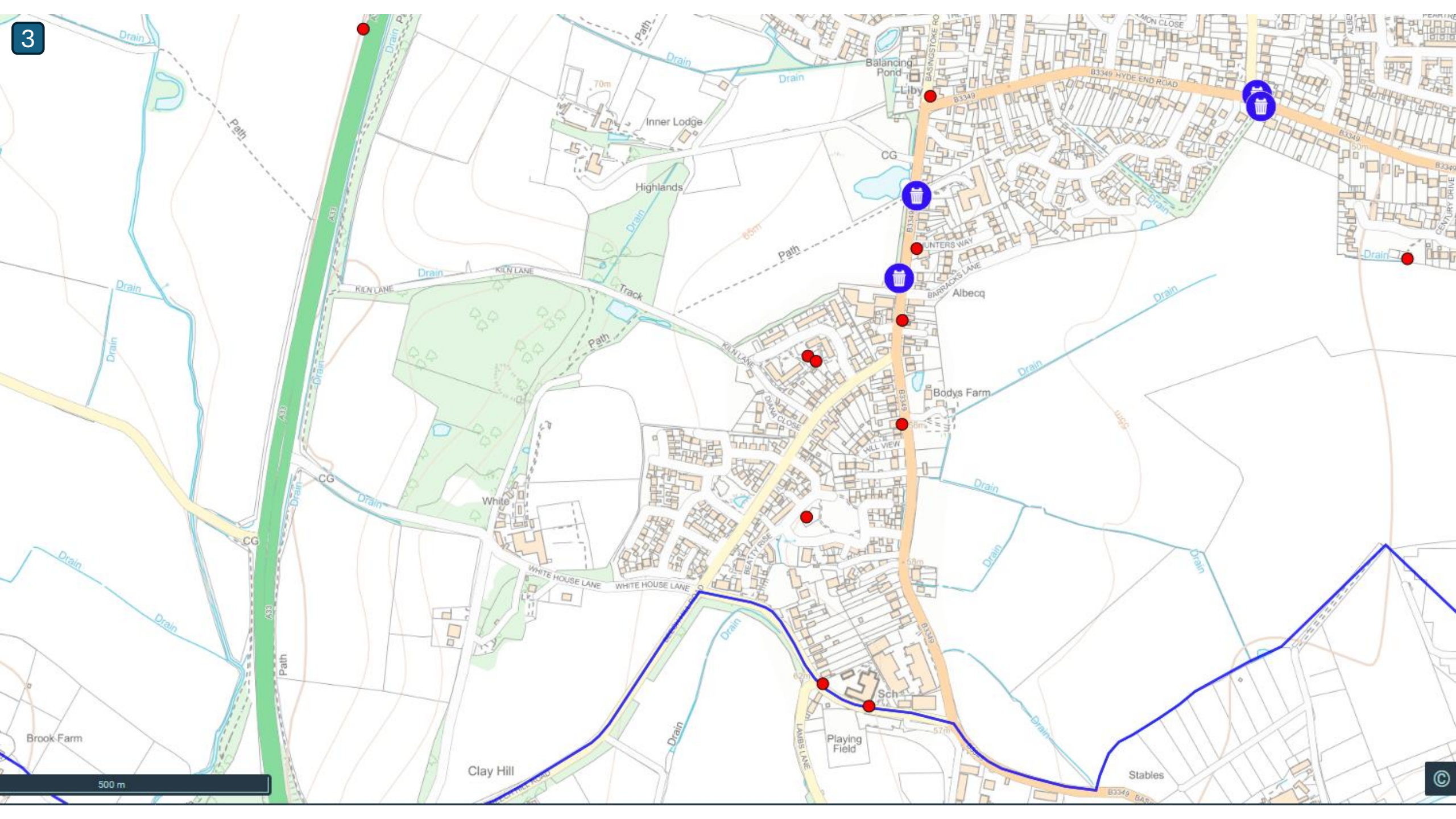
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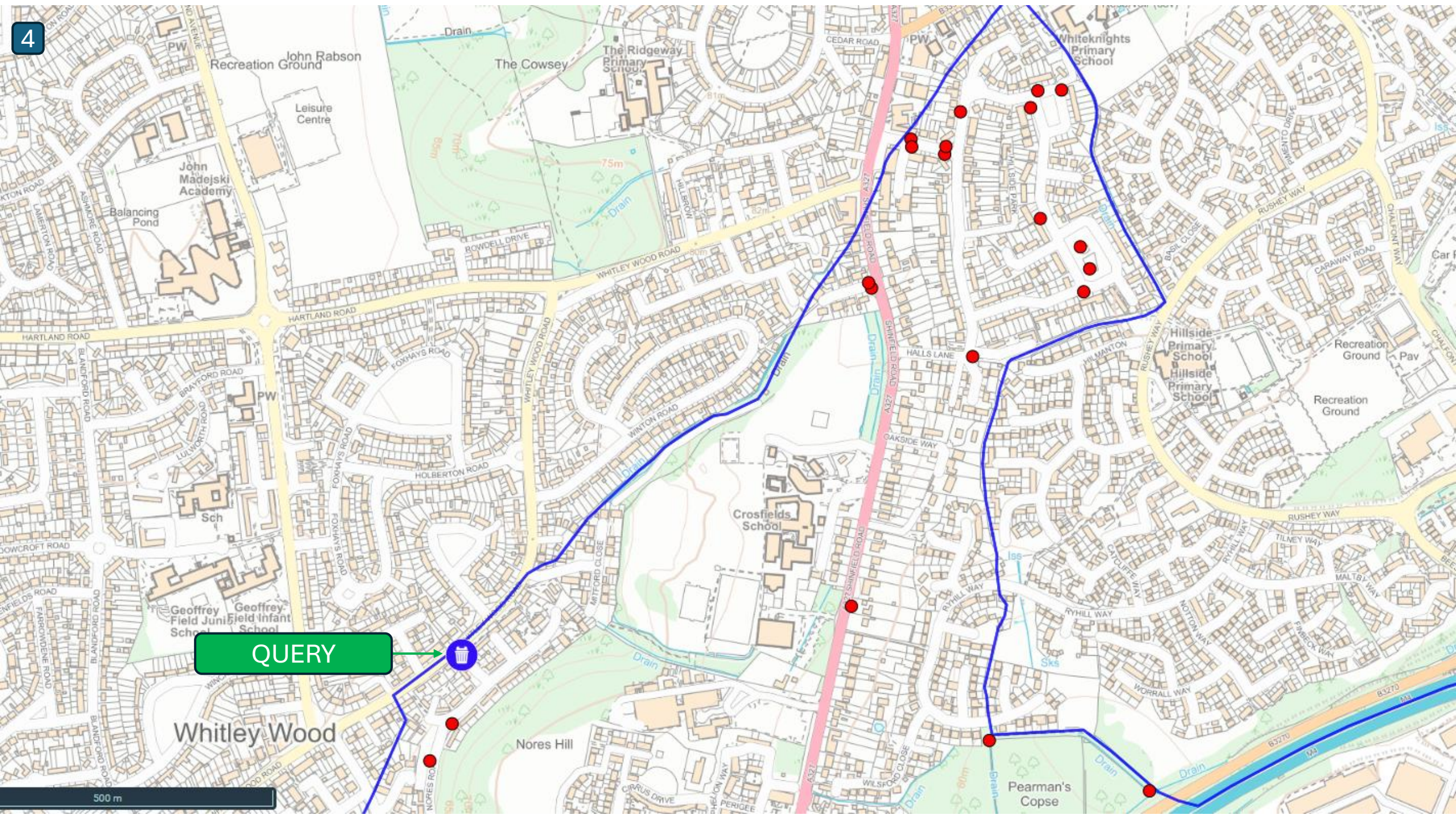
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RELOCATE

REMOVE

QUERY





QUERY



Whitley Wood

500 m



RELOCATE

